

CURRICULUM - VITAE.

RAJEET KUMAR.

Al-Wakra, State of Qatar.

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Objective: Aspiring a challenging position in the field of SCM field in Construction & Manufacturing sector with a growth-oriented Organization in India & GCC (KSA/Qatar).

Manager Procurement.

KLJ Organic Qatar WLL. (QIMC Group of Company)

Dec' 2017 up to now.

Doha, Qatar

Key Result Areas & Significant Accomplishments:

- Proven experience in purchasing or procurement within multiple industries like RM, Spares, AMC, Pumps, CAPEX, Compressor, DCS System, Pipe & Fittings, HT Plates, Valves, Strainers, Gaskets, Heat Exchanger, Blowers, Cooling Towers spares, Boilers spares, Conveyor Belt, Roller, Consumable, ZLD Auxiliary chemicals, Structural Steel, Laboratory Equipment & Chemical, Glassware, Plant Maintenance, Civil Work, Safety Items & Electrical items etc.
- Strong negotiation skills and the ability to influence stakeholders to save huge costs.
- Complete knowledge of SCM Supply Chain Management like end to end activity RM to FG.
- Excellent analytical and problem-solving abilities & Effective communication skills, both written and verbal, Knowledge of supply chain management principles.
- Detail-oriented with strong organizational skills & Ability to work under pressure and meet tight deadlines, Ability to adapt to changing market conditions.
- Proficient in using purchasing software and Microsoft Office Suite.
- Ability to adapt to changing market conditions & Strong leadership qualities and team collaboration skills. Strong organizational and time management skills.
- Strong negotiation and contract management skills. Ability to manage multiple projects simultaneously. Supplier Evaluation, Meet Target of Procurement within Budget. **1.5 million QR saving revenue per annum.**
- Proficiency in inventory management systems & Excellent analytical and data interpretation skills, Familiarity with procurement regulations and compliance.
- Material Planning & Procurement (Local/International), Managing Contracts.
- Cost Saving, Stakeholder Relationship, Processes, Tools, Projects. Negotiation Skills, Problem Solving Skills, Innovative Skills.
- Team Management, Supplier Relationship Management, Leadership Quality with Managerial skills, Decision maker. Member of **Primary & Central Purchase Committee.**
- Identify and developed new suppliers in India, China, Italy & Middle East etc.
- Negotiate contracts/PO including payment terms (**INCOTERMS**) on priority.
- Monitor budget and price increases (Commodity, Packaging, Sea Freight Transportation etc.)
- Implement **KAIZEN & 5S** within the department for continuous Improvement.
- Well-organized with skills of identifying & developing potential vendors/suppliers for achieving cost-effectiveness; assessing performance of the vendors based on their competitiveness and on time delivery & competitive Price.
- Distinguished efforts in negotiating with suppliers on prices & purchase agreements.
- **Member of Port Committee** for Bulk Vessel cargo from Saudi Arabia & India for clearance at Port. Playing an operation Manager role from Vesel berth on jetty till sailed out after complete operation without any congestion/accident. Port safety is appreciated several times.

Job Description: (Procurement)

- Receive Purchase Requisition from different dept. through **ERP SAP B1** and coordinate with Store and Execute for final purchase after negotiation with potential vendors.
- Prepare plan, schedule, process, and procedure to purchase spare parts, tools, materials, equipment, and services as appropriate and in a timely and cost-effective manner to ensure safe and reliable operation of the plant.
- Understand the specifications and scope of work, and ensure that all Quality Assurance, Engineering, and End User requirements are included to execute finally.
- Review technical specifications for the purchasing materials, equipment and Interface with Engineering and QA for any discrepancies occurred to resolve the issues.
- Meet and negotiate or clarify Inco terms with potential suppliers to negotiate for "Price, Delivery Time, Payment Terms, & Incoterms etc.
- Prepare and execute the final agreement of LPO/Int'l Purchase Order/Contract.
- Evaluate and monitor contract performance to ensure compliance with contracted obligations.
- Create and track Purchase Orders using the ERP system (**SAP B1, MM & Purchase Module**) to ensure that items are delivered promptly and correctly as per PO/LPO and technically approved.
- Develop and implement robust procurement processes and procedures, ensuring that they are audit compliant and adhered to implement without fail.
- Develop and manage the procurement department including setting targets, monitoring performance and adherence to budgets as per Central Purchase Committee meeting.
- Develop and deliver a procurement strategy across the company to deliver the target benefits and financial savings in terms of Incoterms negotiation.
- Initiate, lead, and manage complex procurement tenders, efforts and initiatives ensuring that budget, quality, and timing requirements are achieved in line with business needs.
- Lead and manage supplier negotiations to achieve improved commercial terms.
- Monitoring market pricing and optimizing purchasing.
- Maintaining petty cash for plant urgent need and expenses. Coordinate with Accounts for payment / LC related issues.
- Monitor and report on supplier performance and Solicit feedback on user satisfaction.
- Receive every Quarterly Chartered Break Bulk Vessels from India and Saudi Arabia for Bulk consignment like Industrial Salt & Paraffin/Olefin as Raw Material for our flagship product Caustic Soda Prills & CPW.

