

Amutha Rexlin Punitha

Procurement Manager

Address: Manama, Bahrain
Mobile: 33253816, 36022789
Email: rexlin.84@gmail.com

OBJECTIVE:

A decadal experience in procurement in multi project environments. Having good experience and knowledge about end-to-end construction procurement. Looking for a managerial role wherein looking for mutual growth.

SKILLS:

| Inventory Management | Procurement Management | Vendor Management |
|--|---|---|
| <ul style="list-style-type: none">• ABC Classification• Quality Control | <ul style="list-style-type: none">• Detailed LPO• On Time Delivery | <ul style="list-style-type: none">• Approved Vendors• Vendor Evaluation and Rating |

KEY RESULT AREAS – CAREER PATH

- ❖ Procurement Team Management
- ❖ Smooth coordination and functioning of Buy -out.
- ❖ Decision making.
- ❖ Thorough knowledge of contract administration, pricing, and project control
- ❖ Ability to work in versatile environments.

VARIOUS ROLES

PROJECT COORDINATION & PROJECT COSTING ANALYST

- ❖ Established budget and cost control procedures to ascertain the tracking of all project cost
- ❖ Provided accurate project manpower costs and forecast based budget.
- ❖ Reviewed and analyzed budget and expenditures for each project material as per the BOQ
- ❖ Ensured that payments (credit and debit) are made duly.
- ❖ Identified and reported cost overruns/under-spends so that project management can take appropriate actions.
- ❖ Evaluated percentage of completion
- ❖ Prepared and provided project cost tracking reports as required.

PURCHASE / VENDOR MANAGEMENT

Responsible for managing end-to-end Procurement Process covering the following areas:

- ❖ Procurement planning, category management, procurement analytics, purchasing & expediting and P2P, Source-to-Pay, Accounts Payable.
- ❖ Analyzing the marketplace to find the broadest set of globally capable suppliers who provide the best product cost, quality and delivery objectives – insuring maximum bottom-line impact.
- ❖ Sending RFQ to supplier and makes Quotation for the required item, Comparative Statement (QCS) as per quotation received from the

supplier against each order indent

- ❖ Negotiating with suppliers for discount, better payment terms to get the best value for each purchase.
- ❖ Review contracts and update required details (Payment terms, service start & end, effective date) on PO before issuing to suppliers.
- ❖ Completing Purchase Order forms and issuing Purchase Orders in accordance with applicable Purchasing Policies and Procedures.
- ❖ Source out potential suppliers in local and foreign markets, Arrange and coordinate with the preferred freight forwarder for all inbound overseas shipments, Conduct shipping costs analysis and decide the most efficient shipment mode.
- ❖ Oversee timely clearance of all inbound overseas shipments, ensure on time availability of the complete shipping documents (Bill of Lading or Air Waybill, Commercial Invoice, Packing List & Certificate of Origin), Review the accuracy of shipping documents received.
- ❖ Coordinating with the supplier, On-shore team, and internal teams on process and other issues
- ❖ checking that the content of Letters of Credit (L/C) opened by Finance are correct and in accordance with the agreed terms and conditions, Communicate and discuss with supplier any Material Discrepancy found. Coordinate with Accounts department in the settlement of the said discrepancy.
- ❖ Assisting in the development of procurement reporting metrics, eg open PO reports, PO closures, database clean up, etc
- ❖ Development of procurement processes and procedures
- ❖ Maintaining an approved vendor data base.
- ❖ Vendor evaluation and selection on basis of capacity and capability
- ❖ Analyzing & settling the supplier's quality problems.
- ❖ Handling issues of quality with suppliers and customers (domestic and overseas).
- ❖ Identification and implementation of best practice in all areas of procurement management and activity
- ❖ Discussed about status of Purchase and Purchase Order required for various Projects in weekly procurement meeting.
- ❖ Following with vendor and maintaining a good rapport with the vendor for smooth delivery of material.
- ❖ Having periodic meeting with the vendor for the delivery.
- ❖ Conducting Procurement status meeting on the basis of the project and reporting the same to GM
- ❖ Effectively coordinating for inspection

CARRER PATH

- Jan 2022 to at present with Al Zain Trading Co W.L.L as Procurement Manager
- Nov 2019 to Dec 2021 with Contratech W.L.L working as Senior Procurement Officer
- Jan 2016 to Nov 2019 with AKA Contracting Est. Bahrain Working as Purchase coordinator.
- March 2012 to 2015 with Al Ansari Lights Bahrain as Purchase Officer
- July 2008 to Sep 2011, with Petro Constructors (P) Ltd. India working as Sr. Executive - Procurement an ISO 9001:2000 certified company.

EDUCATIONAL QUALIFICATION:

Certified International Procurement Professional (CIPP) from International Purchasing and Supply Chain Management Institute

(IPSCMI), USA – 85%

Certified International Procurement Manager (CIPM) from International Purchasing and Supply Chain Management Institute (IPSCMI), USA – 85%

JUNE 2002 - 2005.

Bachelor of Computer Application, Periyar University, - Salem (65%)

JULY 2005 - 2007

Masters of Science Bioinformatics – Periyar University, - Salem (75%)

COMMUNICATION:

English (Fluent Spoken and Written)

Tamil (Fluent Spoken and Written)

Malayam (Fluent Spoken)

PERSONAL DETAILS:

- Profile: Female, 38, Married
- Nationality: India
- Current Location: Bahrain
- Expected Salary: As per industry standards
- Reason for Leaving: Better career prospects.

DECLARATION:

I **Rexlin Punitha. A** solemnly declares that all the above furnished details are authentic.