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|  | **JAGADEESH KUMAR**  Competent, diligent & result-oriented professional with **PROCUREMENT** experience Offering 12+ years of experience with Managerial Skills in procurement in various companies | **Phone: 974 77428988** |
| **Email: jagan161981@gmail.com** |
| **Address: Zone-14, Building#66, Doha-Qatar** |

**WORK EXPERIENCE**

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| Doha-Qatar | **ASSITANT PROCUREMENT MANAGER** | |
| **August 2010 - Present** | **LE MIRAGE PROPERTY MANAGEMENT/ SHARAKA HOLDINGS -Qatar** | |
|  | Responsible for managing day-to-d ay operations of supply chain activities including facility management, Hospitality services by handling hotel properties, residential buildings, restaurants, fixed assets, modifications work related to Civil and MEP. Handles logistics requirements, International and local purchasing, Contracts, Tender evaluations, successfully completed all pre-opening requirements for the hotels and Restaurants.  Projects & Properties handled: Le Mirage Properties (9 Nos), Four Points by Sheraton, Johny Rockets, Chilli’s Restaurants, Cacao Restaurant, Staff accommodations. Sherborne School facility management.  Handled Pre-opening requirements for movable and fixed asset items. Gym equipment, furniture, curtains, kitchen items, bed linens, OSE, Spa requirements, Kitchen equipment and accessories, snag works, collaterals etc for the below projects.   * Le Mirage Citywalk (400 Apartments) worth 30M, Project value 531M * Le Mirage Downtown (170 Apartments) worth 20M Project value 213M * Four Points by Sheraton (120 Rooms) worth 10M project value 158M * Le Mirage Icon (163 Apartments) worth 10M Project value 198M   Handled Tender, Civil and MEP construction requirements including pre-opening for the below projects.   * Le Mirage Elite (25 Villas + Clubhouse) 724M * Le Mirage Corniche (30 Apartments) 120M * Le Mirage Residence (28 Apartments) 115M * Four Points by Sheraton Hotel (120 rooms) 158M * Le Mirage Shopping Village (under construction) 400M | |
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| Doha-Qatar | **SENIOR PROCUREMENT OFFICER** | |
| **February 2010 – August 2010** | VASS (Fire & Security Systems Contractors), Doha-Qatar  Handled Civil & MEP related Purchasing Tasks Projects Attended: NDIA- New Doha International Airport Sections, Qatar Electricity Sub-Stations, and Commercial Buildings | |
| Doha-Qatar | **PURCHASE SUPERVISOR** |  |
| **November 2009 – February2010** | **AL HASSAN INTERNATIONAL, Doha-Qatar** | |
|  | Handled Civil & MEP related Purchasing Tasks.  Projects Attended: Infrastructure Projects, Educational Buildings Projects, Residential Apartments. | |
| Doha-Qatar | **PROCUREMENT OFFICER** | |
| **January 2008 – August 2009** | **PANCELTICA QATAR WLL, Doha – Qatar**  Handled Civil & MEP related Purchasing Tasks.  Project Attended: Barwa Housing Complex, QBC Precast Factories. | |
| Chennai - India  **January 2008 – August 2009** | **JUNIOR PROCESSING OFFICER**  **CITIGROUP GLOBAL SERVICES LTD**  Worked as a Quality Analyst in Banking NRI Account Opening and related tasks. Monitoring the process of RCA, DCA and Base A/C Openings, Customer Instructions, Cheque Collections, Loans and FIS. Daily MIS Reporting to the management | |
| Hariyana-India  **From 2003 - 2006** | **LOGISTICS OFFICER**  **SHEENA EXPORTS**  Maintaining Subcontract reports. Visits Sub contractors for the completion of Products. Visits exhibitions and market to collect various product ranges. Sending Enquiries and receives quotations. Arrange meetings with sub-contractors and management for good quality products. Handling shipping documents (Invoices & BL). Handling reports for production and Sampling of products and Maintains stock reports. Daily MIS reporting to Management & Data handling for stores and main office. Correspondence with shipping lines & Tracking of shipments | |

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| **SKILLS**  Time Management – Ability to work under tremendous work pressure & meet deadlines with ease and efficiency. Strong clients’ & suppliers’ management skills. Ability to learn quickly and adapt to changing environments  Computer literate (**Sage Line 500, EMS 2006, MS GP Dynamics, Photoshop & MS office**, **AutoCAD)** | **LANGUAGES**  **English**  Read, Write, Speak  **Hindi**  Read, Write, Speak  **Malayalam**  Read, Write, Speak  **Tamil**  Speak |

**CERTIFICATIONS & ACHIEVEMENTS**

Achieved Certified BPO Quality Analyst Certificate from NASSCOM during my career with Citi Bank

Achieved 100% accuracy performance certification during my career with Citi Bank.

**CPP (Certified Procurement Professional) & CPPM (Certified Procurement Professional Manager) certifications**

**EDUCATION**

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| GUNJARAT, INDIA | **Bachelor of Civil Engineering (BE Civil) (Pursuing)**  IIMT (International Institute of Management and Technical Studies), Gujarat, India |
| KERALA, INDIA  2002 | **Post Graduate Diploma in Computer Application (PGDCA)**  IHRDE, Kerala-India, Sep 2002 |
| KERALA, INDIA  2001 | **Bachelor of Science (Physics) & Computer**  S.V.R.N.S.S COLLEGE /M.G. UNIVERSITY  March 2001 |
| KERALA, INDIA  1998 | **Pre-Degree Course**  K.G. COLLEGE /M.G. UNIVERSITY  MARCH 1998 |
| KERALA, INDIA  1996 | **S.S.L.C – Secondary School Leaving Certificate**  KERALA STATE EDUCATION BOARD  March 1996 |

**PERSONAL DETAILS.**

Marital Status: Married

Gender: Male

D.O.B: 16/05/1981

Hobbies: Drawing & Painting, Reading, Movies, Music

**Visa: Work Visa. NOC can provide.**

**Reference: Available on Request**

**DECLARATION**

I hereby declare that the above-mentioned details are true and correct to the best of my knowledge.

**Yours Faithfully**

**JAGADEESH KUMAR**