

RAJA PAUL**Role**

Strategic planning development of procurement process , vendor relationship management , project profitability management , co ordination with project team members in regard to procurement & delivery of projects . To monitor the vendors Payment settlement in co ordination with finance team . To make the cost analysis for tendering, bidding for upcoming project .

Responsibilities

- To Monitor the project procurement & contracts .
- To Finalize the vendor for Interior fit out & Services package .
- To develop the vendor, negotiation and cost analysis for finalization of contract .
- To evaluate the vendors data as per ISO norms .
- To evaluate the project profitability .
- Strategic Planning, monitoring and communication with project team for proper delivery of material as per schedule .
- To coordinate with finance team for vendors bill settlement .
- To coordinate with internal department for Tender floating, RFQ, Comparison ,negotiation & order processing .
- To look after the logistics part for timely delivery of material as per schedule .
- To handle the imported material, order process , documentation , coordinate with customs department for duty payment and clearance of goods related activities in support with CnF agent.
- To visit the project site from time to time for update of the project status and any material quality issues .
- To visit the vendors factory from time to time to get the product knowledge as well as the quality of goods & production process .

Qualifications

B.Com , ICWAI (Inter),
Dip.in Material
Management

Key Attributes

Over 24 years' experience
in construction ,
infrastructure , real estate
industry .

Excellent communication
and coordination skills.
through proper planning
and monitoring to ensure
smooth flow of activities.
Vendor development
negotiation & order
process . Coordination
with Finance & Project
Team .

Expertise

Project Management
Contract Management
Procurement & Supply
Chain Management .

Experience

From 2015 to present, as a Senior Manager - Procurement | Project Management in **Synergy Property development Services Pvt Ltd, Manyata Embassy Business Park , Nagawara, Bangalore.**

From 2011 to 2015 as a Manager- Purchase & Logistics in **Shapoorji Pallonji & Co. Pvt Ltd, Indiranagar ,Bangalore.**

From 2009 to 2011, as a Manager - Purchase in **Siddha Real Estate Development Pvt Ltd. Park Street, Kolkata.**

From 2007 to 2009 as a Officer - Stores & Inventory in **Simplex Infrastructure Ltd. In ICTT, Kochin, Kerala.**

From 2005 to 2007, as a **Sr. Executive - Purchase in Bengal Shristi Infrastructure Development Ltd. Camac Street, Kolkata.**

From 1995 - 2005 as a Manager - Purchase & Logistics in **Ramsarup Industries Ltd. B.B.D.Bag, Kolkata.**