CHAITHRA CHANDRASEKAR

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JOB OBJECTIVE

Seeking middle level assignments in **Procurement/Business Development/cordination** with a growth-oriented organisation of repute

Location Preference: Anywhere in Middle East

PROFILESUMMARY

- A result-oriented professional with nearly 7 years of experience in: Business Development strategy
 Suppliers Management
 Cost Control
 Quality Control
 Purchase
 - Developing a growth strategy focused both on financial gain and customer satisfaction
 - Conducting research to identify new markets and customer needs
 - Arranging business meetings with prospective clients
- Handling Petty Cash/coordination with store/technician in production/transport.
- Last associated with Transisland, Dubai as Business development leading business leads and logistics.
- Hands-on experience in procurement of Rittal Panels, Schneider Switchgear Components, Siemens Electrical Equipments, Sel Relays and all major electrical equipment for cabinet integration
- Adept in implementing sourcing & procurement strategies and identifying & selecting vendors/suppliers for obtaining procurement of materials at favourable terms
- Adroit in developing & maintaining strong vendor/supplier base for facilitating timely procurement of materials
- Skills in developing & streamlining systems with ability to enhance operational/administrative effectiveness and meet operational goals within cost, timelines & quality parameters
- Significant exposure in implementing effective Procurement strategies and contributing towards enhancing business volumes & profitability norms
- An effective communicator and team player with strong interpersonal, negotiation and problem solving skills

CORE COMPETENCIES

Business Development:

- Conduct research to identify new markets and customer needs
- Arrange business meetings with prospective clients
- Promote the company's products/services addressing or predicting clients' objectives
- Prepare sales contacts ensuring adherence to law-established rules and guidelines
- Keep records of sales, revenue, invoices etc.
- Provide trustworthy feedback and after-sales support
- Build long-term relationships with new and existing customers
- Develop entry level staff into valuable salespeople

Procurement

- Preparing purchase schedules for procurement of raw materials to ensure smooth execution of business operations
- Finalizing the specifications of materials, establishing quality & quantity limits for inventory control and reducing wastages

Team Management:

- Leading, mentoring & training team members and monitoring their performance to ensure efficiency in operations and meeting of individual & group targets
- Creating & sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst team members

Organisational Experience :

April'19 till now BDM PMC, Dubai, UAE

Jan'17 Jan '18 Freelancer BDM,Kontact group,Chennai,Tamil Nadu

Jan'14-Dec'16 MBA in Material Mnagement, Tripple committee from JNU

Jan'13-Nov'13 Voltamp Energy S.A.O.G, Muscat, Sultanate of Oman

Purchase Engineer

Oct'10-Dec'12 Sharika Fanniya Omaniya LLC, Muscat, Sultanate of OmanPurchase Engineer

Key Result Areas:

- Preparing costing sheet; floating RFQ to respective vendors
- Responsible for verification of quotation in line with project requirement
- Accountable for preparation of technical/commercial compliance
- Finalizing vendor agreement and carrying out technical & commercial negotiation
- Generating Purchase Order; following-up with vendors for the delivery in time
- Involved in stock maintenance; carrying out document preparation for the store

Highlights:

With Voltamp Energy S.A.O.G, Muscat, Sultanate of Oman:

- Successfully introduced new suppliers and increased the vendor base with reduced costs
- Efficiently handled 3 big projects- Royal Goard of Oman, Oryx and Ministry of Manpower with Ali Bank in Oman with minimum procured cost and used available resources for reducing the costs in 2012
- Played a major role in:
 - Issuing stock statement copy to all production team to avoid delay of ongoing production & fast up process to select alternative item/equivalent for shortage one
 - o Making conditional terms on purchase order with fine for delayed delivery & result obtained before required date
 - o Developing all price comparison sheets with various vendors after each purchase

With Sharika Fanniya Omaniya LLC, Muscat, Sultanate of Oman:

• Merit of receiving additional bonus in 2012

With Kontact Group, BDM, Chennai :

- Good Customer interaction . Effective presentation of products to clients.
- Market knowledge
- Communication and negotiation skills
- Ability to build rapport
- Time management and planning skill

PREVIOUS EXPERIENCE

Feb'08-Feb'10	Government Polytechnic College, Arekere, Mysore, Karanataka	Sr. Lecturer-Electronics
Aug'07-Jan'08	Deepanjan Cables Hebbal Industrial Area, Mysore, Karnataka	QC In-charge/QC Engineer

ACADEMIC QUALIFICATIONS

- PG + MBA in Materials Management from Delhi, Manipal & jaipur National University, (completed 2016)
- Bachelor of Engineering (Electronics & Communication) from KVGCE (Kurunji Venakataramana Gowda College Of Engineering), Sullia, Karnataka, University in 2007
- Diploma in Electronics & Communication Engineering from JSSPW (Jagath Guru Shri Shishivarathrishwara Polytechnic For Women), Mysore in 2003

CERTIFICATIONS

- Hardware & Networking Training & Certification by IIHT, Mysore in Year 2003
- Electronics Instruments Servicing Certification by JCE, Mysore in 2002

TRAINING

• Attended Schneider Training Programme which was about the Electrical switchgear programmes in 2012

IT SKILLS

• Well-versed with MS Office (Word, Excel & PowerPoint) and Navision ,Hardware

PERSONAL DETAILS

Permanent Address	:#1015,12 th cross,2 nd stage,Bogadi(South),Mysore-570006,Karnataka,India. :203,Sunrise next building,Bur Dubai,UAE	
Languages Known	: English, Hindi, Kannada & Tamil	
Nationality	: Indian	
Visa Status	: Employment work permit visa required	
Passport No.	: N2003490(valid till 16 th Aug, 2025)	
Driving License Details	: India Valid	
Marital Status	: Married	
No.ofDependents	: Nil	
Hobbies& Social group : Pranic Healing for healing		
LinkedIn Profile	: Chaithra Chandrasekar (chaisschand@gmail.com)	