

# RESUME COVERING LETTER

## **Roshan Mohamed**

Seven Sky Apartment, Bilekahalli,  
Bengaluru, Karnataka, India,  
560076

### **About me:**

Professional MBA graduate with **6 (Six) years** of key experience in **Contract Management, Business Analysis, Cost Rationalization, Critical Thinking, Purchase and Procurement, Purchase/Work Orders, Project Budget Allocation, Tendering and Enterprise Resource Management (ERP)**.

### **Current work engagement:**

Currently, working for **Mantri Developers Private, Limited, Bangalore** for the past **2 (Two) years**. Here, I have been working as a **Senior Purchase Executive** for **Mantri Square Mall**, a mall enclosed within an area of **11 (Eleven) lakh square feet** located at **Malleswaram, Bangalore**. My key job activities involve management and handling the entire **in-house purchase activities** for this mall. Following are my major job description works, but is not restricted to:

- Contract administration and procurement involved in the mall operations (Engineering, IT, Security and House-keeping), marketing, administration departments.
- Acquiring quotations from vendors/suppliers, negotiations, preparing comparison statements, releasing draft and ERP work orders and purchase orders.
- Tracking and booking of contract and purchase invoices in the ERP system based on the released work orders and purchase orders.
- Preparing of company's annual purchase and contracts budget, circulating the budget utilization reports to department heads at constant intervals, budget saving reports, invoicing reports, etc.
- Evaluation of existing vendors, suppliers and contract agencies.
- All ERP workings related to Mantri Square Mall's purchase activities.
- All necessary co-ordinations and liasoning works with the organization's corporate office related to the purchase activities.

I hereby practically believe that I have been growing as an enthusiastic management employee seeking to leverage my business management, analyst and problem solving skills, thereby facilitating and promoting the organization's growth in maintaining a competitive advantage.

### **Contact Details:**

**Mobile Number** - +91 8763156480

**Email ID** – [roshan.29101992@gmail.com](mailto:roshan.29101992@gmail.com)

I hope my resume (depicted along-with) would be an apt profile for the job opportunities availing in your esteemed organization.

Thanks and Regards

**Roshan Mohamed**

## RESUME

### ABOUT ME



#### **ROSHAN MOHAMED**

Professional MBA graduate with **6 (Six) years** of key experience in **Contract Management, Business Analysis, Cost Rationalization, Purchase and Procurement,**

**Purchase/Work Orders, Critical Thinking, Project Budget Allocations, Tendering and Enterprise Resource Management (ERP).**

Seeking to leverage my business analysis and management, negotiation and cost controlling skills.

### EDUCATION

- **2021 - Masters in Business Administration (MBA),** The Open University, London

Completed

- **2015 - Bachelor of Technology in Mechanical Engineering,** Amrita University, Tamil Nadu

CGPA: 6.04 | 10

- **2010: Higher Secondary:** Bharatiya Vidya Bhavan, Kerala

Percentile: 82%

- **2008: Intermediate School:** Bharatiya Vidya Bhavan, Kerala

Percentile: 82%

### CERTIFICATIONS

- **Online Day School 1 (MBA) – BB835:** Dynamics of Strategy (**10<sup>th</sup> February 2020**)
- **The Online Residential School (MBA) – Adidas Annual Report, BB835:** Dynamics of Strategy (**1<sup>st</sup> May 2020**)
- **ISO 9001: 2015 – Internal Auditor Training Program (4<sup>th</sup> March 2020)**
- **NDE Certification (Level II) – American Society for Non Destructive Testing (30<sup>th</sup> September 2015)**

### CONTACT AND NETWORKS

☎ 8763156480

✉ [roshan.29101992@gmail.com](mailto:roshan.29101992@gmail.com)

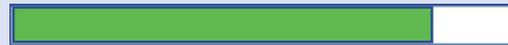
📍 Seven Sky Apartment, Bilekahalli, Bengaluru, Karnataka, 560076

🌐 [www.linkedin.com/in/roshan-mohamed-a03694627](http://www.linkedin.com/in/roshan-mohamed-a03694627)

🐦 <https://twitter.com/Roshan3694627>

### SKILLS

**Project Management:**



**Team Work:**



**Integration:**



**Communication Skills:**



**Report Analysis and Documentation:**



**Co-ordination:**



### SOFTWARE SKILLS

- **MS Project** - Scheduling
- **Enterprise Resource Planning (ERP)** – Development and working.
- **CAD** – AutoCAD 2006 – 2012.
- **SAP** – Conversant with SAP R/3 to access central database for material management, equipment tracking.
- **MS Office** – MS Excel, MS Word, MS Access, MS Power Point.

## PROFESSIONAL EXPERIENCE

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**1. 2019 (August) – Present**

**Mantri Developers, Bengaluru, Karnataka**

**Designation: Senior Purchase Executive**

**Domain:** Entire mall procurement, budgeting and purchasing – Mantri Square Mall

- Contract administration and procurement required for operation, marketing, house-keeping, etc. activities of the mall.
- General and capital fund accounting procedures and workings.
- Making comparison sheet, raising draft work orders and ERP work orders.
- Tracking of budgets and informing department heads accordingly, creating budget tracking reports, budget savings, invoice detail reports, etc.
- Calculation, preparing and floating of upcoming financial year budgets as per track records.
- Evaluation of existing vendors, agencies and suppliers.

**2. 2017 – 2019**

**Hajee A. P. Bava and Co. Constructions Pvt. Ltd. (Regional Office), Bhubaneswar, Odisha**

**Designation: Business Analyst**

**Domain:** Project procurement management, expense cost control and ERP workings (all running projects)

Tendering, budgeting, scheduling and planning of inquiries for projects from various clients.

- Circulation of client tender documents along with organization's techno-commercial offers and terms & conditions.
- Implementing functions of order placement, order scheduling, logistics and invoicing for ongoing projects.
- Development and input workings of the company regional's entire ERP system – Technical version.
- Planning and optimizing the manufacturing capacity and material resources in ERP software.
- Efficiently and sustainably manage the entire asset lifecycle, improve asset usage and cut costs with powerful analytics.

### 3. 2016 – 2017

Hajee A. P. Bava and Co. Constructions Pvt. Ltd. (Godawari Power and Ispat Limited), Raipur, Chhattisgarh

**Designation:** Planning Engineer

**Domain:** Project planning, budgeting and billing

- Planned workforce use, space requirements and equipment layouts to optimize workflows, 10% increased workflow in year one.
- Schedule Analysis and monitoring critical path of the project and sorting out the corrective actions to keep the project on track (using Primavera P6).
- Overall EPC coordination and tracking deliverables.
- Risk analysis.
- Generation of “S-curve” to track the project trend and forecast completion.
- Integrated project planning and scheduling.
- Checking of measurement protocols and generation of Running Account bills.

### 4. 2015 – 2016

Hajee A. P. Bava and Co. Constructions Pvt. Ltd. (Arcelor Mittal Dhamm Processing Private Limited), Katpadi, Tamil Nadu

**Designation:** Mechanical Engineer

**Domain:** Project site works coordination

- Established and reinforced maintenance and safety procedures.
- Worked with planning and design teams to drive product developments and review tooling specifications.
- Integrated project planning and scheduling.
- Developed communication protocols.
- Preparation of 30 days look ahead / monthly plans.
- Progress measurement, review and monitoring in a multidisciplinary environment.
- Generation of project measurements and Running Account Bills (RA Bills).

### **DECLARATION:**

I hereby declare that the above stated information is true and genuine to the best of my knowledge.

- Roshan Mohamed