

Saifee Piplodwala

Logistics & Procurement Professional

Mobile: +97150-6748612

E-mail: saifee_p@yahoo.com; saifeedxb@gmail.com



Profile Summary

- A Certified Purchasing Professional from the American Purchasing Society, with over 25 years of international experience (UAE, Canada and India) in various facets of Contracts & Procurement function.
- Competent in contracts and procurement administration, commercial negotiations, management reporting and staff administration.
- Familiar working on E. Commerce platforms and specialized IT software and tools – Online Internet sourcing (Alibaba, Amazon, Tejari etc.) Oracle Purchasing, Inventory and Contract Management software, Microsoft Office, RAMCO ERP.
- I am a determined, result-driven and organized team player. I take ownership and accountability of the roles assigned and am looking for a position of a Senior Executive in a respected Organization.

Career Highlights

- Recognized by the management as an “Excellent Negotiator” for contracts & procuring materials and services at competitive rates and good quality
- Excellent contacts with corporate clients, customers and vendors including shipping liners, C&F agents and Customs Authorities.
- Worked on a special project as Procurement Specialist for Hitech Drilling (A Tata Enterprise) during their Drilling Rig HIT DRILL refurbishment at Dubai Dry Docks.

Employment History

Sr. Manager Procurement (Projects) Dibba, Fujairah <i>Dibba Bulk Handling Terminal Project (DBHT). The design-build Dibba Bulk Handling Terminal Project includes dredging & constructing breakwaters, a quay wall & port infra. Value AED 800 million.</i> Working closely with PHB Weserhütte (a leading technological company in the areas of material handling and mining) under consultation of JACOBS. Scope of Work includes complete material handling system from park reclamation, conveyor belt system, including a 4.5km tubular belt approx., and A-Frame 4000tph ship loader	Sep 2020 - Present
Sr. Manager Procurement (Mining Operation) <i>Riddhi Siddhi Crusher & Land Transport, Fujairah, UAE,</i> “RIDDHI SIDDHI CRUSHER & LAND TRANSPORT” is one of the established companies engaged in Limestone Quarrying & Land Transport activities based in Al Tawyeen, Fujairah.	April 2018 – Present

- **DBHT Project** – Prime responsibility is to ensure Rental Machines adheres to Client (Port of Fujairah) & Consultant (Jacobs) specifications with necessary TP documents.
- Leading a group of 4 Procurement Officers team in purchasing a wide range of products and services.
- Found and evaluated suppliers for IT software and services, conducted competitive bidding, and negotiated contracts to save costs and secure favourable terms.
- Kept up with market trends and technological advancements to suggest new solutions and improve procurement processes.
- The primary responsibility is to manage the mining operations procurement of goods and services for daily operations which includes, IT, consumables, repair parts, equipment repairs, contractors, specification and substitution of parts, capital projects, and other related assigned responsibilities.
- Managing central purchase for various site locations. Riddhi Siddhi (Taween), Riddhi Siddhi (Thoban), Pure Rock Engineering & JK White Cement (Quarry operation maintained by Riddhi Siddhi).
- Managed vendor relationships and performance, performed regular evaluations, and took corrective actions when necessary.
- Managing the operations & maintenance of Heavy Equipment & Trucks for the Crushers.
- Experience working in RAMCO ERP System.
- Keep inventory of daily consumables, process inventory, repair parts and critical repair parts.

- Work with IT Dept., crusher operations & engineering to ensure project deliverables are completed on time, within budget and of required level of quality.
- Administrative tender processes, participating in the selection of suppliers and bid lists.

Assistant Manager (Purchase & Logistics) <i>Milserve International DMCC (Golden Relief Resources LLC), Dubai, UAE</i> Milserve Intl DMCC is a sister company of Golden Relief Resources. Golden Relief is a multi-disciplinary trading & leasing company having Global Presence. Over the past 14 years, the group has grown in strength to provide comprehensive portfolio of construction supplies, equipment & vehicle leasing, trading, logistics services and construction.	Jan 2015 – Mar 2018
---	----------------------------

Key Accounts managed:

- ✓ US Army, US Embassy, Kellogg & Brown & Root (KBR) DynCorp Intl, PAE, Flour, Defence Forces.
- ✓ United Nations and its associates (UNDP, UNMISS, UNAMID, MONUSCO, MINURSO, MINUSTAH, UNHCR, UNSOA, UNECA, etc.)
- ✓ Oil, Gas and Petroleum customers like Schlumberger (CIS & Africa), Lukoil, OMV, Saipem (Worldwide), Turkmenneft (Turkmenistan)
- ✓ Relief agencies like GOAL, IOM, WFP, WHO, FAO any many more.
- Acting as the primary contact between the company and suppliers as well as all other concerned agencies involved in the contract. Ensure that all contractual matters are addressed efficiently and promptly resulting to a stronger business relationship.
- Working with the Purchase Manager to improve operations, sales and profitability.
- Negotiating procurement contracts with back to back terms of credit as availed in the main Sales Contract Responsible for maintaining all procurement and contracts documentation.
- Work closely with Finance and accounting team for maintaining Supplier PO's, Invoice and Payments processing.
- Liaising with internal and external departments. Co-ordination with various site locations in Africa.
- Overseeing logistics plan, giving subordinates tasks, timelines and checklists to ensure the supply chain flows smoothly. Oversee receiving, warehousing and maintenance operations.
- Review freight costs (Air & Sea Shipments), transportation rates. Negotiating and bargaining transportation prices with Freight Forwarders & Shipping Lines.
- Create and maintain contact with vendors and customers to ensure timely delivery of goods.
- Training up and then supervising junior buyers in the company.
- Attending meetings and trade conferences as required.
- Ensuring compliance to company Purchasing Guidelines and systems.
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- Have good understanding of UAE customs formalities as well as Tejari procurement portal.
- Experience of Procuring:-
 - IT Equipment's, Storage & Backup, Servers, Workstations, Desktops, Laptops, Uninterruptable Power Systems, Printers, Scanners, Large Format Printing, Digital Imaging Systems, Faxes, Copiers, Multimedia Projectors, Consumable and various Accessories.
 - Networking Items like Unshielded Twisted Pair (UTP), Indoor / Outdoor Fiber Optic Cables, Cable termination tools, Test equipment accessories
 - Construction Tools & Equipment's, PPE, Generators, Electrical Equipment's, Vehicles & Spares, Power Tools, Building Materials, Paints and many more.

