



Renjith Pillai

TENDER & PROCUREMENT EXECUTIVE



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Opp. Sohar Aluminium and Sohar Power Company, Sohar Industrial Port Area, Falaj Al Qabail, 322/553

EDUCATION

Indian School of Management & Studies

India
India
2019

- Major in Subject - Masters Programme of Business Administration (MBA) in Purchasing Management

Nalanda ITC
Kerala
1995

Post Graduate in Computer Applications

Government of Kerala- Industrial Training department
1994

Subject is data preparation and computer software

Associate of Science

Mahatma Gandhi University,
Kerala
Kerala, India
1992

Bachelor of Science in Physics

DRIVING LICENSE

ABOUT ME

Driven, results-focused procurement expert with 15 years' experience in the water utility services

Experienced procurement executive with a demonstrated history of working in the utilities industry. Skilled in procurement, negotiation, logistics, supply chain management, automation of tender and procurement and contract management, preparation of documents for ISO certifications.

WORK EXPERIENCE

Tender & Procurement Executive

Majis Industrial Services SAOC / Falaj Al Qabail / Jun 2006 - Present

- Coordinate with other departments (end users) in order to prepare the annual outsourced services and procurement budget plan to avoid any cash flow issues & provide an accurate figures to the Management & BoD.
 - Provide the end users with status of the ongoing contracts information & the expiry dates by receiving the next year demanded services & goods and calculate the cost estimate for next year required contracts and finally submit the planned budget to Finance Dept. for budget allocation.
 - Support Finance Dept. for closing account of OPEX budget at the end of the each year.
- Perform optimized Procurement Cycle to achieve the organization goals & objectives.
 - Receiving the Departments Requisitions & check the following:
 - Budget availability.
 - Department & Authority Approval.
 - Clear SOW/ Description (Specifications, BOQ, Drawing & Cost Estimate... etc.)
 - HSSE Tendering Requirements.
 - Tendering Millstone Plan.
 - Float the RFQ/RFP as per approved tendering approach (Open Tender/ Selected or shortlisted bidders/Direct Order).
 - Publish the tender announcement in the local & international newspaper as well as Majis Website.
 - Collecting the tender fees for the sold open tenders.
 - Prepare tendering status sheet which containing the vendors information.
 - Communicate with bidders & end users by receiving & sending the pre-tender clarifications/Circulars respectively.
 - Arrange for the site visit by communicating with the security dept. to arrange the gate pass. Instruct the visitors to comply with HSE requirements of PPE. Arrange transportation for the site tour.
 - Arrange to receive the bids on the tender closing date.
 - Arrange gate pass with cooperate with security department.
 - Arrange for tender opening by booking a meeting with relevant Authorized Committee & get their signature on the opening sheet & bids.
 - Checking the Tender bond availability & its value & validity.

Driving license category

Oman Driving licence + Indian Driving Licence (manual+automatic)

HOBBIES

Chess, Photography, Reading

LANGUAGES

malayalam

Hindi

English

PERSONAL DETAILS

Date of birth

25-04-1973

Nationality

Indian

Visa status

Oman Resident Visa valid Until June 2022

Marital status

Married

Develop the Tender Opening Result & send it to all participated bidders & publish it in the Majis Website.

