

SHEFEER K.A
MBA-Logistics & SCM

Mob:+91 9605555404, 7736275274
Res: 04842622405

E-mail: shefeerameer@gmail.com



Objective:

Looking forward to work in a challenging and demanding environment with a mutually rewarding experience in order to utilize my expertise and extensive knowledge to the benefit of the organization.

Professional Experience

September 2017 to March 2020

TATA Realty and Infrastructure Ltd

Sr Executive - Procurement

Project Description:

TRITVAM- Kochi
(09/2017 - 03/2020)

This project is owned by **Tata Realty and Infrastructure Limited** and the contract sums to a total value of INR: 8.5 Billion.

Tritvam is a waterfront luxury residential project in Kochi built on 8.44 acres of land comprises of Residential Towers (Tower 1, 2, 3, 4, 5 and Premium Tower), Retail area Common facility, and club house. Each tower is built off a central podium. Car parking is available below the podium level and surrounding the building amongst soft landscaping. The towers extend twenty-five floors above the Podium level.

Company profile:

Tata Realty and Infrastructure Limited provides real estate and infrastructure development services in India. Its real estate development portfolio includes mixed used, IT/ITES, retail, urban living, hospitality, and re-development projects. The company also develops various infrastructure projects focusing on airports, urban transport, highways and bridges, ropeways, and special economic zones. In addition, it offers program management; and investor

advisory services, including asset selection, asset acquisition, property management, and investor relations services.

Job profile:

Working as a Sr Executive - Procurement

- Floating of Enquiries to bidders based on the site requirements
- Vendor Development
- Responding to Bidders queries
- Receive Bids
- Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specifications required for the project
- Preparation of comparative statements of Bids
- Negotiate pricing contracts with subcontractors and suppliers.
- Making of TRN (Tender Recommendation Note).
- Advise internal and external on issues regarding purchasing Terms & Conditions
- Creating PR/PO through SAP MM (Material Management) Module after getting Project Lead's concurrence.
- Request for Vendor Code Creation in SAP MM Module
- Administration of Purchase Order / Subcontract
- Evaluate supplier performance based on delivery time & best prices and ensure all the criteria are met according to the organizational requirements and expectation
- Resolve the issues related with supply, quality, service and invoicing with vendors
- Maintaining good relationships with subcontractors and suppliers.
- Ensure the delivery of materials at site without delay.
- Making of GRN (Goods Receipt Note) through SAP after getting MIR (Material Inspection Report) from store.
- Making of Service Entries through SAP after getting invoices from vendors.
- Closure of Purchase Requisition / Purchase Order / Subcontract
- Fund centre wise Budget Analysis and Report preparation.
- Material Co-ordination with Site Team.
- Verify vendor applications for payments.
- Co-ordinate with Commercial/Financial Team for getting clearance of payments
- General Correspondence, Documentation and File Management
- Interacting & Coordinating with Store, Procurement department & Commercial department for smooth progress of work without delay.

Oct 2015 to Sep 2017

**Tata Realty and Infrastructure Ltd on the role of Ikya Pvt Ltd
Executive Procurement**

Project Description:

**TRITVAM- Kochi
(10/2015 - 09/2017)**

Job profile

Worked as a **Procurement Executive**

- Floating of Enquiries to bidders as per site requirements
- Vendor Development
- Responding to Bidders queries
- Receive Bids
- Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specifications required for the project
- Preparation of comparative statements of Bids
- Negotiate pricing contracts with subcontractors and suppliers.
- Making of TRN (Tender Recommendation Note).
- Advise internal and external on issues regarding purchasing Terms & Conditions
- Creating PR/PO through SAP MM (Material Management) Module after getting Project Lead's concurrence.
- Request for Vendor Code Creation in SAP MM Module
- Administration of Purchase Order / Subcontract
- Evaluate supplier performance based on delivery time & best prices and ensure all the criteria are met according to the organizational requirements and expectation
- Resolve the issues related with supply, quality, service and invoicing with vendors
- Maintaining good relationships with subcontractors and suppliers.
- Ensure the delivery of materials at site without delay.
- Preparation of Form 8 F, Transaction Slips and form 16 for vehicle movements.
- Making of GRN (Goods Receipt Note) through SAP after getting MIR (Material Inspection Report) from store.
- Making of Service Entries through SAP after getting invoices from vendors.
- Closure of Purchase Requisition / Purchase Order / Subcontract

- Fund centre wise Budget Analysis and Report preparation.
- Material Co-ordination with Site Team.
- Verify vendor applications for payments.
- Co-ordinate with Commercial/Financial Team for getting clearance of payments
- General Correspondence, Documentation and File Management
- Interacting & Coordinating with Store, Procurement department & Commercial department for smooth progress of work without delay.

