



Binu Mon K.G

Senior Purchaser / Procurement & Store Manager

Work Experience:

14 Years in UAE (From 2010 – till date)

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Linkedin:

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Computer Skills

- MS Office (Word, Excel, Power point)

ERP Software

- (1) VISACC – White Link Computer UAE
- (2) Focus
- (3) Alcyone : Oracle Based (Hisys Business solutions)

Professional Summary

Worked professionally more than 14 years in UAE as Senior Purchaser/Procurement and Store Manager / Logistic coordinator in developing and maintaining innovative and resourceful purchase management. Track record of delivering, superior results by implementing strategic procurement, Decision Making, sourcing, cost reduction, supplier negotiation and relationship management programs that optimize the value.

Work Experience: 14 Years in UAE (From 2010 – till date)

Company: Cornish Metal Industry, Dubai, UAE

Designation: - Senior Purchaser, Procurement and Store Manager (From February 2024 to till date)

Responsibilities:

- Managing and strong working Experience and operational knowledge related to Purchase Procurement and Stores.
- Expertise in effectively developing and monitoring the store and purchase network and ensuring smooth movement.
- Implementing procurement strategies to cater high delivery and short lead time requirements.
- Negotiate with vendors to secure advantageous terms. Negotiations/Finalizations including raw materials, Sub Contracts
- Work in cross- functional team close co-ordination between Store Logistics Finance sales & Estimation Quality Facility and Production Departments.
- Assisting to finalize Hiring/Service Contract Such as AMC.
- Worked for the Implementation of the ERP Software
- Check all bills (purchases and expenses) related invoices.
- Drive Cost Redaction and saving activities, Capture benefits and achieve total projects Saving.
- Maintain Accurate Auditable records. And Other Reports such as Materials Delivery, Monthly Purchase, Total projects materials Cost.

Company: Bosco Group of Company, Ras Al Khaimah, UAE

Designation: - Procurement Supervisor (From January 2022 to February 2024)

Responsibilities:

- Supervising store keepers, managing store administration and scheduling each days works
- Pre planning and Preparing delivery schedule for various branches
- Maintain relationships with suppliers and various branches.
- Helping to store keepers and Co-ordinate deliveries of items between suppliers to ensure that all items are delivered to Branches/store on time.
- Preparation of claims for shortages, damages etc. for deducting the party's account
- Researching new materials for designs and cost savings.
- Co-ordinate warranty claims and service requests.
- Managing silicones expiry dates and making reports
- Report making, delivery schedule, fast moving items, silicones, and poly sulfides.
- Team Work for business development and company growths.

Company: Al Cornish Aluminum Contracting Co. LLC, Sharjah ,UAE

Designation: - Senior Purchaser (From November 2016 to October 2021)

Responsibilities:

- Receiving purchase request from various project and Main store.
- Preparing enquiries, comparison statement and price negotiation with suppliers for getting well quality material.
- Issue purchase orders for procurement and expedition of materials and equipment.
- Purchase orders preparation of Heavy Machinery's and sub-Contractors
- Researching new materials for designs and cost savings.
- Co-ordinate warranty claims and service requests.
- Preparation of claims for shortages, damages etc. for deducting the party's account.
- Maintain complete updated purchasing records/data and pricing in the system, purchase and issue order in accordance to specification.

General Skills

- ***Ability to work under pressure***
- ***Ability to lead a team***
- ***Team work***
- ***Time Management***

Languages

- ❖ English
- ❖ Hindi
- ❖ Malayalam
- ❖ Tamil

Visa Status: Employment

Personal Details

Date of Birth: 07- 05 -1981

Marital Status: Married

Nationality: Indian

Address

PO Box: 233258
Dubai, UAE.

Company: Al Ittihad Electromechanical CO. LLC,Dubai UAE.

Designation: Purchase officer (From March 2012 to May 2016).

Responsibilities:

- ✓ Receiving purchase request from various project and Main store
- ✓ Preparing enquiries, comparison statement and price negotiation with supplier for getting well quality material. Follow up with supplier quotation
- ✓ Issue purchase orders for procurement and expedition of materials and equipment.
- ✓ Researching new materials for designs and cost savings.
- ✓ Co-ordinate warranty claims and service requests.
- ✓ Preparation of claims for shortages, damages etc. for deducting the party's account

Company: Al Ittihad Electromechanical CO. LLC, Dubai, UAE.

Designation: Logistic coordinator (Nov: 2010 to March 2012)

Responsibilities:

- ❖ Preparation of goods received voucher from various suppliers and advise the accounts department to make payment as per GRV.
- ❖ Preparation of MRV, GRV , SRV &MIV.
- ❖ Co-ordination with site for material management.
- ❖ Arranging for transportation.
- ❖ Helping for materials arrangement as per the project requirement
- ❖ Assist in the preparation for procurement of Parts, Materials and Consumables Follow up the balance materials from suppliers.
- ❖ Maintain relationships with subcontractors and suppliers.
- ❖ Co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time.
- ❖ Arranging the balance order of materials from different projects (if materials are available on another site's).
- ❖ Coordination with site engineers, supervisors for materials arrangement.
- ❖ Making the reports

Other Duties and responsibilities: -

- Monitor and address supplier delivery performance.
- Selection of appropriate supplier and negotiating price with them.
- Strong knowledge in new supplier searching and create adequate source & supplier identification.
- Timely delivery of material in order to help achieve safe and continuous operation.
- Maintain report of goods ordered and received.

Payables.

- ❖ Receive and verify invoices (purchases and expenses) on daily basis.
- ❖ Check if all invoices are signed by the concerned manager.
- ❖ Contact with all suppliers and ask for statements on monthly basis.
- ❖ Send all statements to the main accounting office and request payments.

Petty cash.

- Verify all "carry over" are handled appropriately and diffuses it to the main accounting department.
- Data entry related to all purchases from the petty cash.

Other Experience.

Apprenticeship in mechanical section from Nov:1999 – Nov 2000 in Kerala state road transport cooperation (KSRTC)

Education Qualification

Mechanic Diesel from government of Kerala Industrial training department from august 1998 – July 1999

Pre- degree from Kerala University. 1997 - 1998

Diploma in computer applications

Reference: Available upon request

Declaration

I, **Binumon KG** do hereby declare that all information given above is true & correct to the best of my knowledge.