- Process the tender evaluation report in order to get the authority awarding approval.
- Distribute hard & soft copy of the bids to the head of intended department manager/head to process the technical evaluation with immediate action.
- Communicate with tender users & bidders if there is any post-tender clarification.
- Incorporate the contract dept. commercial evaluation input after receiving the technical evaluation report for the end user.
- Check the status of the pending evaluation report & remind the user on monthly basis.
- Awarding the tender on the preferred bidder as per approval from Authorized Committee.
- Get the approval on the evaluation report.
- Develop the LOI/WO & send it to the winner participant after getting the Authorized personnel signature.
- Prepare & send the regret letter to the unsuccessful bidders after getting authorized personnel signature.
- Arrange the kick off meeting in needs with the successful bidder in order to start smooth project implementation/execution.
- Prepare detailed contract agreement (if required) & get it signed from both parties (Client & Contractor/Consultant)
- Expedite the delivery with the suppliers in order to deliver the material on time.
- Prepare the payment certificate after receiving all required supported document (Measurement Sheet, Invoice, Consultant payment recommendation letter) & obtain the concern parties signature to process the payment as per the agreement terms & condition.
- Do the receipt of the material in the system to close the PO, then start payment process through Account Dept. side.
- Update the Contracts Master Sheet for open work order/Purchase order on monthly basis & communicate with end user if there is any action required.
- Action on any Variation Order (additional works/extension) after receiving the notification from intended DM.
- Review & check the final closing account of the project & count the penalty amount if applicable and obtain approval from the relevant authority.
- Notify the end user/engineer about the DLP inspection for closing the project.

- 3- Maintain the Vendors Management System to ensure an efficient competition & encouraging the local SMEs to participate & get register with Majis.
 - Interview the new suppliers & guide them how to register with Majis.
 - Distribute our vendor registration form to all interested bidders for registration with Majis.
 - Collect all vendor information and vendor fees.
 - Prepare vendor registration certificate and issue it to the relevant bidders.
 - Attend local/international exhibitions for water and wastewater sections such as wetex... etc.
 - Update the vendor database as per product/service nature.
 - Share the updated vendor list with current Operators & EPC contractors to encourage the Majis supplier especially SMEs.
 - Follow with Operators & the EPC Contractors to submit their SMEs awarded list. With amount on quarter basis.
 - Process the supplier performance evaluation on yearly basis.
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- Booking the venue of the meeting by contacting the hotels.
 - 5- Review & update the Tendering & Contracts Manual & search for any area of improvement.
 - 6- Prepare the Quarterly Management Report related with C&P Dept. & submit it to the communication officer.
 - 7- Cooperate with all auditing partner (Internal Auditors/External Auditors/State Auditors) to ensure that procurement policies and procedures are properly and consistently applied
 - Provide all required information's to auditors as on when required.
 - Close all previous audit observations as per time line promised to auditors.
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- 8- Handling the logistic activities in order to deliver the consignments with the right time & place with less cost.

- Checking the Inco-Terms as specified in the agreement with supplier.
- Communicate with the supplier & verify the Shipping documents if they are comply for the clearance from Oman Ports/Customs.
- Communicate with Freight Forwarders Agencies to arrange the necessary logistic requirements in order to bring the consignment to Majis Warehouse.
- Ensure the insurance of the shipment as per the Inco-Terms.
- Communicate with Majis Warehouse in order to receive the consignment & arrange the necessary equipment for off-loading.
- Follow up with store in-charge in to provide the Material Receive Note after finalizing the inspection & report if there is any discrepancy in the shipment.
- Communicate with the supplier if there is any discrepancy in the shipment & request to rectify it.

9- Maintain the filling system (Hard/Soft) of the department documents.

From 23.12.2018 onwards - working as corporate commercial executive as per below job description

1. Supply chain and Logistics Arrangements for operation spare parts and equipment.
2. Hotel/Flight Arrangements related to staff training.
3. Support Commercial Manager on activities follow up with contracts managements and tendering, procurements. Taking over the team activities during the absence of the department team.
4. Gate Pass Coordination with Admin. Dept (Site Visit, Tender Submission, Negotiation meeting & Kick off meeting or any other meeting).
5. Arrangement and Preparation of Minutes of department meeting as on when required and regular follow up with team members for closing all open items as specified in the minutes - Acts as a secretary to commercial manager.
6. Support Commercial Manager Activities related to new developed or matured business in respect of engaging with the internal stakeholders (customer services Dept, business developer and finance dept along with legal and commercial external consultants for the sake of developing the tender documents and sales agreements with the customers.
7. Support commercial manager on handling and making a resolution process on any legal, technical and commercial arbitration, determination with customers and vendors and come up with final resolution.
8. Compiling department quarterly reporting from internal department's staff.

