

**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 .

**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.**

**Expertise**

Project Management  
Contract Management  
Procurement & Supply  
Chain Management .