



## JOSHUA JACOB

Sr. PROCUREMENT OFFICER

### CONTACT



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BACHELOR OF COMMERCE



NEGOTIATION SKILLS

PROCUREMENT EXPERTISE

STRONG RELATIONSHIPS

COST MANAGEMENT

COMMUNICATION SKILLS

RISK MANAGEMENT

ANALYTICAL SKILLS



ENGLISH, HINDI & MALAYALAM

### PROFILE

Energetic and self-driven professional with a discreet procurement expertise coupled with in depth knowledge regarding third party purchases and vendor negotiations. Particularly effective in funds management and record keeping for the purchases made and scheduled on behalf of the company.

### EXPERIENCE& RESPONSIBILITIES

**Working as a Sr. Procurement Officer for local & import at Farzana Trading LLC, Dubai (05 June 2023 Still now).**

- Handling categories: Frozen, Chilled & Dry products (Poultry, Meat, Seafood, Vegetables, Processed food, Rice, Oil, Sugar, Pulses & Spices)
- Negotiate with international suppliers and local wholesalers / traders / flourmills submit the price comparisons report for various categories.
- Review the new booking offers and share our firm bid as per current market.
- Private Labeling ( <https://farmila.com> )
- Purchase orders will place on timely basis with overseas suppliers and follow up to push as soonest ETD.
- Ensure after ETD draft shipping documents are received for confirmation from shipping department.
- Prepare the payment as per the confirmation. follow up and push the accounts department to release the payment before ETA.
- CO-ordinate with shipping department to discharge and release container as soonest for the sales.
- Analyse product price fluctuations on a periodic basis and report the price movement to manager and re-negotiate terms with supplier to increase margins.
- To adhere to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.
- Responding to email, fax and telephone from commercial team/other departments.
- Proactively liaise with sales team to forecast, plan and to meet purchase deadline.

**Worked as a Procurement Officer at Sodexo|Kelvin catering services & facilities management emirates LLC, Dubai (10 June 2022 to 16 May 2023).**

- Organize and maintain numerous purchasing tasks from seeking quotations, preparing financial evaluations, issuing Purchase Orders (PO) and follow up for deliveries.
- Create new codes for new products.
- To ensure that all activities are carried out in accordance with the company's Quality, Health, Safety & Environment, Ethics & Compliance and

Food Safety policies.

- Preparing the monthly purchase report for the major consumption items.
- Handling the non-food purchase (Disposables, office supplies', bedding & lining.
- Sourcing new vendors & listing the supplier.
- Foster cordial relationship with suppliers to promote and uphold the corporate vision and values
- Preparing contracts with supplier as per the contracted items with client.

#### **PROJECT HANDLED:**

- ADNOC oil & gas barges

S.NO	LOC.CODE	LOCATION NAME	S.NO	LOC.CODE	LOCATION NAME
1	AEA29000	ADNOC – SUPPORT FUNCTIONS	13	AEA29013	QMS CONSTRUCTOR
2	AEA29001	BARGE KAMIKAZE	14	AEA29014	UMM LULU SUPER COMPLEX (ULSC)
3	AEA29002	BARGE LEEN (SEAFOX)	15	AEA29015	QMS SURPRISE
4	AEA29003	ABU AL BAHUS COMPLEX	16	AEA29016	UAP UMM SHAIF ACCO. PLATFORM
5	AEA29004	BARGE PILI PILI	17	AEA29017	NASR (NSSC)
6	AEA29005	BARGE PEPPER	18	AEA29018	ZAKUM WEST & OLD ACCOMMODATION
7	AEA29006	UAB UMM SHAIF ACCOM. BARGE	19	AEA29019	ETTOUK ISLAND
8	AEA29007	AL HYLEH BARGE	20	AEA29020	UMM AL ANBER ISLAND
9	AEA29008	BARGE PESTO	21	AEA29021	AL GHALLAN ISLAND
10	AEA29010	ZAKUM CENTRAL	22	AEA29022	ASSEIFIYA ISLAND
11	AEA29011	UMM AL DALKH	23	AEA29023	UPPER ZAKUM (ACPT & ACPT2)
12	AEA29012	UMM SHAIF (USSC)			

- Handling the purchase of stationary, printer, cartridges & bedding for below locations;

1) Emiriguard, Al Ain, AEA-23024, 2) Presidential Guard, Al Ain, AEA-23034, 3) Hatta, Al Ain, AEA-23039  
4) US Army, AEA-23040, 5) MHS, Al Ain, AEA-23043, 6) MHS, Liwa, AEA-23045, 7) Thoban, AEA-23049, 8) EDA Naval Base, AEA-23048, 9) NTS Sweihan, AEA-23055

#### **Worked as a Sourcing Specialist in Seven Seas ship chandlers LLC, Dubai (01 July 2021 to 31 May 2022).**

- Organize and maintain numerous purchasing tasks from seeking quotations, preparing financial evaluations, issuing Purchase Orders (PO) and follow up for deliveries.
- Ensure that all procurement and contracting practices are in accordance as per company procedures and practices.
- Allocate company item codes upon receipt of customer RFQ from the commercial team, ensuring code allocation and maximum usage from the warehouse inventory.
- Creating and distribute supplier for both stock item and just one time purchasing requirements, include a minimum of three suppliers to ensure competitive pricing is received and benchmarked.
- Collaborate closely with the operations and commercial teams to provide timely solutions to any shortage in inventory for customer order requirements.
- Prepare reports on procurement activity as requested by manager.
- To ensure that all activities are carried out in accordance with the company's Quality, Health, Safety & Environment, Ethics & Compliance and Food Safety policies.
- Perform any other duties as requested by the line manager.

**Worked as Buyer (FMCG) with National Power Group Holding -Sole Proprietorship LLC, Abu-Dhabi (21 July 2019 still 08 may 2021).**

**Website: [www.npg.ae](http://www.npg.ae)**

- Development of supplier portfolio in accordance with procurement strategy, optimization of suppliers & continuous improvement of purchasing conditions.
- Sourcing new vendors & listing the supplier.
- Negotiate with supplier for profitable price.
- Preparing contract with the supplier & vendor creation.
- Preparing the commodity as private labeling.
- Following with supplier for delivery as per LPO.
- Co-ordinate with sales team in fixing selling price.
- Co-ordinate with accounts for invoice reconciliation.
- Preparing the total purchase & sales report for calculating GP.
- Foster cordial relationship with suppliers to promote and uphold the corporate vision and values

#### PROJECT HANDLED:

- UAE Armed Forces, Al Ain unit (Al Teweesa).
- Abu-Dhabi co-operative society. (PRIVATE LABELING)
- Al Madina Super Market, Mussafa, AUH.

**Worked as Procurement officer at Advance Facilities Management LLC, Abu-Dhabi (24 June 2018 still 18 July 2019).**

**Worked as Purchaser at Four N Catering -Sole Proprietorship LLC, Abu-Dhabi (05 Oct 2012 still 18 June 2018).**

- Maintaining relation with supplier in line with the procurement strategy & catering operation requirements.
- Manage, monitor and report on procurement KPI's.
- Maintains quality results by following HSE standards.
- Ensure all certifications and standards are in line with supplier specifications.
- Perform cost analysis & initiate improvement actions.
- Supplier selection in accordance with operations & quality management.
- Supplier development based on performance measurements.
- Communications with internal departments such as operations, accounts, HSE, logistics.
- Handling the petty cash for local purchasing.
- Manage and motivate the store team for more result.

#### PROJECT HANDLED:

- Abu Dhabi Company for Onshore petroleum Operations Ltd. (ADCO-ADNOC). (**Advance Facilities Management LLC**)
- Hyundai Offshore (Intervention-1, Kino, OML Jacob, PILLI PILLI, Real M1, Sea Fox Burj). (**Advance Facilities Management LLC**)
- Al Salam Living City Labor Camp. (**Four N Catering -Sole Proprietorship LLC**)

#### DRIVING LICENSE:

Status : LMV

Date of Expiry : 01/09/2025

Place of Issue : Abu Dhabi

#### AWARDS:

- Certificate award for being an outstanding purchasing professional.

**COMPUTER KNOWLEDGE:**

- M S Office.
- Office 365
- Tally & ERP
- Microsoft GP 2010
- SSB Invoice Manager
- SAP

**PASSPORT & PERSONAL DETAILS:**

- Nationality : Indian
- DOB : 27/06/1990
- Marital Status : Married
- Visa Status : Residents Visa
- Passport No : V2917495

**DECLARATION:**

I hereby declare that all the information furnished above is true to the best of my knowledge.

**Place: DUBAI**

**JOSHUA JACOB**