



ROBINSON RAJU

SENIOR PROCUREMENT OFFICER

(Stamp 1G - No Sponsorship required)

CONTACT

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Dublin, Ireland

Passport No : R9036928

Nationality : Indian

Date of Birth : 11/02/1984

Address

11 Warrenstown Close
Mulhuddart, Blanchardstown
Dublin-15, D15T9K2

COMPUTER PROFICIENCY

MS Office ★★★★★
Tally ERP 9 ★★★★★
Orion ERP ★★★★★
Lattice & Integra ★★★★★
Dynamics 365 ★★★★★

TRAINING CERTIFICATES

- CPP from **AIBM, United States.**
Membership No: AMAIBM/10748
- CIPP from **IPSCMI, United States.**
Membership No: CIPP2240625636
- CIPM from **IPSCMI, United States.**
Membership No: CIPM2240634827

ABOUT ME

I am a consistent and highly motivated person. I enjoy working with the public. I feel that I am friendly, outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the work force, expand my knowledge and skills, I am also looking to establish long terms employment in a friendly environment.

PROFESSIONAL SUMMARY

Highly detail-orientated and effective Senior Procurement Executive with more than 16+ years career experience in Engineering, Structural & architectural, Aluminium & Glass and Building materials. Possesses excellent time management, interpersonal and problem-solving skills.

ACADEMIC CREDENTIALS

- MBA (Supply chain & logistics management)**
Indian School of Business Management, India
- BACHELOR OF COMMERCE**
Himalayan University, India
- PRE DEGREE**
University of Kerala, India
- SSLC**
Board of Public Examination, Kerala, India

WORK EXPERIENCE

PROCUREMENT CONSULTANT (Remote) | 10th Jun 2024 – Present
BINGHATTI DEVELOPERS FZE (Binghatti Holdings – Dubai, UAE)

Company Overview: Binghatti is a leading property brand in the UAE, based in DIFC, known for developing architecturally innovative properties with an investment value exceeding AED 40billion. The company collaborates with global luxury brands like Bugatti, Mercedes-Benz, Jacob & Co. etc. to create unique real estate projects in Dubai.

SENIOR PROCUREMENT OFFICER | 20th Oct 2021 – 26th Apr 2024
GRANADA EUROPE ENGINEERING CONSTRUCTION COMPANY LLC (Binghatti Holdings)

Company Overview: Granada Europe Construction is an international construction company with 'first-class unlimited' rating, headquartered in Dubai, its main line is principal contracting involving high-rise buildings, large purposes-built complexes, and infrastructure execution. The recently executed projects such as Bugatti Residences by Binghatti, Burj Binghatti Jacob & Co. Residences, Mercedes-Benz Places by Binghatti, etc. prove about the reputations posed by Granda Europe Engineering Construction.

SR. PROCUREMENT EXECUTIVE/ASST. PROCUREMENT MANAGER |
29th Apr 2018 – 16th Oct 2021

GALAXY METAL INDUSTRIES LLC (AJ Group of Companies)

Company Overview: Galaxy Metal Industries is one of the leading companies based in Dubai and specialized in Aluminium and Glass, Architectural & structural steel fabrication, and Providing Signs.

PROCUREMENT OFFICER | 14th Nov 2016 – 28th Apr 2018

MAB MIDDLE EAST LLC (MAB Group of Companies)

Company Overview: MAB Middle East LLC is one of the leading companies based in Dubai/Sharjah and specializes in Architectural steel and stainless-steel fabrications.

COMPETENCIES & SKILLS

- Project Management
- Budget Management
- Relationship Management
- Supply Chain Management
- Change Management
- Time management
- Ability to work in a multiethnic/language atmosphere.
- Strong Negotiation Skills
- Communication Skills
- Good computer Skills.
- Self-motivated and self-reliant

INTERESTS



Songs



Travelling



Reading



Sports

REFERENCES

- Mr. Hudaifa Abdulla
Director-Procurement
Binghatti Holdings
Dubai, UAE
Ph: +971 54 306 8464
- Mr. Rajeev Ramchandran
Procurement Manager
Galaxy Metal Industries LLC
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Ph: +971 4 560 9200
- Mr. Ajeeshmon Francis
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- Mr. Priyesh Panicker
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WMS Metal Industries LLC
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- Mr. Nikhil Nainan
Senior Contract Specialist
MAB Group of Companies.
Sharjah/Dubai, UAE
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PURCHASE OFFICER | 22nd Dec 2007 – 30th Sept 2016

WMS METAL INDUSTRIES LLC (Al Shafar Group)

Company Overview: WMS Metal Industries is one of the leading companies based in Dubai and specialized in structural steel and stainless-steel fabrications. It has a capacity to produce around 600 Tons/Month. The prestigious projects like Mid field terminal, City Walk, Dubai tram stations, Saudi metro stations (Hamariyan high speed railway) etc. proves about the reputations posed by WMS.

Key Responsibilities – Procurement

- Floating enquiries to the suppliers as per site & production requirements and close follow up for quotations
- Obtain quotations, prepare comparisons and negotiate with suppliers for price and payment terms.
- Prepare purchase and service orders and follow up with suppliers for prompt delivery.
- Arrange technical data sheets and mill test certificates for purchased materials.
- Coordinate warranty claims and service requests.
- Update and maintain records and files as necessary.
- Facilitate the accreditation of new suppliers.
- Monitor and address supplier delivery performance.
- Arrange materials as per the site requirements.
- Manage ISO Standard Filling system with ISO standard forms and Formats.
- To exercise general control over all activities in the Stores Department.
- To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage etc.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness, and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

LANGUAGE SKILLS

Mother Tongue : **Malayalam**

English

Listening	Reading	Writing	Spoken Production	Spoken Interaction
C1	C1	C1	C1	C1

Hindi

Listening	Reading	Writing	Spoken Production	Spoken Interaction
C2	C2	C1	C2	C2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user