

C P Jayendran



Present Address : Flat 25, Bldg 2200, Road 6371, Block 363,
Bilad Al Qadeem, Khamis, Kingdom of Bahrain
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Objective:

To be part of an aggressive growing company where I can excel by contributing in the savings and high quality of products by utilizing my proven negotiation and interpersonal skills.

Educational Qualification: B Sc (Maths)

Additional Qualification : Microsoft Office & Typewriting (English) Higher Grade

Experience & Job Responsibilities till date:

June 2017 - Till date : **M/s. Greenwich Construction (Rabab Group), Bahrain**
Position : **Purchase Manager**

- Generated business from new accounts and has the capability to drive and lead customer relationships into long term business association.
- Negotiate for effective purchasing package (in terms of quality, price, terms, delivery & service) with suppliers and subcontractors assigned.
- Prepare the monthly anticipated material cost as per the material requirement from the sites.
- Collection of quotations, price comparison and negotiation with the suppliers and get approval from MD, issuing PO.
- Involved in formulating & implementing of contracts for subcontract works.
- Prepare the monthly budget for the subcontractors' payment based upon the monthly scheduled programme.
- Preparation & submission of total monthly purchase & subcontractors payment details.

Jan 2016 – May 2017 : **M/s. Master Construction Co. WLL, Bahrain**
Position : **Purchase Manager**

- Prepare the monthly anticipated material cost as per the material requirement from the Project Manager.
- Collection of quotations, price comparison and negotiation with the suppliers and get approval from MD, issuing PO & receive the material delivery.
- Arrangement and coordination of materials shipment in and out.
- Conduct the research to ascertain the best products and suppliers in terms of best value, quality and delivery schedule.

- Maintain material records and invoices collection & submission to the accounts with MRIN.
- Prepare the monthly budget for the subcontractors' payment based upon the monthly scheduled programme.
- Preparation & submission of total monthly purchase & subcontractors payment details.

August 2015 – Dec 2015 : **M/s. Creative Style**, Bahrain
(Furniture manufacturing & interior designing company)
Position : **Purchasing Officer**

- Collection of material requirements from the Work Shop & Store and reconfirm the material stock with the store keeper and confirm the material item code.
- Collection of quotations, price comparison and negotiation, prepare & forward the Purchase Order after get M.D's approval.
- Placed orders or identified other vendors to procure desired products.
- For international purchase, arrange with the Freight Forwarders for collection and follow up with them for the material to come in on time.
- Verify the store records (material delivery details & entries) through the system and manually.
- Preparation of total monthly purchase details – material delivered & pending items to deliver.

Sept 2012 – July 2015 : **M/s. Dar Al Mebtakeroon Construction**, Bahrain
Position : **Purchase Officer cum Coordinator**

- Collection of material requirements from sites (weekly & monthly) basis, preparation of monthly anticipated material cost, Collection of quotations, price comparison and negotiation with the suppliers, LPO preparation, follow up for timely delivery.
- Prepare procurement plan which reflect the milestone and time frames for major requisitions.
- Provide tendering department with quotation for tender purpose.
- Involved in inventory control & store keeping wherein kept a track of the inventory levels of current stock.
- Preparation & submission of monthly invoices of the ongoing projects to the Consultant, follow up & collection of Payment Certificates.
- Preparation & submission of Monthly site Progress Reports & Weekly Look Ahead Programme to the Consultant.
- And do all other statistical works required from time to time.

Jan 2006 – Aug 2012 : **M/s. Master Construction Co. WLL**, Bahrain
Position : **Purchase Officer**

- Collection of monthly material requirements from the site Engineers, preparation of monthly anticipated material cost in site basis, collection of quotations, price comparison and negotiation with the suppliers and get approval from M.D, preparation of LPO, follow up for delivery.
- Collection of delivery receipts/MRIN from the site in-charges, maintain the store records, collect invoices and submission to accounts with delivery notes.
- Responsible for acquiring best possible deals for the company, the highest quality goods and services at the lowest possible cost to the company.
- Preparation & submission of total monthly purchase details - cash & credit purchase.
- Involved in inventory control & store keeping wherein kept a track of the inventory levels of current stock.
- Collection of Drivers' Diary, preparation of Vehicles monthly running details & fuel consumption.
- Preparation of monthly hiring report

Aug 2002 – Dec 2005 : **M/s. Master Construction Co. WLL, Bahrain**
Position : **Secretary cum HR in-charge**

- Normal secretarial works - coordinating & maintaining day to day administrative and secretarial services, attending telephone calls, responding to faxes and emails and answering enquiries, attending clients & fixing of appointments.
- Dispatching documents, organizing meetings and preparing minutes of meeting.
- Checking for the proper maintenance of all office supplies and facilities, maintaining data-base, collection of time cards and preparing pay roll, keeping confidential records and updating them when necessary.
- Maintaining employees files & do all the works in connection with HR Department, and do all other statistical works required from time to time.

Aug 1996 – May 2002 : **M/s. M.G. Associates (a lawyers firm), Kannur, Kerala, India**
Position : **Secretary**

- Normal secretarial works
 - Attending clients & fixing of appointments, Maintain the case files & diary
 - Preparation & submission of suites, petitions, counters & all other related documents
 - Checking for the proper maintenance of all office supplies, facilities and maintaining data-base
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Skills:

- Commercially aware of the market.
- Have good negotiating and networking skills.
- Able to work under pressure and to meet deadlines.
- Have good numerical skills in order to analyses figures.
- Have the ability to analyses and assess information.

Personal Information:

Permanent Address : Alora House, Kadamberi, P O Kanool
Kannur District, Kerala – 670 564
India, Tel : +91 4972 782417

Date of Birth : 20th May 1973

Nationality : Indian

Passport No. : N5190448

Languages Known : English, Hindi & Malayalam

I am looking forward to speaking with you personally to discuss about my ability and achievement in the organization.

With Regards,

C P Jayendran