

## CURRICULUM VITAE



**RAMSYAM. D**

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### **PERSONAL SUMMARY:**

Possess 19 years' experience in procurement field dealing with National and International markets. I always ensure to obtain the best quality products with competitive prices, by means of industrial insights and input my experience to profit the Organization. I am hardworking and capable procurement manager with a track record of significantly reducing costs and improving a company's processes and corporate purchasing programs. I always ensure to deliver results against strategic objectives, whilst working within the organization core values and beliefs. I am looking for challenging managerial position in procurement division, with my existing abilities and knowledge which will add value to any Organization.

### **CAREER OBJECTIVE:**

- More than 19 years of experience in various facets of procuring materials from national and international markets.
- Well experienced for inviting and allotting tenders.
- Expertise in evolving local vendors, reducing the cost of procurement of material.
- Successfully implemented vendor development programmes including training for vendors.
- Experienced with implementing systems of inventory management avoiding over-stocking or wastage.
- Working knowledge of SAP.

### **Profile:**

- Self-motivated, dedicated and consistent performer
- Adaptability in fast paced and high-pressure environment
- Worked with professional teams.
- Sincere and hard worker

### **Key Skills**

- Identified list of vendors in the market, suitable for the organization and selected optimum for production.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Located National and International raw-material supply sources and built sound relationships with vendors and suppliers.
- Analyzed raw-material delivery times to predict future availability and stock the raw-material for production process.
- Investigated market to gather information related to raw materials, spare parts, oils and lubricants available as well as substitutes and their costs.

### **Educational Qualification:**

Bachelor of Commerce from Andhra University, Visakhapatnam

### **Technical Qualification:**

Diploma in Computer Applications

Excellent command over MS Word and Excel as tool for preparation of MIS Reports, Spread Sheets and General Reports, FoxPro 2. 6, Oracle 7.X with  
Develope2000

### **Good Knowledge of SAP – Material Management (MM)**

Good Knowledge of accounting software like Vision (VB) NS 5

from ABS (American Bureau of shipping)

Build smart software (ERP) Microsoft

Dynamics (G.P)

### **WORK EXPERIENCE – 19 Years in Bahrain.**

COMPANY NAME	BAHRAIN FOUNDATION CONSTRUCTION COMPANY W.L.L / Dynamic Construction W.L.L
DURATION	From April 2017- Till date
DESIGNATION	Senior Procurement Officer (HOD)
ORGANIZATION:	Pilling works (For All Foundation Solutions) & Construction
PROJECTS	Bapco Modernization Programme, Liquefied petroleum Tanks, Bapco Modernization Programme, Bridges in Unit 061 & 935 Sitra, Alba Port upgrade Project (Fata) Bahrain Marina, Fab Tower Bahrain Financial Harbor, Hilton Garden at Avenues, Harbor Row Project – Bahrain Financial Harbor, The Avenues Bahrain Phase 2B, Al Fateh Highway Upgrade (Main Works) Shoring work, (EPC 2) GSR Water Tanks at Askar
<b>JOB RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"><li>• Direct reporting to the GM &amp; CFO.</li><li>• Responsible for efficient purchasing of inventory, supplies, filters, lubricants, and other consumable items for stores</li><li>• Research new vendors and maintain approved vendors list (local and overseas).</li><li>• Negotiate with vendors for best terms price and quality of the products.</li><li>• Coordinate and communicate with engineering departments to arrange their requirements by updating supplier prices as per their specification requirements.</li><li>• Responsible for purchase of all equipment's and spare parts for various plants.</li><li>• Maintain all store stock and reorder all consumable items through ERP system.</li><li>• Monitor stock levels and place orders as per the various project's requirements.</li><li>• Preparing bid summaries of various suppliers</li><li>• Preparation of local purchase order and overseas purchase orders and LC.</li><li>• Maintain supplier's evaluation and performance report based on quality, price and supply of materials upon receipt of feedback from stores and other engineering projects.</li><li>• Ensure that raw-material requirements are compliance with supplier's specifications recorded on the PO.</li><li>• Quarterly review of internal approval for all purchase orders.</li><li>• Review quality of purchased products.</li><li>• Liaise with clearing agents, contractors, consultants and auditors.</li><li>• Control of purchasing department budget and petty cash etc.</li><li>• Maintaining all records and documents relevant to quality system manual processes.</li><li>• Reconciliation of LPO &amp; OPO with SRV's</li><li>• Liaise with Finance Department for timely payments.</li><li>• Arrange agreement with vendors for annual contract.</li><li>• Preparing the bid summary of various suppliers for scrap sale.</li></ul>	