Previous Assignment.

Officer Purchase/Store Head SCM

Builders Adv Engineering & Construction WLL.

April 2011 to Oct' 2017.

Doha, Qatar

Job Description:

- Handled complete SCM function and Procurement dept as per SOP.

Previous Assignment.

Sr. Supervisor (Warehouse/Project Coordinator)

Abdullah A.M. Al-Khodari Sons
Dammam, Saudi Arabia. (K.S.A.)

(Mar'2010 to Mar'2011)

Job Description.

- Maintaining Total Warehouse (Inbound/Outbound) functions as per procedure and making SOP and implement. Coordination with all 41-site projects across country, frequent visits to ensure material availability and project run smoothly. Visited to all Major Al-khodari Project like Abha, Najran

Sharoura, Jijan city, Qulaibha, Khamish Mushet, Al-hasa, Makka, Riyad etc to ensure on time materials must be reached to site for smooth project operation.

Previous Assignment.

Sr. Executive (SPD Warehouse)

(Aug`05 to Jan`10)

Gati Ltd. (Suzuki Motorcycles India Pvt. Ltd.)

Gurgaon, India.

Job Description:

- Handled Complete SPD Warehouse function (Inbound & Outbound) in SPD Warehouse and ensure on time dispatch to SUZUKI Dealers across the Country.

Previous Assignment.

Executive (Logistics SCM)

(Mar`02 to Jul`05)

Minda Industries Ltd. (Horn Div.)

Wazirpur, Delhi, **India**

Job Description.

- Responsible for dispatch planning as per Customer order.
- Regular monitoring on the movement of stock and preparation of re-order.
- Maintaining "OEM" Spare Parts and finished materials at BONDED STORE on FIFO.
- Invoicing in FoxPro and update the master as per Purchase Order.
- Maintaining Delivery Monitoring Schedule on routine basis.
- Maintaining/Monitoring Stock Ledger (RG-1) and Inventory Control through EMS.
- Monitoring for "5 S" and KAIZEN" activity for logistics dep't. and ensure to meet target.
- Co-ordinate with our representative BAJAJ at PUNE & TELCO PUNE/JAM.
- Maintaining the KANBAN System of Material between Store, Purchase and Production.

Trainings Acquired: -

- "Time Management", Warehouse & Inventory Control Management" Conducted by Gati.
- "HSE & FIRST AID" & ORACLE ERP Conducted by Al-Khodari Sons. in K.S.A.
- "Operational Logistics Support" from (United Nation, 2011)
- "ISO 14001" Internal Auditor Training in Qatar by Intertek Qatar (UK)
- SAP B1 conducted by Klj Organic Qatar Wll, Qatar

Educational and Professional Qualification:

- Graduation English (Hons.) from J.P. University Chapra. India.
- Diploma in Computer Application 1st Class from Abhudya Computer Centre.
- Diploma in Store Management. 1st Class from Indian Institute of Material Management
- MBA** (Purchase & Material Management) from National Institute of Business Management.
- CPP (Certified Purchasing Professional) duly attested by "Qatar Chamber & Ministry of Foreign Affairs"** from Icon Qatar, APS (American Purchasing Society)

IT Skills.

- Computer Application (Windows 98 / 2000/ XP, Ms. Office & Internet.)
- ERP: - ORACLE, S A P & EMS. (MM Module)**

PERSONNEL INFORMATION.

- Date of Birth : Jan' 1979.
- Passport : Available ECNR Valid till Apr-2026.
- Marital Status. : Married.
- Nationality : Indian.
- Language Known : Hindi, English & Arabic
- Driving License : Yes. (GCC Qatar/India/International License)
- Visa Status : Visa Transferable (NOC Available).