May 2014 to Sep 2015

Leighton India Contractors Pvt Ltd

Jr Executive - Commercial

Project Description:

**TRITVAM- Kochi
(05/2014 - 09/2015)**

Company profile:

Leighton India operates across a diverse range of sectors including -

- Buildings: Commercial Facilities, Industrial Buildings, Residential High Rises, Manufacturing Facilities, Hotels & Airports.
- Infrastructure: Earthworks, Roads, Bridges, Tunnels, Airports, Sea Ports, Dams, Rails, Telecommunications, Hydro Electricity & Thermal Power Plants
- Oil and Gas: Platform Installations, Topside Modifications, Platform Upgrades, Subsea Pipelines (Rigid & Flexible), Single Point Mooring (SPM) Systems, Subsea structures, Terminal Facilities & Onshore processing

Job profile

Worked as a **Jr Executive Commercial**

- Creating PR/PO through SAP MM Module after getting Project Lead's concurrence.
- Making of GRN through SAP after getting MRN from store.
- Making of Service Entries through SAP after getting invoices from the vendors.
- Verify vendor applications for payments.
- Help to Procurement team for making TRN & PO through Cheops.
- Invoice Booking in Cheops based on Cost Code Wise.

- Making of payment certificates.
- Filing all payment certificates along with invoices according to the cost code wise for submitting to TATA.
- Accurately updating all data's in to the computer & Manual recording system.
- Interacting & Coordinating with Store, Procurement department & Commercial department for smooth progress of work without delay.

April 2012 to March 2014

**Reliance communications Ltd
Logistics Coordinator**

Project Description:

Network Sharing of 2G and 3G (04/2012 - 03/2014)

Reliance Infratel Limited who is the parent organisation of Reliance communications Ltd builds, owns, and operates telecommunication towers, optic fiber cable (OFC) network, and related assets; and provides these passive infrastructure assets on a shared basis to wireless and other communications service providers, as well as to non-communications customers under long-term contracts. The company customers use the space on its telecommunication towers to install active communication-related equipment and operate their wireless communications networks.

Company profile:

Reliance Communications Ltd. (stylised as RCom) is a telecommunications company headquartered in New Mumbai, India. It is a subsidiary of Reliance Anil Dhirubhai Ambani Group. The services it provides include GSM (Voice; 2G, 3G), fixed line broadband and voice, and Direct-To-Home (DTH), depending upon its areas of operation in India

Job profile

Worked as a **Material Logistics Coordinator**

- Creating PR/PO through SAP R3 MM Module after getting Project Lead's concurrence
- Demand & Issue of Materials through SAP R3 MM Module.
- Preparation of Material Issue / Material Return Note and Material Consumption Report.
- Fund centre wise Budget Analysis and Report preparation.

- Material Co-ordination with SCM Team
- Verify vendor invoices for payments.
- Making Service Entries through SAP after getting invoices from vendors.
- Directing, organizing and controlling project activities
- Effectively and accurately communicate relevant project information's to the clients and vendors
- Complete all assigned tasks as delegate by Project Manager
- Co-ordination with field team for site data collection
- Maintain the database regarding site details and creation of various trackers
- Preparing MIS as per Company requirement
- Follow up with the vendors for the work completion.
- Co-ordinate with Circle Commercial Team for getting clearance of payments

Skills

SAP, Cheops, Ms Office, Procurement, Accounts, Logistics, Store

Educational Qualification

- MBA in Logistics & SCM from Madras University in 2017
- B.Com from MG University in 2015
- Plus Two from G.H.S.S, Kalamassery in 2008
- S.S.L.C from S.P.W.H.S Thaikkattukara in 2006

Technical Qualifications

Diploma in Computerised instrumentation (DCI) from Govt. Polytechnic Kalamassery (Under C-DIT) 2010.

References

Anil Verma
DGM - Procurement
Tata Realty and Infrastructure Ltd
Infrastructure Ltd
+91 77383 91877

sreekanthk@tatarealty.in

K Sreekanth
AGM - Projects
Tata Realty and

+91 77360 40356
anilverma@tatarealty.in

S Santha Kumar
Manager - Projects
Leighton India Contractors Pvt Ltd

Soni Lr Nambiar
Senior Manager
Reliance

Communications Ltd.
+91 81293 29900

+91 93874 62376
Santhakumar.V@leighton.co.in

soni.lrnambiar@relianceada.com

Personal Details

Name of Father : K.K Ameer
Date of Birth : 24/Jan/1991
Gender : Male
Marital status : Married
Religion : Islam
Caste : Muslim
Nationality : Indian.
Permanent Address : Kannanchakkasseri
Thaikkattukara P.O
Ambattukavu
Aluva-683106
Mob :9605555404
E-mail: shefeer.ameer@gmail.com
Languages Known : English, Malayalam, Hindi
Passport No : U4566169 Valid from 29/06/2020 to

28/06/2030

Declaration

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

YOURS SINCERELY,

SHEFEER

Place: Aluva

K.A

Date: