

# MANU SATHEESAN NAIR



📍 Dubai, United Arab Emirates • ☎ 00971-50-4778312 • ✉ smanunair1@gmail.com

## ELECTRICAL & ELECTRONICS ENGINEER | PROCUREMENT SPECIALIST

Credible leader with over 12 years of work experience in UAE for introducing process improvement initiatives, delivering enhancement solutions, and providing value-added services across Procurement of Electrical Components for Projects and Trading Divisions. Stellar record of overseeing end-to-end supply chain, logistics, and business operations with the aim to enhance business growth capacity, productivity, and profitability. Skilled at developing and implementing business/project plan strategies, budget/cost control methods, and optimization techniques to achieve business expectations and assigned KPIs.

- ✓ *Knack for saving \$MM for a company by leading projects, re-engineering processes, and directing logistics, material control warehousing, and inventory management programs.*
- ✓ *Able to increase operational effectiveness and excellence while coordinating with suppliers, vendors, and customers.*
- ✓ *Proven ability to resolve procurement and logistic challenges through quick decision-making and critical thinking.*

- |                                      |                                    |                             |
|--------------------------------------|------------------------------------|-----------------------------|
| • Project Planning and Execution     | • Partner Relationship Building    | • Revenue Generation        |
| • Delivery Optimization & Excellence | • Strategic Procurement Management | • Sales Strategy            |
| • Orders/Requirement Fulfilment      | • Inventory/Stock Management       | • Contracts & Negotiations  |
| • Logistics Scheduling/ Distribution | • Process Improvements             | • Operational Effectiveness |

### Professional Experience

**SCIENTECHNIC LLC (AGENTS FOR SIEMENS IN DUBAI AND NORTHERN EMIRATES) | Aug 2008 – Dec 2020**

#### **Procurement Executive (Jan 2014 – Dec 2020)**

Ensured smooth execution of all sales orders to point of delivery by supervising, coordinating, and managing the function of sourcing. Achieved customer satisfaction goals by expediting deliveries with the aim to meet customer requirements of Siemens Switchgear Component. Enhanced operational efficiency by reviewing contracts / commercial clauses and recommending options for clearing slow-moving inventory. Fostered the provision of best-in-class service by responding to customer and supplier inquiries about order status, change, or cancellations.

- *Maintained sufficient inventory at all times by determining quantities and ordering more materials when necessary.*
- *Boosted profitability by requesting quotations, negotiating T&C and preparing purchase orders in ERP software SAP.*
- *Played a key role in cash flow management by negotiating payment terms with new suppliers and improving payment terms with existing suppliers.*
- *Provided value-added logistics services by coordinating with freight forwarders to ensure smooth flow of operations.*
- *Developed the understanding of suppliers for the existing product portfolio to improve work efficiency.*
- *Kept and updated databases on system while working on ERP system/SAP to receive the correct reports as required.*
- *Improved the performance of suppliers through frequent evaluation and rating of their work.*
- *Established an efficient system by following group procurement policy, process, and procedures as well as through continuous process improvement and change management.*

#### **Project Engineer - Medium Voltage Switchgears, Transformers, and DC Systems (May 2012 – Dec 2013)**

Spearheaded end-to-end project management including planning, progress, and completion of the project within time and budgetary constraints. Worked in close coordination with the customer/consultant and site engineer/manager to ensure the smooth execution of projects. Planned and prepared the project schedule in accordance with the available resources and forwarded the schedule to the customer/consultant for their approval.

- *Created order detail form and other relevant documents such as purchase order, contract review checklist, and project revenue details for management review and approval.*
- *Saved time and cost by timely updating the sales order, purchase order, and project order in ERP software SAP.*

- Ensured that approvals and clearance are received from the customer/consultant on the relevant drawings (based on the specifications) to proceed with manufacturing.
- Organized and attended Factory Acceptance Test if required in coordination with the customer/consultant and factory.
- Streamlined the logistics project by arranging for delivery of the product to the customer/consultant.
- Managed the delivery of materials to the site in coordination with the customer/consultant and management.
- Liaised with the Customer/Consultant, Service Manager and Site Engineer to schedule the installation, testing, and commissioning of the product at the site.
- Monitored the project to ensure it is completed within the scheduled time and budget through a work progress report.
- Paved the organization into an ever-growing trajectory by ensuring timely payment is done by the customer as per the payment terms stated in the contract.
- Kept the higher management updated regarding the progress and any other issues related to the project.

### Projects Completed

- Supply of 11kV **Siemens** Simoprime Medium Voltage Switchgear and DC System at Novotel & Ibis Hotel | **Fujairah**
- Supply of 4No Extn. Panels of **Siemens** 11kV Medium Voltage Switchgear for Existing Switchboard | **FEWA 1W/2011**
- Supply, Testing, and Commissioning of 40kVA, 30KVA UPS, 11kV **Siemens** Nx Air Panels; Make: **Borri** | **Dubai**
- Supply, Installation, Testing, and Commissioning of 11kV **Siemens** Nx Air panel | **DAFZA Chiller Plant Upgradation**
- Supply, Installation, Testing, and Commissioning of 11kV **Siemens** Simosec Extn. Panels | **Business Bay Executive Towers**
- Supply, Installation, Testing, and Commissioning of 33kV **Siemens** 8DA10 Panels | **Fujairah Oil Terminal**

### Sales and Estimation Engineer - Medium Voltage Switchgears, Transformers, and DC Systems (Aug 2008 – May 2012)

Involved in the preparation of pricing sheets, commercial offers, and technical offers with single line diagrams. Ensured the timely flow of material in work by developing material submittal for clients/ consultant's approval. Established productive relationships with vendor(s) through effective negotiation on price and payment terms.

- Oversaw business development initiatives and increased the sales of Siemens products including:
  - 33kV, 11kV, and 3.3kV Medium Voltage Switchgears
  - Medium Voltage Oil and Dry Type Transformers
  - Cable Terminations for all private projects in Dubai and Northern Emirates
- Managed, led, and finalized various orders for private projects such as:
  - Development of Gulf News Production Facility for Trans Gulf Electro-Mechanical L.L.C.
  - Ibis Novotel Hotels for Fujairah National Construct and Transportation Company, Fujairah.
  - China Harbor Engineering Company for Supply of MV Switchgears for a Strategic Grain Reserve in Fujairah.

### Early Career

ETA-ASCON, DUBAI, UAE • **MEP Coordinator - Student Trainee Engineer (Feb 2008 – June 2008)**

ROTO PACKING MATERIALS INDUSTRY CO LLC, DUBAI, UAE • **Student Trainee Engineer (June 2007 – July 2007)**

### Education & Professional Development

**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI-DUBAI, UAE • B.E (Hons.) Electrical and Electronics Eng.-2008**

**DUBAI INSTITUTE OF BUSINESS MANAGEMENT-DUBAI, UAE • Effective Selling Techniques – 2009**

**TOASTMASTERS INTERNATIONAL-DUBAI, UAE • Planning & Organization Skills Training - 2013**

**UV CONSULTANTS-DUBAI, UAE • Certificate of Recognition from Toastmasters International – 2017**

**EASA SALEH AL GURG GROUP-DUBAI, UAE • Most Number of Suppliers registered on SAP ARIBA - 2017**

### Personal Details

**NATIONALITY: Indian**

**Valid UAE driving license**

### Languages

**ENGLISH | MALAYALAM | HINDI**