

**SAJEESH M**

Manama, Kingdom of Bahrain

Email-Id: msaju48@gmail.com

Mobile: +973- 33180208

<https://www.linkedin.com/in/sajeesh-m-450b851b/>

**CAREER OBJECTIVE**

Intend to build a career with leading corporate with committed & dedicated people, who will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging environment.

**EDUCATIONAL CREDENTIALS**

Master's In Business Administration 2008-2010 Coimbatore

Bachelors in **Catering Science and Hotel Management** from CMS College of Science And Commerce in the year 2008

Successful completion of xii from cbse board in the year 2005

Successful completion of x from cbse board in the year 2003

**CARRIER HIGHLIGHTS****SYNOPSIS**

**10** years of combined experience in administration and procurement , out of which 05 years of ongoing experience in foreign and local Purchase of industrial/commercial kitchen equipment's for hotels, restaurants and food processing industries , sanitary wares, marble, tiles, parquets, spare parts , in Bahrain market which involves technical and logistical knowledge of products.

Expertize in local procurement and foreign procurement procedures , customs clearance documentation (Awb/BI/Coo/Ci/PI & Other Gcc Legalized Certificates) freight forwarding arrangements, marine insurance, claim for damaged consignments , negotiation with foreign and local suppliers , negotiation and fixing contractual terms and other credit facility with the vendors for goods services and supplies provided. Coordination with internal departments for smooth handling and scheduling of jobs.

Day to day management of administrative activities both of clients and internally.

**PROJECTS AND JOBS DONE AS ON DATE**

- 1) Successfully completed the foreign and local purchase of all commercial kitchen equipment and cold rooms for **Bahrain Airport Service Flight Kitchens**(completed in 2020)
- 2) Successfully completed the foreign and local purchase of all commercial kitchen equipment and cold rooms for **Bahrain Airport Service Lounge** (on going installation)
- 3) Successfully completed the foreign and local purchase of all commercial kitchen equipment and cold rooms for **5 Star Hotel Jumeirah Royal Saray @ seef district** in Manama – Bahrain.( 2017- 2018)
- 4) Successfully completed the foreign and local purchase of commercial kitchen equipment's for the project of **Royal Court Bahrain –Al Muneef palace in the year 2019**
- 5) Successfully completed the foreign and local purchase of commercial kitchen equipment's for Novotel Bahrain extension in the year 2018
- 6) Executed and delivered the purchase both local and foreign for Angelina restaurant, Adliya, Oak Hotel Adliya.
- 7) Successfully done the purchase of tiles for **Alba Gama** projects for which Almoayed contracting was the main contractor for us.
- 8) Successfully done the purchase of sanitary wares for the extension of **Bahrain airport service** projects for which
- 9) Currently executing the foreign and local purchase for Bahrain Airport service (BAS-Extension) commercial kitchen for flight catering in May 2019
- 10)Currently executing the foreign and local purchase for Bahrain Airport service (BAS-Extension) premium lounge facility.
- 11)Execution Of foreign and local purchase for 5 star hotel **PARK INN HOTEL** , which is a job in hand supposed to be executed in the starting of June 2020
- 12)Execution Of foreign and local purchase for **Amphi Theatre** , which is executed in 2019

### **Sayyar Trading Agencies W.L.L**

Duration: (Bahrain, Manama August 2017- till present)

<https://www.sayyar.bh/>

### **Designation: purchase executive (import, export & local)**

- Floating the enquiries in the domestic, international market as well to existing and new suppliers so as to get the best quote and rates from the suppliers or service providers.
- Comparison of quotation with our requirements and finalization of the supplier/vendor
- Negotiation of payment, delivery, service terms with the existing as well as new suppliers /vendors.
- Issuing of LPO/FPO/LOI after the order and other terms has been confirmed with the vendor /supplier

- Payment processing to vendors /suppliers in the form of TT/cheque/Letter of credit etc as per terms agreed.
- Coordination with ware house, engineering and project team for delivery of materials in to ware house according to requirement of project / nature of jobs.
- Arrangement of local transport such as high up/crane/trailors for smooth delivery of goods in site and in warehouse.
- Providing logistic and procurement schedules/forecast and plans to various department for ongoing and upcoming projects or job in hand.
- Arranging insurance claim for lost/damaged goods under transit / under local transport.
- Regular tracking of GRN –Goods received note , to make sure that ordered goods are delivered and negotiation with the supplier for replacement of goods as well as for refunds if the wrong goods has been delivered.
- Preparation of Consignment arrival advises for warehouse to make them aware of the goods coming to the ware house of upcoming dates for proper planning of space of offloading.
- Coordination with accounts department to provide the actual cost incurred so as to assist them in the costing.
- Keeping a track of credit payments so as to remind the accounts to do the payments on time for smooth operation.
- Maintaining the proper filing as well as record keeping for all the purchase transactions done during the year.

### **Awal Refrigeration & Air conditioning**

Duration: (Bahrain, Manama April-2015 to July 2017)2 Years 3 months

<http://www.awalgroup.com/>

**Designation: Administrator (imports & exports).**

- Generating foreign purchase orders as for projects and for production according to the requirements.
- Opening of new LC from different banks according with the trade terms with supplier, negotiating with the supplier in purchase.
- Practical and theory knowledge in UCP-600.
- Processing TT in accordance with the purchase orders (fpo).
- Amendment of LC accordingly if needed and preparation of LC draft prior to establishment of LC so as to reduce amendment cost.
- Attestation of certificate of origin from Chamber OF commerce.
- Legalization of document if necessary in case supplier ask for it from embassy.
- Arrangement of local forwarders for collection of shipments for (exworks)
- Preparation of Certificate of origin, commercial invoice and packing list and coordinating with the forwarder for smooth transaction of the shipment.
- Insuring the foreign consignment (marine insurance policy)

- Keeping a track of consignments coming in a month according to the order placed.
- Checking the correct HS CODES in invoice.
- Worked with Country Club Hotel International LLC UAE-Dubai. Work period (jan-2012 nov-2013)

**Designation: marketing & sales-coordinator (Inbond & outbond)**  
**Lupin Ltd(period from June 2010-dec 2012)**

Job Profile: senior sales executive grade1.

**TAJ RESIDENCY COCHIN (Gate way class of ITC Group)**

Under gone SIX MONTHS training on “A study on employee turnover & retention strategy adopted by Taj group of hotels” in Human Resource Department.

**LINGUISTIC PROFICIENCY**

LANGUAGE	SPEAK	READ	WRITE
ENGLISH	YES	YES	YES
HINDI	YES	YES	YES
MALAYALAM	YES	YES	YES
TAMIL	YES	YES	YES

**COMPUTER KNOWLEDGE**

- MS OFFICE,C++
- Operating Systems
- DOS, WINDOWS

**PERSONAL DETAILS**

Name : Sajeesh M

Father's Name: Mr Ramakrishnan M

DOB: 02-08-1987

Age: 33

Gender: Male

Nationality: Indian

Marital status: Married

Passport no: HI228155

Driving license: Valid Bahrain license .

**DECLARATION**

I do hereby declare that, the above furnished details are true to the best of my knowledge and belief.

**REFERENCE**

Available on request for all (educational and professional details)

**Place: Kingdom of Bahrain**

**Date: 06/07/2021**