



CURRICULUM VITAE

Navin Antony K

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Objective:

To work for an organization that will utilize my skills and expand my knowledge by providing me the opportunity to be an integral part of the organization.

Personal plus:

- A good team player and self starter.
- Excellent verbal and written communication skills
- Honest & Punctual towards the work & to the colleagues.
- Ability to work hard to meet tough deadlines.
- Always capable of keeping confidential matters in its value and sense.

Educational Qualification:

B.com **Commerce**

Institute : Co-operative College, Irinjalakuda, Thrissur
University : Calicut University

HSC **Science**

Institute : Govt. Higher Secondary school, Nadavaramba, Thrissur
University : Board of Higher Secondary Education

SSLC Institute : Don Bosco High School, Irinjalakuda, Thrissur
University : Board of Higher Secondary Education

Technical Skills:

- Experience in MS Office Tools.
- Microsoft Certified **MCSE 2003**
- Expertise Skills in Internet and Major Antivirus.
- Knowledge in Adobe Applications (Photoshop, Acrobat Reader, Premiere)& Autodesk Applications
- Certified in **Sage Accounting Software (Peachtree)** – 2007 & 2009
- Expertise Skills Installing, Maintain and Troubleshooting Windows Operating Systems, such as Win9xs, XP, NT, 2000, 2003 Server and Client.

Experience:

KTC International L.L.C

Road Contracting & Parking Management Systems

Deira - Dubai

Mar 2014 – May 2017

Procurement Officer

Duties & Responsibilities:

- Purchase of the Building materials, Safety items, IT & Electronic Goods(Fixed Assets), Office Stationery etc.
- Send enquiries to the various suppliers as per the material request and specification from the site
- Follow up for the quotation, preparation of comparison sheet and make decision to select the supplier.
- Negotiation with the supplier for prices, payment terms and delivery of the materials
- Issuing for LPO and send to the suppliers as well as to the site for the PM reference
- Follow up and expedite for the materials.
- Coordinating with supplier, authorized dealers and manufactures to establish payment terms and shipment of material.
- Schedule the delivery and the transportation of the materials to the sites.
- Provide shipment information to Project Managers & Site store
- Assist in tracking shipments and providing alternative information
- Obtaining services on credit terms to avoid cash purchases.
- Directing site store department and store keepers for receiving material as per purchase order and issue store received voucher. Also to ensure materials delivered are in good condition.
- Directing central Store to check required material for sites are in ex-stock to issue internal order to transfer the material from Central Store to Site Store.
- Ensuring approval on all PM's to procure the materials
- Collecting relevant documents, specification of items and sample for requisitions.
- Arranging the data sheet for specific materials.
- Produce delivery notes matching respective invoices to facilitate payment.
- Keeping the track of the LPO & Invoices into Procurement Log sheet as soft copy to have the follow up & future reference.
- Obtaining approval of invoices from respective departments before submission to Finance Department.

DRAKE & SCULL INTERNATIONAL PJSC. (MNC)

MEP CONTRACTOR

Doha - Qatar

Nov 2011 – Oct 2013

Procurement Officer/ Logistic Coordinator

Duties & Responsibilities:

- Procurement expedition, coordinating with Procurement Expeditors for Material Purchase & Delivery (All clerical matters related with Requisition, D.O, LPO, SRV, SIV etc.)
- Purchase of the Building materials, Safety items, IT & Electronic Goods (Fixed Assets), Office Stationery etc.
- Send enquiries to the various suppliers as per the material request and specification from the site
- Follow up for the quotation, preparation of comparison sheet and make decision to select the supplier.
- Negotiation with the supplier for prices, payment terms and delivery of the materials
- Issuing for LPO and send to the suppliers as well as to the site for the PM reference
- Follow up and expedite for the materials.
- Coordinating with supplier, authorized dealers and manufactures to establish payment terms and shipment of material.

- Day to day coordination with Project Managers/Department Managers to prepare Material Requisition. Responsible for procurement of materials and sub-contracts at the most advantageous terms and conditions, taking into account quality, price and delivery, data sheet, specification, vendor list.
- Day to day duty to establish LC, shipment clearance, update all log sheet including material requisition and purchase orders
- Preparation of shipment documents and coordination for shipment clearance based on mode of transport.
- Schedule the delivery and the transportation of the materials to the sites.
- Provide shipment information to Project Managers & Site store
- Assist in tracking shipments and providing alternative information
- Provide transportation information and manage billing information
- Manage quality control by ensuring that all shipped orders are in working condition
- Obtaining services on credit terms to avoid cash purchases.
- Overall Controlling and coordination with site and supplier to ensure timely deliveries of material
- Directing site store department and store keepers for receiving material as per purchase order and issue store received voucher. Also to ensure materials delivered are in good condition.
- Directing central Store to check required material for sites are in ex-stock to issue internal order to transfer the material from Central Store to Site Store.
- Liaising with Safety Officers/ Accountants / Camp Bosses / Logistic Managers etc for day to day activities at Sites.
- Ensuring approval on all PM's to procure the materials
- Collecting relevant documents, specification of items and sample for requisitions.
- Arranging the data sheet for specific materials.
- Confirm delivery notes match the purchase orders; follow up with suppliers with inconsistencies between orders and receivables.
- Produce delivery notes matching respective invoices to facilitate payment.
- Keeping the track of the LPO & Invoices into Procurement Log sheet as soft copy to have the follow up & future reference.
- Obtaining approval of invoices from respective departments before submission to Finance Department.

VISION SECURITY SYSTEMS L.L.C.

IT Security System & Electrical Solution providers (Oilfield Supplies & Services)

Abu Dhabi – UAE

Sep 2008 – Jul 2011

Administrator Assistant cum Sales Coordinator

Duties & Responsibilities:

- Providing Administrative support to the personnel at site.
- Preparation of payroll for salary processing(**WPS**) and other leave/final settlements of employees
- Updating changes in Internal Database System
- Documentation for the entry pass to work site from **CNIA**
- Drafting the correspondence such as Letters, Memos, Offers ,Circulars and Transmittals
- Coordinate with Public Relations Dept. for the visa processing to speed up the mobilization.
- Submitting employee mobilization and demobilization and the reports to the management
- Keeping all personal files in most systematic manner and in database
- Assisting the Personnel and Administration Manager in daily matters of the company. Maintaining of personnel database and other allied administrative activities.
- Assisting the S&M Manager in coordinating marketing activities.
- Sales Analysis with the sales team
- Respond to queries from customers and from requesting clients
- Prepare Quotation as per the requisition or which comply
- Make follow up for the quotation placed to customers and the projects
- Solicit and analyse quotations received and prepare Purchase Orders related to such quotations or as required by the Site Engineer as per the Company policy.
- Prepare the Sales Order and the Job Card.
- Communicate with clients to close the deal.
- Preparation & Updating of Sales Order, Purchase Order, Job Card and Inventory through ERP Application (**Peachtree- A Sage Software**)
- Issue of Local Purchase orders for the procurement of the materials

- Expedite for the delivery of the materials
- Coordinate with all departments to make smooth and easy delivery of materials to customers
- Update the Status of the delivery
- Handles inventory and prepares reconciliation of stocks every month
- Performs other related job assign from time to time

Personal Details:

Date of Birth : 19 July 1982
Age : 36 years
Nationality : Indian
Marital Status : Married
Sex : Male
Linguistic Ability: English, Malayalam & Hindi
Visa Status : Tourist Visa

Declaration:

I hereby declare that all the information put in resume are absolutely correct and I am ready to accept challenges of the future changes in the field and can work with any platforms of application

Place:

Date:

NAVIN ANTONY