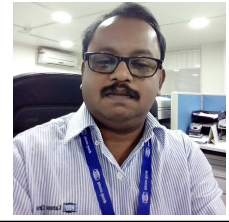


**SURESH BABU. K.**  
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**Mobile: 00974- 70621170**

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### **OBJECTIVE:**

To strive for excellence & to work hard towards a challenging position, where I can apply my technical & analytical skill efficiently to place myself in a suitable field, which can provide me an opportunity to showcase my talents to explore the infinite possibilities of the field.

### **PERSONAL SKILLS:**

Comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with people diplomatically, willingness to learn, team facilitator.

### **EDUCATIONAL QUALIFICATION:**

- **BACHELOR OF COMMERCE (University of Calicut) - MARCH - 1993**
- **PRE-DEGREE (University of Calicut) - MARCH - 1990**
- **SSLC (10TH STD) - MARCH - 1988**

### **TECHNICAL QUALIFICATION**

- Diploma in Computer Applications – Supersoft Computers, Mumbai
- Certificate Course in Photoshop – Al-Hasoob Computer Center, Saudi Arabia

### **APPLICATION PACKAGES KNOWN**

- Working Knowledge of MS Office
- Well versed in Tally 7.8 (Version)
- Well known to handle ERP system
- Effective communication skills
- Convincing ability.
- Hard working.

## **WORKING EXPERIENCE**

Presently working as a **PROCUREMENT OFFICER (Buyer) with M/s. Kanoor Group (Trading & Contracting Company)** Jubal, Kingdom of Saudi Arabia.

### **Job Profile:**

- ❖ Scrutinize & coordinate the PR flow and expedite to issue the PO on time & ensure the material delivery.
- ❖ Provide input in screening and selecting the vendors for sourcing the materials and services as per the project requirements
- ❖ Obtain quotations from vendors and prepare quotation analysis chart to finalize the vendor.
- ❖ Negotiate with the suppliers to achieve the most competitive price with best possible quality standards.
- ❖ Issue Purchase Orders to vendors with company terms and conditions in line with Saudi Aramco standards.
- ❖ Coordinate the movements of all purchased materials from suppliers to the project sites and resolve receiving issues if any.
- ❖ Ensure the receipt of signed/accepted delivery note & invoice settlements from the project sites for the issued Purchase Orders for further payment processing.
- ❖ Coordinate with site and supplier if found any discrepancy in the invoice for smoother payment cycle.
- ❖ Liaise with the finance department to ensure timely payment to the suppliers to develop and build long term competitive supply relationships
- ❖ Monitoring the site progress on the material availability and submit the evaluation reports to the Manager.

Worked with M/s. AM Al-Khodari Sons Company, Saudi Arabia as a Workshop “**Purchasing In- Charge**” during September 2003 to June 2008.

### **Job Profile:**

- ❖ Monitor Purchase requisitions for sourcing of materials
- ❖ Organize comparison table to finalize the vendor along with Manager Approval.
- ❖ Issue Purchase Orders to vendors in line with company policy & ensure vendor receipt of issued Purchase Orders.
- ❖ Expediting of ordered goods to ensure on-time delivery.
- ❖ Ensure purchasing process, attaching all relevant documentation/correspondence to purchasing record in system.
- ❖ Liaise with Logistics, Accounts and Procurement department to resolve any

purchasing issue if occurred.

Worked with M/s Leelam Transport Company, Mumbai, as an **Accounts Assistant** during April 2000 to June 2003.

Worked with M/s RJ Associates (Engineers) Pvt. Ltd., Mumbai as a **Computer Operator** since April 1998 to August 1999.

Worked with M/s Gupta Synthetics Ltd., Surat as an **Accounts Assistant** Since June 1995 to September 1996.

**PERSONAL DETAILS :**

Name \_\_\_\_\_ : Suresh Babu. K.  
Email : [sureshababupkv@gmail.com](mailto:sureshababupkv@gmail.com)  
Age & DOB : 44 Yrs. 21-03-1973  
Sex : Male  
Marital Status : Single  
Nationality : Indian  
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Ottappalam Via,  
Palakkad Dist.  
Kerala – 679 515  
Tel: 00974- 70621170 + 91 9567498494  
Languages Known : English, Malayalam, & Hindi & Arabic

**PASSPORT DETAILS**

Passport No. : S 8971731  
Visa Status : Business Visit

**Declaration**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place : Doha, Qatar.

Date :

**(Suresh Babu. K.)**