

SAIFULLAH BIN NAYEEM

Email ID: s.bin.nayeem@gmail.com

Mob +917003670963, +919883354520

CAREER OBJECTIVE:

To work in dynamic and professional environment having challenging assignments that will allow my enthusiasm, self-motivation, and sense of dedication to get explored and utilized by an esteemed organization for Result Oriented Approach. To make a successful career in the field of Purchase/Commercial Operation/Procurement by achieving professional excellence through learning combined with my education, experience & skills that will provide for mutual growth and challenge.

PROFESSIONAL SNAPSHOT: -

A result oriented MBA graduate professional with approximately 03 years 3 months of experience in Steel and Oil & Natural Gas industry. Presently working in Balmer Lawrie & Co. Ltd. (A Government of India Enterprise) as Junior Officer in Stores & Purchase dept.

Present organization: Balmer Lawrie p& Co. Ltd. (A Government of India Enterprise)
Location- Kolkata, India

Current Designation: - Junior Officer – Stores & Purchase (From Jul'23 to till now)

Previous organization: Shyam Metalics and Energy Limited.
Location- Kolkata, India

Designation: - Officer-Purchase, RM Procurement Department (From Mar'21 to Jul'23)

Professional Profile: -

- ❑ 03 years' 3 months experience in Procurement, Contracts, Sourcing, Vendor Development, negotiation, supplier performance, and supplier relationship management and MIS REPORTS.
- ❑ Exposure in Material & Contract Management activities involving Procurement Planning, Vendor Development, Techno-Commercial Negotiations, Logistics, Scheduling, Procurement of equipment.
- ❑ Process improvement using IT.
- ❑ Highly trustworthy, discrete, and ethical.
- ❑ Excellent communication with team building, organization skills with planning and managing resources.

Key Functional Areas: -

- **Awarding and Finalizing contracts through Tendering Process for Raw Materials, Manpower, Logistics Services and Consumables etc.** with following process:
- Drafting and reviewing the Tender Documents, SOP, General Conditions & Special conditions of the tender. Evaluation of contractual conditions during tendering stage
- Floating the Tender/RFQ and circulating the tender to ensure maximum participation from the prospective buyers.
- Following for quotation with vendors against issued Tender/RFQ within the standard due date and collecting techno-commercial quotation.
- Evaluation of the received techno-commercial bids.
- Preparation of comparatives sheet & cost sheet of the received quotations.
- Techno-commercial meeting and negotiation with vendor based on quality & preparation of IOM.
- Preparation of Tender Committee Recommendation-TCR (Approval Note) along with all the supporting documents related to bids as per the tender result.
- Raising Contracts in the SAP (MM Module)
- Coordination with the successful bidder and placement of LOI/Contracts
- Monitoring and coordinating deliveries of materials and service with vendor for timely deliver.
- Handling post contract management activities like contractual communication, assessment of Penalties / LD damage, delay analysis, vetting the cost model and other contractual claims of Contractors, preparation of counter claims upon contractors, reply to any notice as received etc.
- BG & LC Coordination with vendors & monitor of validity
- Coordination & handling of the additional work & required amendment.

- Meeting with the vendor about the commercial issues after order stage
- Verifying of vendor's Invoice and other related documents & ensuring timely payment to vendors.
- LD analysis in case of delayed delivery and mentioned in order terms & condition.
- Updating data in the procurement system.
- Summarize the information and input to the Data sheet (ex. Project Master List/Dashboard/MIS).

Vendor Registration process and maintain vendor list: -

- Obtain vendor data (Credential basis & Annual Turn-over basis).
 - Update & maintain the Vendor Master List after getting new information with management approval.
 - Coordination in fulfilment of formalities towards vendor registration with compliance.
 - Evaluation of the new vendor along with engineers from the point of quality and cost.
 - Vendors visit for assessment of capability etc.
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Skills:

- Tender Management
 - Contract Management
 - Vendor Development
 - Sourcing
 - MS Excel
 - SAP (MM Module)
 - Management Information System (MIS)
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| EDUCATIONAL QUALIFICATIONS | | | |
|---|------------------------|-------|------|
| MBA (Dual Specialization: Major in Marketing Minor in Logistics and Supply Chain Management) | Vidyasagar University | 69.5% | 2021 |
| B.Com (Honors) (Accounting & Finance) | University of Calcutta | 50.2% | 2018 |
| Higher Secondary (Commerce) | WBCHSE | 68.2% | 2015 |

Other Information:

Postal Address: 16, Shekh Muslim Road, Kamarhati, North 24 Parganas, West Bengal, India - 700058

Zip Code: 700058

Date of Birth: 26th March 1996

Father's Name: Nayeemuddin

Languages Known: English, Hindi, Urdu, and Bengali

LinkedIn: <https://linkedin.com/s-b-nayeem>