<b>COMPANY NAME</b>	<b>ARABIAN SUGAR COMPANY B.S.C (C)</b>
<b>DURATION</b>	From April 2016 to 04-04- 2017
<b>ABOUT COMPANY</b>	Arabian Sugar Company B.S.C. (C), headquartered in Bahrain International Investment Park (BIIP) extended over 95,000 SQM, at 25km from Manama, is the only cane sugar refining company in Bahrain and hitherto the third in the GCC, with a designed yearly production capacity of over 600,000 tons of high-grade refined sugar in its initial phase. From concept to completion this over US160 million state-of-the art factory is designed and erected by renowned and creative consultants with great insight, and accomplished builders carrying a distinguishing difference. Though the Plant's refining process is highly automated, over 180 professionals which includes managers, supervisors, senior technicians.
<b>DESIGNATION</b>	<b>Senior Procurement Officer</b>
<b>ORGANIZATION:</b>	<b>Sugar Refinery Factory</b>
<b>JOB RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>• Reporting to the Purchase Manager</li> <li>• Liaise with various Production Departmental Manager to maintain optimum inventory. Identify various vendors for supply of raw-materials, equipment's, spare parts, stationery etc., and if needed interview them in order to determine product availability and terms of sales.</li> <li>• Negotiate with vendors for best terms / price / quality.</li> <li>• Vendor Management – Empanelment / Relationship / Assessments</li> <li>• Ensure quality of materials to be purchased (as per company standard)</li> <li>• To obtain minimum of three quotations from the suppliers for each item to be purchased</li> <li>• Preparing Evaluation report of the supplier's performance on quality of material and delivery upon receipt of feedback from Stores.</li> <li>• Implement procurement policy, procedures, and communicate throughout the organization.</li> <li>• Scout for alternate products to help organization drive down costs Department Operations, Policies &amp; Procedures</li> <li>• Ensure that raw- material specifications or compliance with supplier's specification to be recorded on the P.O</li> <li>• Maintain detail list of approved supplier's data, outsourcing supplier's data, and maintain supplier wise procurement files.</li> <li>• Ensure that defective spare parts / other material scraps are evaluated and disposed.</li> <li>• Monitor stock inventory by communicating with the storekeeper and purchase assistant.</li> <li>• Reconciliation of LPO &amp; OPO with SRV's</li> <li>• Liaison with Finance Department for timely payments.</li> <li>• Liaising with clearing Agents, contractors, consultants and auditors.</li> <li>• Arrange agreement with vendors for yearly contract.</li> <li>• Preparing the bid summary of various suppliers for scrap sale.</li> </ul>	

<b>COMPANY NAME</b>	<b>M/s. THE NATIONAL CONCRETE COMPANY W.L.L. ( Y.K ALMOAYYED GROUP )</b>
<b>DURATION</b>	From August 2012 to 19 <sup>th</sup> January 2016
<b>ABOUT COMPANY</b>	National Ready Mix, National Precast, National Blocks & Paving's, National Washed Sand & Aggregate, National Marine.
<b>DESIGNATION</b>	Senior Purchase Officer (HOD)
<b>ORGANIZATION: NCC</b>	National Ready Mix, National Blocks, National Precast, National Marine & National Washed Sand.
<b>MY ROLE:</b>	As a Purchase Officer I am responsible to identify suitable suppliers required for the organization, and I should evaluate the suppliers based on cost, quality, reliability and service availability, in addition I will frequently communicate with all the suppliers in order to determine

product availabilities, delivery sources and terms of sales conditions.

