



# DEEPAK K C

## CONTACT

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📖 AL Nahda Sharjah, UAE

Nationality : Indian

Date of Birth : 28/12/1995

Marital Status : Single

### Permanent Address

Vadakiniyil (H) PO Morazha  
Kannur, Kerala India

## COMPUTER PROFICIENCY

MS Word/ Excel ★ ★ ★ ★ ★

Basic Operation ★ ★ ★ ★ ★

Internet & Email ★ ★ ★ ★ ★

## PROJECT WORKS

- Did my final year project on **"Heartbeat sensing and heart attack detection using IoT"**  
**Description:** Designed a heartbeat sensing and heart attack detection system using internet of things, by developing an android application.
- Did a project based on topic **Home security systems using Internet of things** as part of internship which is conducted in **JSS Academy Bangalore, India**

## ABOUT ME

I am consistent, hardworking, highly motivated person. I enjoy working with the public. I feel that I am friendly, outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the work force, expand my knowledge and skills, I am also looking to establish long terms employment in a friendly environment.

## ACADEMIC CREDENTIALS

- **BACHELOR DEGREE IN ELECTRONICS & COMMUNICATION ENGINEERING | 2017**  
Pondicherry University
- **HIGHER SECONDARY | 2013**  
Board of Higher secondary Examination Kerala  
ST. Michaels AIHSS Kannur, Kerala, India
- **SSLC | 2011**  
Board of Public Examination, Kerala, India  
ST. Michaels AIHSS Kannur, Kerala, India

## WORK EXPERIENCE (5 Years & 3 Months)

**SENIOR PROCUREMENT & LOGISTICS OFFICER | Jun 2020 – Sept 2022**  
**HOLFORD FACILITIES MANAGEMENT, DUBAI SILICON OASIS, DUBAI, UAE**

### Duties and Responsibilities

- Development of procurement processes and procedures.
- Managing the onboarding process for new suppliers, conducting all relevant checks in line with Group policy.
- Maintaining the approved supplier list, including conducting annual supplier checks.
- Nurturing relationships with suppliers to negotiate cost savings where possible.
- Proactively build, develop and maintain relationships with key stakeholders across the business.
- Delegating work according to an employee's abilities & skills
- Identifying those repetitive tasks that can be delegated to Junior Staffs
- Ensuring compliance in all areas of procurement activity.
- Have worked in accordance with different clients such as **Amazon UAE, Sephora, Prada, Dubai Developments.**
- Maintaining all the logistics part of the company and ensuring the vehicle fleet is operating smoothly.
- Coordinated a preferred supplier agreement tender for spare Parts & Consumables to reduce the total spend for these materials From **AED 10000** per month to **AED 75000**

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness, and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**-Management skills to direct others and review others performance.

## INTERESTS



Songs



Travelling



Reading

## PROCUREMENT & LOGISTICS OFFICER | Aug 2017 – May 2020

- Creation of Purchase orders in a cost-effective way by closely comparing the prices from different suppliers.
- Support with the follow up with suppliers on the receipt of required materials in a timely and accurate manner.
- Support with the periodic market research and stay abreast on new products, equipment and services emerging in the market.
- Worked with clients to resolve claim issues quickly and Efficiently
- Preparing Price Comparison, Savings report and reporting to the procurement manager
- Managing Inventory of the Company Warehouse and conducting inventory in every 6 Months
- Have Analyzed and identified areas where the company can cut the costs and increase productivity

## CO-CURRICULAR ACTIVITIES

- Internship on Internet of Things by Experts Hub, Bangalore (January 2016).
- Attended workshop on RC Fixed Wing UAV by Avian Aerospace (February 2014).
- Attended an International Conference Advancements in Engineering and Technology by ACET (March 2015).
- Has completed a NPTEL online course Which is conducted by Indian Institute of Technology, Madras
- Have published an engineering journal in IJESC (International journal of engineering science and technology) based on the final year project

## LANGUAGE SKILLS

Mother Tongue : **Malayalam**

### English

Listening	Reading	Writing	Spoken Production	Spoken Interaction
C1	C1	C1	C1	C1

### Hindi

Listening	Reading	Writing	Spoken Production	Spoken Interaction
C2	C2	C1	C2	C2

### Tamil

Listening	Reading	Writing	Spoken Production	Spoken Interaction
C2	C2	C1	C2	C2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user