Sr. Buyer & Contracts Officer <i>Oilfield Supplies FZCO, Dubai, UAE</i> OFS is a Trading House catering to complete requirements of the Oil and Gas Industry with a product range in both Upstream and Downstream segments. OFS also provides Engineering, Procurement & Construction (EPC) services to Oil & Gas Processing plants, Power plants & Bulk Storage plants.	Jan 2013 – Dec 2014
---	----------------------------

Key Accounts managed :

- ✓ Lukoil Worldwide. Dragon Oil. Saipem (ENI).
- ✓ BP Iraq, Rumaila Operating Organization (ROO).
- ✓ Reliance Industries Limited.
- ✓ NABORS Worldwide
- ✓ OMV Worldwide.
- ✓ Petronas Worldwide.
- ✓ Essar Oil / Gujarat State Petroleum Corporation

- Tender / Quotes package preparation which includes price structuring and other commercial and technical aspects of bid submission.
- Experience of Procuring Tubing, Casings, HWDP, Fishing Tools, Handling Tools, Tubing Head, Casing Head, Drill bits, Wellhead/Xmas Trees, Valves, Acid & other Storage Tanks, Safety/PPE Equipment's, Power Generation and associated oilfield products & Spares.
- Establish partnership and representative agreements with vendors.
- Review, evaluate, and approve specifications for issuing and awarding bids.
- Direct and coordinate all activities in buying, selling, and distributing materials, equipment, machinery, and supplies.

Senior Procurement Officer <i>Ebasco Trading Corporation, Dubai, UAE, www.ebasco.net</i> <p>EBASCO Trading Corporation has more than 45 years of experience in providing global procurement & logistics support services to international organisations and institutions operating predominantly in remote geopolitical environments in a variety of sectors such as: Urban and Rural Development, Post Disaster Reconstruction Programs, Post Conflict Reconstruction Programs, Emergency and Humanitarian Relief Services, Oilfield and Natural Gas Exploration and Production, Construction</p>	Oct 2004 – Dec 2012
---	----------------------------

- As Senior Procurement Officer my key responsibilities is to fulfil the requirements of key global accounts and respond to global tenders including sales orders processed by the Sales and Marketing team.

Senior Procurement Officer <i>The MGT Group, Dubai, UAE, www.mgtgroup.com</i> <p>The MGT Group was established in 1988 in Dubai, U.A.E. with a mission to become the region's leading supply house for seamless procurement services.</p>	Jan 2002 – Apr 2004
--	----------------------------

- As a senior procurement officer my duty was to source difficult items / obtain information about suppliers and directly report to GM-Procurement. My Duty was also allocate specific work activities to self and employees under my supervision.

Sales / Logistics In Charge <i>IDS Canada, Toronto, Canada, www.idscanada.com</i> <p>IDS Canada is Leading wholesale distributor of computer, office automation supplies and accessories.</p>	Jan 2001 – Dec 2001
---	----------------------------

- Took part actively in dispatching goods to the company's customers (computer supplies dealers, office product dealers and end users) such as Ingram Micro, Techdata, Daisytek-Canada) based in Canada, North America, Latin America, Middle East, East Africa, Asia and Europe.
- Ensured sufficient stock/ inventory of the material in the warehouse and in transit.
- Oversaw logistics operations and kept track on incoming and outgoing shipments. Logged the same and submitted weekly reports to the Directors.
- Answered sales queries from customers on pricing, invoicing and material deliveries.
- Boosted up the confidence levels of new or first time customers and constantly followed up with them.
- Familiar & used Oracle purchasing Module Software during my tenure.
- Maintaining and developing an approved suppliers list.
- Maximising profits by controlling labour costs and expenses.

Procurement Officer <i>The MGT Group, Dubai, UAE, www.mgtgroup.com</i>	Jan 1994 – Dec 2000
--	----------------------------

Education

Certified Purchasing Professional (CPP) , American Purchasing Society, USA	2010
Bachelor of Commerce , India	1992
Advanced Diploma in Systems Management (Computers) , Informatics Computer system, Training Division, New Delhi, India	1991

IT Skills

- MS Office, Internet and E-mail applications, E. Commerce platforms, Oracle Purchasing and Inventory Module Software, Ramco ERP Software

Personal Details

Nationality : Indian
Date of Birth : 16th of March 1972
Marital Status : Married
Driving License : Valid UAE License.
Languages : English, Hindi & Bengali (Read, Write & Speak)
Arabic (Read)

Reference

Murtuza Sadikot, Director, Oracle Systems Limited UAE

+97155-7143941