



PROCUREMENT OFFICER

CESAR SILVERIO

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OBJECTIVE: A challenging and growth oriented position in a progressive company, where I contribute to the organization's success with my financial expertise & through my innovative ideas and desire to achieve excellence.

- Over 8 years of experience in Procurement.
- Consistent performer with a strong track record, positive attitude, with ability to handle assignments under high pressure.
- Responsibilities of Fully Computerized & ERP Procurement. Screening of Requisitions Prior to Forwarding for Procurement In-charge. Material Procurement Receipts, Physical Inspection, Stacking, Maintaining Minimum & Maximum Level of Critical & Fast Moving Items, Maintaining All Procurement Documents.
- Materials Management, Purchase order work under based on oracle and online Purchase Order is prepared in Oracle System 11-i, Reconciliation vendor Statement with Oracle System & Manual. Stock Verification, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility.
New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.

- Procurement of Material
- Material Management
- Expediting
- Billing
- Comparative Statement
- Budgeting
- Vendor management
- Negotiation with vendors

- One year Diploma in Computer Application.
- Microsoft Word.
- Microsoft Excel.
- Power point.
- Internet.oracle

PROFESSIONAL EXPERIENCE

La Sorogeeeka Interiors LLC,DownTown , Dubai U.A.E.

Project Site: EKF 3C3 (Emirates Flight Catering Services, Cargo Village Dubai)

From April 24, 2016 up to Present

- Responsibilities of Fully Computerized & ERP Procurement based on oracle and online Purchase Order is prepared in Oracle System 11-i.
- Screening of Requisitions Prior to Forwarding for procurement In-charge.
- Procurement of Material, Physical Inspection, Stacking, Maintaining Minimum & Maximum Level of Critical & Fast Moving Items, Maintaining All Procurement Documents.

Materials Management: Procurement of all kinds of Material (Civil, Mechanical & Electrical).

In Civil: Procurement of RMC, Shuttering Ply Wood, Grouting Material, Epoxy Grout, Admixture, Curing Compounds, Sand, Aggregate, Cement, Anchor Bolt, TMT Bar, MS Bar, Nails Binding Wire, water proofing compound, Antifungal Paint, Bricks.

In Mechanical: All types of Fittings (Elbow, Coupling, Valve, Flanges,) Pipe, Piping Material, Stud Bolt, Fasteners etc.

In Electrical: All types of Electrical and also consumables material of Project.

Purchase order work under based on oracle and **online Purchase Order** is prepared in Oracle System 11-i, Reconciliation vendor Statement with Oracle System & Manual.

Stock Verification, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility: New Vendor Development, Price Negotiation with vendor, PO releases, Material Delivery and Payment etc.

Budgeting: Monthly Budget is prepared as per the requirement of Project (At Site), Supply Chain.

Logistics: Looking for entire logistics Operation.

Warehouse: Responsible for entire warehouse & secondary manpower.

Supply Chain: Handling independently entire supply chain process inbound & outbound.

Habtoor Leighton Group, Dubai U.A.E.
Project Site: Fakeeh Academic Medical Center Silicon Oasis
From: Feb.12,2014 to December 30,2015

Responsibilities

- Responsibilities of Fully Computerized & ERP Procurement based on oracle and online Purchase Order is prepared in Oracle System 11-i. Screening of Requisitions Prior to Forwarding for procurement In-charge. Procurement of all kind of material Procurement Receipts, Physical Inspection, Stacking, Maintaining Minimum & Maximum Level of Critical & Fast Moving Items, Maintaining All Procurement Documents.
- Reconciliation vendor Statement with Oracle System & Manual. Stock Verification, Analysis of Vendor Performance & Price Variance.
- Purchase related all responsibility - New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.
- Procurement of all kind of material (Civil, Mechanical, & Electrical).
- Material Management. Planning for daily consumables material for next one month. Billing status. Making the comparative statement.
- Ensure the quality & quantity of material purchase at site.
- Creating different reports as required by Management.
- Negotiating with the vendors for Rate, Delivery and Payment Terms.
- Expediting with vendors as well as our H.O.
Budgeting, Monthly Budget is prepared as per the requirement of Project (At Site).

Habtoor Leighton Group, Dubai U.A.E.
Project Site: Hammar Site, Zubair Oilfield Iraq.
From:March 02,2014 to Feb.10 2015

Responsibilities are

- Vendor management of all vendors for Capex & Opex.
- Negotiating with the vendors for material procurement while coordinating with the higher authorities of the company, ensuring statutory and company compliances.

- Ensuring smooth co-ordination with indenting dept. and corresponding with Suppliers on scope of supply and specifications.
- Challenged to ensure timely delivery of equipment and materials as per specifications within the set quality and timely delivery of materials.
- Accountable for receiving purchase indents/requisitions from user dept.
- Maintained the records by working in MM module in SAP, relating to the materials management, by supplier and by department / discipline, purchase orders and goods requisitions and the Stock take records.
- Project material Distribution system management by providing Octro clearances & related funding , Payment and Bank reconciliation.
- Review of Circle AOP for Capex & Opex.
- Performance monitoring against AOP, analysis of variances.
- Preparation & analysis of actual cost v/s estimated cost.
- Preparation of MIS.
- Internal and Statutory Audit co-ordination.

Habtoor Leighton Group, Dubai U.A.E.

Project site; Blue Water Island ,Jumeirah Lake (Infrastructure)

From july,27 to February 6, 2014

Responsibilities

- Purchasing of Switchgear Components.
- Preparing RFQ's and forwarding it to relevant suppliers/agents to obtain Quotations.
- Preparing Purchase Order.
- Liaison with suppliers and follow-up for timely receipt of materials.
- Maintaining records/database of various categories of approved suppliers.
- Preparation of Comparative Statement of Quotes.

SHANNON TRADING AND CONTRACTING, DOHA QATAR

PROJECT SITE; QATAR PETROLEUM HOUSING PROJECT PHASE 1V

FROM : JULU5,2005 to Dec. 22,2010

Responsible for working closely with the selected supplier and managed the companies procurement activities, also providing leadership for the purchasing department and motivating colleagues to achieve maximum performance and efficiency. Making sure that the purchasing department works within all of the companies Operational Procedures using "COINS" (Construction Industry) software system.

Responsibilities: Controlling the purchase and supply of all procurement items & services.

Responsible for Order Placement Timing, Supply/ Demand Alignment, Material Replenishment and Supplier Performance.

Continuously monitoring, evaluating and improving supplier performance, negotiating price and terms of products with suppliers.

Establishing terms, pricing, quality, requirements, delivery, and contract.

Ensuring the adequate supply of all required materials, component and equipment.

Managing the procurement supplier relationships for the company.

Helping to source alternative items from buyers and customers.

Developing sourcing strategies, managing commodity cost initiatives.

adhering to all company policies with particularity regards to Group Procurement Policies. Reviewing all contracts/ agreement to achieve "best price/ best quality." Regularly contacting suppliers to renegotiate the best price that they can give

- Passed B.S.C. IN Trinity College of Quezon City Philippines

- Certified Diploma Course of Computer Level 4 Broadband Designer from 1982 Computers.
- Typing Speed 40+ wpm.

- Participated in School & Collage Events.
- Participate in Organization & Arrangements of Local Festivals, Functions & Social Services.
- Positive Attitude.
- Creative, Hard Working.

Reading, Music and internet