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AKHILESH SURESH KUMAR

Procurement assistant and coordinator



CURRICULUM VITAE

Professional summary

Detail-oriented and proactive Procurement with accounting - 4 years of hands-on experience in procurement, accounting and supply chain operations within the oil field chemicals and general trading. Skilled in vendor negotiations, budgeting, inventory control, accounting and cost optimization. Adept at ensuring compliance with procurement policies and supporting project timelines. Seeking to leverage procurement expertise and supplier management skills to drive efficiency and cost savings in a dynamic organization.

Education

✚ **BACHELOR OF COMMERCE in cooperation** – University of Kerala -2019 - 2022

Professional Qualification

✚ **Certificate of Tally-** G-tech computer education Kerala - 2021

Experience

✚ **Total 4 Years (2 years in Kuwait, 2 years in India)**

Professional Experience

✚ **Tally, MS office, Excel, Word, Outlook, SAP**

Procurement Assistant & Coordinator

South East General contracting Co. W.L.L – Kuwait | Jan 2024 – Present

- Coordinated purchase requests, evaluated vendor quotations, and managed procurement documentation.
- Assisted in budgeting and forecasting procurement needs based on project timelines and KPIs.
- Maintained vendor relationships and ensured timely delivery of materials aligned with project specifications.
- Performed inventory tracking and implemented cost-control measures to reduce procurement expenses.
- Supported contract negotiation and compliance with organizational procurement policies.
- Liaised with project managers and site engineers to align procurement with project schedules and requirements.
- Prepared purchase orders, followed up with suppliers, and ensured accurate documentation for audits.
- Contributed to procurement reports and cost analysis for senior management decision-making.
- Assisted in supplier prequalification, evaluation, and onboarding processes.

From : May 2020 to Jan 2022

Position : **Junior accountant**

: Alain Gold & Diamonds – karunagappaly, Kollam, Kerala-India

Responsibilities

- Research potential vendors.
- Liaise with Procurement team, Project Managers, Engineering, and Project Controls, Accounting departments, Clients, Suppliers, Inspection Companies, Construction Contractors advising on schedules, budgets, estimates, procedures, market trends, shipping, quality, and service.
- Maintain the non-technical communication register and files for vendor communications for various projects.
- Prepare and issue tender documents, bid evaluations, purchase orders through SAP / agreements, negotiate Corporate and Client Terms and Conditions, make recommendations and obtain approval signatures for project related purchases.
- Expedite or direct expediting of orders for delivery, reporting progress with Procurement tracking logs at regular intervals, to Sr Procurement Officer.
- Provide regular performance measures of Procurement activities for Corporate
- Participate and support the development of policies and procedures.
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Track orders and ensure timely delivery
- Review quality of purchased products
- Enter order details (e.g., vendors, quantities, prices) into internal databases
- Maintain updated records of purchased products, delivery info & invoices
- Prepare reports on purchases, including cost analyses
- Monitor stock levels and place orders as needed
- Coordinate with warehouse staff to ensure proper storage
- Work with peers and clients to ensure appropriate contract approvals are obtained and documented.
- Purchasing of all operational requirements

Personal Profile

- Languages: English, Hindi, Malayalam (native)
- DOB: 29/08/1999
- Marital status: single
- Driving License: MCWG, LMV – Valid Indian (Expiry – 17- jan-2039)
- Availability: Immediate
- Nationality: Indian