Project co-ordinator

Public Establishment for Industrial Estates / Muscat
/ May 2003 - May 2006

Involved as follows:

- 1) Ensures that all correspondences and report are process for the directorate general office of Project and Planning dept in a timely manner.
- 2) Ensures that the standard office practices and routines of the Director general's office are functioning efficiently on an ongoing basis
- 3) Ensures proper filing and record keeping by accurately and entering information in a timely manner consistent with office guidelines.
- 4) Prepares routine correspondences on own initiative and assembles technical evaluation data prepared by technical PEIE technical team.
- 5) Maintain calendars, schedules appointments, receives visitors, screens calls and mail, arranges travel, answer routine.
- 6) Organise couriers.
- 7) Receive telephone calls and visitors.
- 8) Preparing contractual documents and tender documents.
- 9) Preparing engineering instructions
- 10) Second and receiving messages from internet
- Plotting the drawings as required
- 11) Updating files are required

My main duty involves in the following projects to assist with supervisory team

- 1) Sohar Seawater intake and outfall system
- 2) construction of Knowledge Oasis Muscat KOM-1, KOM-2 and KOM-3 at Rusayl
- 3) Salalah Free Zone Infrastructure works

Office Secretary

Sundaram Architects / Muscat / Feb 2002 - Apr 2003

Involved as follows

- 1) handle incoming & outgoing mail, sorts, log, and distributes as required
- 2) Create and maintain filing system, records and indices, including files of a confidential nature and routine matters handled independently with a minimum supervision.
- 3) receive telephone calls and visitors
- 4) Preparing contractual documents and tender documents
- 5)Involved site activities
- 6)Preparaing engineering instructions
- 7)Sending and receiving mesessages through outlook express from internet
- 8)Plotting the drawings as required
- 9)Updating autocard drawings as required.

Office Secretary

Muscay / Muscat / Oct 2001 - Jan 2002

Involved as follows:-

- 1) Day to day interaction with general manager for fixing appointments, informing about daily programme and letter correspondences maintenance daily
- 2) maintaining diary for general manager
- 3) taking minutes of meeting, preparing and distributing the same to the concerned parties.
- 4) Co-ordination with travel agents, international hotels to arrange ticket and other facilities.
- 5) Receive telephone calls and visitors.
- 6) necessary document control and filing works
- 7) Preparing schedules/reports including site progress, material/equipment submittals, procurements and shop drawing status.
- 8) Prepare appropriate format for survey details
- 9) Co-ordinate to survey activities

Office Secretary

Auscon & Partners Eng. Consultants LLC / Muscat / Nov 2000 - Sep 2001

Involve as follows:-

- 1) Create and maintain filing system, records and indices, including files of a confidential nature and routine matters handled independently with a minimum supervision handle incoming and outgoing mail, sorts, log and distributes to proper departments and persons.
- 2) Receive telephone calls and visits and give the needful information to a routine inquiries, get message and direct other matters to the appropriate personnel.
- 3) To provide secretarial services independently to all departments within the company.
- 4) Make reports in the required formats and company form using electronics typewriters and word processors.
- 5) Co-ordinating with Project engineers for project correspondences, project status report and reporting the same to project manager.
- 6) Keep track record of project start and completion date and job order nos.
- 7) Preparing material/drawing submittal and RFIs dispatch notes to site/client for approval and keeping a sequential record of the same.
- 8)Preparing contractual documents and tender documents
- 9) Preparing engineering instructions.

COURSES

Advanced Communication Skills

Meric / Nov 2013 - Nov 2013

Time management/ Self Organization

MGI / Jul 2013 - Jul 2013

Best Practice Procurement

informa / Sep 2014 - Sep 2014

FIDIC Contract Management & Administration

UNI / Sep 2015 - Sep 2015