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 **Biju Kumar .K.G**

 **Al-Quoz, Dubai U.A.E**

 **Mobile: +971-551946228**

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 **Career Objective:**

 **An experienced/Competitive, Well Organized and Successful Candidate Who has extensive experience at all aspects of the Workshop Maintenance Repair both Preventive and Corrective/ purchase process. I have a long track record of finding the best material for the suitable and competitive prices, from the most reliable Vendors for a different categories of Heavy Vehicles such as Ashok Leyland/Mitsubishi/Nisan Civilian buses and Scania Trucks and light vehicles like Isuzu/ /Nisan/Toyota and Earth moving equipment such as JCB Back hoe Loader/JCB Wheel Loader/JCB tele handler/Excavators/Multi terrain loader/Skid steer loader/generators/compactors etc in a good and accurate manner, looking for a position that will utilize my skills and experience in the field**.

 **Experience:**

 **Hills and fort Landscape LLC Dubai U.A.E April - 2017**

 **LOGISTIC CO-ORDINATOR.**

Arranging internal fleet vehicles for as per site requirements.

Coordinate with Drivers and Site staff to full fill the requirement in time to get the good productivity.

Arranging Machineries through hire suppliers as per site requirement and follow up with them to reach the Machines in site timely.

Routine Checking of Time sheets and productivity of hire Machines.

Follow up with Suppliers to reduce down time and make sure the maintenance jobs being done in time both internal and external fleets.

Laisen with Outsource w/shop to make sure internal fleet preventive and corrective Maintenance are doing properly.

 **Desert Group, Dubai U.A.E**  ***2017 -2009***

 **SPARE PARTS PURCHSER CUM W/SHOP ADMINISTRATOR**

 **(Have done all w/shop activities breakdown attendance parts co ordination,**

**vendor contact,**

**price negotiations, LPO preparation,**

**Invoice procedures, stock inventory checking, safety related issues, and daily routine works for fleet services for preventive and corrective maintenance during this period.**

* Receiving the requirement from store department.
* Sending enquiry to vendors & collect the quote
* Negotiating prices with supplier sales team.
* Getting best buying terms and conditions and the most competitive prices possible.
* Inform the superior to negotiate again as not satisfied from suppliers first response
* Make CS report after final approval from the line /Manager for parts to be purchase.
* Prepared LPO for external suppliers and cash purchases.(expert in utilization of ERP System)
* Make follow up with suppliers to deliver the materials with good condition & timely basis
* Coordinate with store in charge to contact with supplier for parts warranty issues

liaising with store departments and technical team to keep the service parts and fast moving items in particular inventory as compare with company assets and operating condition.

* Maintaining procurement documents in a systematic and auditable fashion
* Perform supplier analysis and report to quality dept:
* Worked as fitter in various site and fabrication w/shop **2009-2006**
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* **Poduval Engineering Co, Bombay India.**
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* **Supervisor – in plant maintenance.**
* Received the work order from plant engineer
* Arranged the workforce and machinery, tools and materials as per the scope of works.

* Reported to consultant the work progress on daily basis.

Making reports and invoices as per work order and submitted by monthly wise.

**Bangalore Projects and Equipments Ltd 1997-2001**

**(MRPL Mangalore)**

**Supervisor**

* **Receive drawing from consultant.**
* **Evaluating quantity of material required**
* **Making and receiving materials.**
* **Explain job to the technicians.**
* **Ensure quality co-ordinate with QA/QC department.**
* **Making daily progress and report to consultant/making monthly invoices.**

**Educational Qualification**

**Diploma in Mechanical Engineering**

**(Department of Technical Education, Kerala).**

**Pre-Degree (Mahatma Gandhi University Kerala).**

**Computer Skills**

* MS Office and Internet

**Personal Information:**

* **Gender:** Male
* **D.O.B:** May 26 1971
* **Martel Status:**  Married
* **Nationality:** Indian
* **Visa Status:** Employment
* **Language:** English, Hindi, Malayalam, Tamil written and spoken.

**Reference:**  Available up on the request