#### **JOB RESPONSIBILITIES:**

- Reporting to the General Manager
- Liaise with various Production Departmental Manager to maintain optimum inventory.
- Implemented systems to avoid situations like over-stocking or out of stock which cause production and financial losses.
- Developing reports on various procurement and usage of material for Top Management.
- Responsible for calling price quotations from various suppliers upon receipt of material requisitions.  
Preparing the bid summary of various suppliers
- Preparing Evaluation report of the supplier's performance on quality of material and delivery upon receipt of feedback from Stores.
- Implement procurement policy, procedures, and communicate throughout the organization.
- Overall Supervision and control of raw-materials, spare parts and equipments cost.
- Control of purchasing department budget and petty cash etc.
- Identify various vendors for supply of raw materials, equipment's, spare parts, stationary etc., and if needed interview them in order to determine product availability and terms of sales.
- Always ensure that quality standards are met for purchased products.
- Represent company in negotiating contracts and formulating policies with the suppliers.
- Evaluate potential suppliers according to the NCC supplier evaluation forms.
- Where necessary, supplier questionnaire to be circulated to all potential suppliers.
- Ensure once in a year, General Manager should review the performance of the suppliers in order to re-evaluate the suppliers by completing the supplier performance records.
- Ensure to maintain supplier performance records, and raw-materials discrepancy records.
- Prepare and process requisitions and purchase orders for various requirements of the organization.
- Ensure purchase requisitions are received for any item to be purchased, and issue purchase orders in accordance with approved quotations (negotiated terms and conditions) approved by the concerned section manager.
- Ensure that raw- material specifications or compliance with supplier's specification to be recorded on the P.O.
- Maintain detail list of approved supplier's data, outsourcing supplier's data, and maintain supplier wise procurement files.
- Monitor and measure supplier's performance.
- Maintain records of entire purchase process (like Purchase requisitions, Quotations, PO, DN and Invoice's etc)
- If defective or unacceptable goods or services received from the suppliers, identify the cause of problem and take appropriate corrective / preventative action.
- Ensure that defective spare parts / other material scraps are evaluated and disposed.
- Monitor stock inventory by communicating with the storekeeper and purchase assistant.
- Reconciliation of LPO & OPO with SRV's
- Liaison with Finance Department for timely payments.
- Liaising with clearing Agents, contractors, consultants and auditors.
- Arrange agreement with vendors for yearly contract.
- Preparing the bid summary of various suppliers for scrap sale.

<b>COMPANY NAME</b>	<b>M/s. TASHYEED PROPERTIES COMPANY B.S.C. (c)</b>
<b>DURATION</b>	From April 2010 to May 2011 (1 years)
<b>ABOUT COMPANY</b>	Property Developments
<b>DESIGNATION</b>	Purchaser / Inventory Controller
<b>PROJECT</b>	43 Story building at Juffair
<b>COMPANY NAME</b>	<b>M/s. Great Lakes Dredge &amp; Dock Company LLC (Middle East Division)</b>
<b>DURATION</b>	From November 2007 to March 2010 (3 years)

<b>ABOUT COMPANY</b>	Dredging, Reclamation and Marine Works
<b>DESIGNATION</b>	<b>Purchaser</b>
<b>PROJECT</b>	<b>Diyar Al Muharraq (Land Reclamation project)</b>
<b>COMPANY NAME</b>	<b>M/s. A.R.M Kooheji Contractors, Manama, Kingdom Bahrain</b>
<b>DURATION</b>	From June 2003 to November 2007 (4 years)
<b>ABOUT COMPANY</b>	Construction
<b>DESIGNATION</b>	Purchase In charge
<b>PROJECTS</b>	<b>28 Villas at Sanad, 10 Story Building at Juffair, 9 Story Building at Busaiteen, 8 Villas at Saar, 8 Villas at Janabiya</b>

## PERSONAL PROFILE

Father's Name : SAMSON D  
 Nationality : Indian  
 Date of Birth : 25<sup>th</sup> March,1973  
 CPR No. : 730321207  
 Languages Know : English, Hindi & Telugu  
 Passport No : K8715421, Valid up to 14.03.2032  
 Marital Status : Married  
 Religion : Christian  
 Hobbies : Playing cricket & listening music  
 Visa Status : Employment & Residence  
 Driving License : Valid Bahraini Driving License

## Extra Curricular Activities

Participated in National Social Service two special camps.

## Reference available upon request

**RAMSYAM. D**