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EDUCATION

- MBA- NATIONAL INSTITUTE OF BUSINESS ADMINISTRATION INDIA, 15/03/2020 - 30/06/2022
- BACHELOR OF ARTS, UNIVERSITY OF KERALA THIRUVANTHAPURAM, 08/06/2002 - 30/03/2004
- PROCUREMENT & LOGISTICS, CHARTERED INSTITUTE OF LOGISTICS & UNITED KINGDOM 10/06/2021-05/08/2021
- PROCUREMENT & SOURCING INTRODUCTION, UNIVERSITY OF RUTGERS, USA, COURSERA USA, 01/07/2021 - 11/08/2021
- IATA FIATA INTRODUCTORY COURSE, SPEED WINGS COCHIN INDIA, 01/05/2005 - 30/10/2005
- IATA/FIATA DANGEROUS GOODS- INITIAL, SPEED WINGS COCHIN INDIA, 02/02/2007 - 30/04/2007

Hosana Sanjoe Camoens

Procurement & Logistics Coordinator

Experienced procurement professional with over 10 years of expertise in supply chain management, including purchasing, materials management, automobile procurement, facility management, aviation, logistics, and civil & MEP services. Proven ability to optimize processes and drive efficiency. Seeking a Procurement & Logistics Officer role to leverage my skills and contribute to a dynamic, global business environment.

EXPERIENCES

Procurement Officer-Mosanada Facility Management Services-Doha,06/02/2021 - 07/04/2023

- Assist in the Procurement of Spare parts as required by Katara's Operation and Maintenance Department through the RFQ process.
- Ensures that RFQs are prepared in accordance with RFQ process and are approved /signed off by Katara's Operation and Maintenance Manager.
- Assists Katara in preparing Purchase Orders and Letters of Acceptance per approved RFQ recommendations.

Procurement & Logistics Operation Executive-VSL Middle East Qatar LLC Doha, 02/10/2015 - 07/04/2020

- End to End procurement activity for project in terms on Procurement,
- Planning, Cost Tracking & Material Delivery.
- Daily Reviewing the Purchase Requisition.
- Guiding to the preparation of RFP development and negotiation of complex agreements with suppliers.

Purchasing/Warehousing & Logistics Coordinator-Freight WorksDubai LLC Dubai,02/04/2012-30/01/2015

- Coordinating with the Project site for all Purchasing requisition form
- Material available & Specification and various local PRF from project departments.
- Expediting the order by constant rigorous follow-up with the vendor. FloatingPRF as per Approved Engineering received documents to the client approved vendors (Preferred Vendor List, PVL)
- Conducting meeting with short-listed Vendors for technical clarification, various negotiations including best price, improved delivery, feasible paymentterms and preparing price comparative statements indicating the commercialand technical aspects of the vendor.
- Handling order finalization & placement of Purchase Orders (PO) using best negotiation skills. Making system POs in the SAP ERP system for the selectedvendors.
- Compare and evaluate offers from suppliers, and negotiate contract terms of agreement and pricing.

SKILLS

- SUPPLIER AND SUB CONTRACTOR MANAGEMENT
- RISK MANAGEMENT
- REGULATORY KNOWLEDGE
- NEGOTIATION SKILLS
- PROJECT MANAGEMENT
- TECHNICAL KNOWLEDGE
- QUALITY ASSURANCE
- DOCUMENTATION AND REPORT
- VENDOR MANAGEMENT
- COST CONTROL
- FACILITIES MAINTENANCE KNOWLEDGE
- REGULATORY COMPLIANCE
- STRATEGIC SOURCING
- TECHNOLOGY UTILIZATION
- SUSTAINABILITY AND ENVIRONMENTAL AWARENESS
- EMERGENCY PROCUREMENT

EXPERIENCES

Snr. Procurement Executive-Vizla Group of Institutions. Kollam, India , 01/05/2023 - 15/04/2024

- Devising and using fruitful procurement and sourcing strategies.
- Discovering profitable suppliers and initiating procurement partnerships. Negotiating with external vendors to secure advantageous terms.

Airport Traffic Assistant, Decor Drapes Aviation Services India, 23/06/2006 - 28/07/2007

- Gained Experience in Flight Handling
- Passenger handling during Aircraft arrival.
- Supervision of Baggage during offloading & Loading.

Passenger Handling Customer Service Agent- Air India Services, Trivandrum Intl Airport.

India, 05/08/2007 - 30/10/2008

- Passenger handling upon arrival of Aircraft.
- Supervision of inbound Baggage delivery.
- Clearance of Deportee Passengers through Immigration.
- Handling human Remains (HUM) through the Customs Green line.
- Track & Find Mishandled baggage through software – World Wire Tracer.

Customer Service Agent Cargo Airport Operations-Air India Services, Trivandrum Intl Airport, India , 28/11/2008 - 30/03/2012

- Making Cargo reservation through Air India Network.
- Preparation & Execution of Airway Bills
- Segregation of Airway Bills
- Preparation of Cargo Manifest.
- Preparation of NOTOC to the Captain.
- Handling dangerous Goods Cargo
- Supervision of Cargo break-down and transfer to Custom bonded Warehouse.
- Supervision of Cargo build up on ULDS
- Track and trace mishandled Cargo.
- Send telex message to all online stations.

DECLARATION: -

I hereby declare that the above said is accurate to the best of my knowledge and belief.

Hosana Sanjoe
Date: