

Vijay Dasan

Procurement Specialist

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📍 Address: Dammam - Saudi Arabia.



OBJECTIVE:

Seeking employment with an established company that values hard work, dedication, commitment, integrity, and quality results as their core values; 6+ years of rich experience in handling the entire procurement cycle and contributed towards the growth of the organization, applying for the position of Procurement Specialist.

PROFESSIONAL EXPERIENCE:

Procurement Specialist.

Al Shalawi International - Saudi Arabia - Dammam – 2025-Jan to Present.

- Source and evaluate suppliers based on price, quality, and delivery speed.
- Negotiate contracts, terms, and pricing with vendors to obtain the best deals.
- Track delivery periods from items to ensure that the expected time of arrival dates are being met.
- Coordinate with request originator for clarifications from suppliers at initial stage of procurement.
- Build and manage relationship with key vendors/suppliers.
- Compare costs and evaluate the quality and suitability of supplies, materials, and equipment.
- Follow up advance payment & after delivery payment with finance team.
- Coordinate with logistics and warehouse teams to ensure timely delivery of goods.
- Handling Purchasing, Stores material receiving & handling petty cash local purchase.
- Responsible for preparing purchase orders, Purchase requisitions, Item code creation and other documentation, ordering supplies, materials, equipment, and services, and for gathering data.
- To issue PO and get the approval from the management.
- Supervised junior staff and mentored to improve performance.
- Coordinate with QC for supplied goods and maintain approved supplier list.
- Maintain records of outstanding requests and orders, respond to routine queries from other departments in respect of the status of purchase requests.
- Maintain accurate records of purchases, pricing, and inventory levels.
- Develop and implement procurement strategies to optimize cost and efficiency.
- Monitor market trends, research new products, and identify potential supplier.
- Contributed to improving procurement practices and approaches, generated "concept notes" and best practices papers and developed innovative solutions.
- Prepare weekly and monthly reports on procurement activities for management review.
- Detailed working knowledge of the overall purchasing process, including soliciting price quotes.

Procurement Officer.

Nesma and Partners - Saudi Arabia - Riyadh – 2023-Feb to 2025 Jan. Project: King Faisal Air Academy – (KFAA PROJECT)

- Manage the end-to-end procurement process (PR to PO).
- Source and evaluate suppliers based on quality, cost, and delivery timelines.
- Negotiate pricing, terms, and delivery schedules with vendors.
- Maintain accurate records of purchases, pricing, and supplier contracts.
- Coordinate with finance for advance payments and invoice processing.
- Monitor delivery schedules and resolve any supply issues.
- Ensure compliance with company procurement policies.
- Supported cross-functional teams in various procurement-related tasks and projects.

RND Construction-Coimbatore-India-2019-jun to 2023-Jan. - (Procurement Officer)

- Assisted procurement officers in sourcing suppliers, obtaining quotes, and analyzing proposals.
- Develops requests for quotations and confers with vendors concerning new products, damaged goods, delayed payments, or related information.
- Preparing price comparison for account approval reference, Overseeing all activities of the purchasing department.
- Establish and negotiate contract terms and conditions and maintain vendor relationships.
- Responsible for ensuring that vehicle maintenance is performed timely.

SKILLS:

- Strong organizational and time-management skills.
- Exceptional communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Detail-oriented and able to handle multiple tasks simultaneously.
- Highly experienced in managing purchase orders.
- ERP System.

EDUCATION:

- Sankara College of Science and Commerce (Bharathiar University)- Coimbatore- India.
- Bachelor's degree in business administration (BBA) with a specialization in (Supply chain management and Computer Application) 2016-2019.
- Higher Secondary School 2014-2016.

PERSONAL INFORMATION:

- Name: Vijay Dasan.
- Gender: Male.
- Nationality: Indian.
- Iqama: Transferable.
- Languages: Tamil, English & Hindi.

CERTIFICATE:

- Procurement Management.
- Supply Chain Management.
- Inventory Management.
- Logistics Management.