***Prabakaran Mahalingam***

**Looking for a Senior level assignments – Consultants / Advisors / Trainers /Managers - in Administration, Operations, Contracts & Commercial Administration, Legal, Warehouse, Procurement, Logistics and Supply Chain Management in a growth oriented organization of repute.**

**Professional Profile:**

**Graduate with over 20 years of extensive experience in Administrations, Contracts Management, Supply Chain Management, including, sourcing, procurement, inventory management and material planning in diversified industries.**

**Currently working with Attila Dogan LLC, Oman, (PDO)**

**Adept at development of sourcing strategies, vendor identification and management.**

**Proven track record in implementing cost saving measures to achieve substantial reduction in terms of outsourcing.**

**Extensive experience in handling and managing VA/VE activities, reducing lead time and ensuring compliance to various quality measures.**

**Demonstrated excellence in establishing Supply Chain Agreements.**

**Gained exposure to JIT (Just in Time) and Kanban Concepts.**

**Effective communicator with excellent negotiation skills, with strong leadership qualities and analytical power.**

**Academic Credentials:**

**Graduate in Economics - Chennai University, 1976
Graduate in Law - Bangalore University, 1992 Diploma in Export Management - Institute of Export Management, Chennai, 1999
Post Graduate Diploma in Material Management - Annamalai University 1986**

**Feb 2018 to till date : Legal / Logistics Consultant**

**May 2011 to Jan 2018 : - Head – Warehouse (Materials), Logistics & Purchase, Attila Dogan LLC, Oman (Offshore Oil & Gas – Remote area)**

**Organization: Attila Dogan LLC, Muscat**, **who are doing Flow Line Pipe Projects- and Client ofPetroleum Development Oman – The mega Projects and the construction value, is US $ 2 billion.**

**Negotiate with fleet authorities for transportation of materials in time.**

**Negotiable with suppliers / vendors for suppliers contracts,**

 **Contracts review / management / interpretation & Commercial Administration**

 **Attend the Contracts review meetings and advise Contracts legalities,**

**Claims Management after completion of the work,**

**All warehouse management activities inclusive of inventory control**

**Mobilization of the materials / Manpower to the required Sites.**

**Responsibilities with all Warehouse Administration and accounting of Materials.**

**Appraising the training needs of the various employees**

**To give training and counselling employees and ensuring optimum performance.**

**Overall Site Administration.**

**And not limited to the above responsibilities.**

**Skills : Effective communication, Manpower administration, good leadership quality**

**April 2008 to Jan 2011 : Desert Line Projects LLC, Oman – Asst.Manager – Warehouse & Purchase**

**WAREHOUSE, PROCUREMENT & SUPPLY CHAIN MANAGEMENT:**

**Fleet Management of more than 250 Vehicles / Company Buses / Trailers / Trucks / Company Cars and related functions of workshop – maintenance and organizing for manpower and materials – deputing convoys of drivers to the destinations.**

**Order for the procurement of materials concerned with the spare parts of the Fleet of Vehicles**

**Maintain the records of fleet management records and cost analysis of the fleet management**

**Negotiate & with the suppliers and to accommodate good prices for the required components for the production,**

**Streamlining the system and procedures for effective inventory control for ensuring ready availability of materials to meet the production targets.**

**Affecting opportune sale of surplus, scrap and by-products for maximum value realization.**

**My responsibilities are to co-ordinate with the civil, design, procurement, Logistics, stores and all Concerned departments to feed the quality materials to the projects sites for the Completion of the projects.**

**Inventory Management / inventory control and intend for new purchases according to the production planning.**

**And to investigate / inspect with the quality department, the Projects sites and rectify the non-conformance Manage activities related to strategic or tactical purchasing, material requirements planning, inventory control, warehousing.**

**Evaluate and select information or other technology solutions to improve tracking and reporting of materials or products distribution, storage, or inventory.**

**Manage inventory and creating buffer stock to avoid production hold up.**

**Identify opportunities to reuse or recycle materials to minimize consumption of new materials, minimize waste, or to convert wastes to by-products.**

**COSTING & BUDGETING:**

**Financial planning and budgeting of the materials inward.**

**Procuring the materials according to the planning & budgeting to avoid excess inventory**

**LOGISTICS OPERATIONS:**

**Logistics operations of the materials / manpower to the required sites according to the plan of projects**

**Dispatching of materials with Quality approval, etc.**

**Key Performance Indicator in Logistics**

**Managing a fleet of 250 vehicles – Trailers, Trucks, Buses, Cars & their maintenance.**

**To organize for transportation of the engineering projects - men and materials - to the Project Site.**

**The manpower consists of more than 250 including engineers and workmen - according to the value of the projects.**

**Sep 2006 to Feb 2008 – Warehouse Manager – Advanced Industries of Arabia LLC, Jordan**

 **Am a Team Player to administer the Total warehouse Operations.**

 **Keeping the inventory to the optimum level**

 **To move the materials according to the production plan.**

 **To control the wastage of the materials**

 **To organize for perpetual Inventories**

 **To reconcile the physical balance to the computer balance**

 **To dispatch of the materials with proper quality certifications.**

 **To organize for the preservation of the components**

 **To coordinate with all the other departments in order to achieve the Target**

**Achievements :**

**Introduced the format of the documents for the Warehouse Department,**

**Established a warehouse to the capacity of more than 5000 components.**

**From 2002 I was practicing as an Advocate in India till 2006**

**Drafting of agreement and other important documents related with company Settlements.**

**Handling the Company legal formalities and negotiating with the Union Employees and arrived at good settlement.**

**Handling of Civil Cases**

**Drafting the Commercial and non-commercial Contracts management**

**Dec 1981 to Oct 2002 - Job Title : Senior Executive – Materials - Ashok Leyland Limited, INDIA**

**Adept at development of sourcing strategies, vendor identification and management.**

**Proven track record in implementing cost saving measures to achieve substantial reduction in terms of outsourcing.**

**Extensive experience in handling and managing VA/VE activities, reducing lead time and ensuring compliance to various quality measures.**

**Demonstrated excellence in establishing Supply Chain Agreements.**

**Gained exposure to JIT (Just in Time) and Kanban Concepts.**

**Effective communicator with excellent negotiation skills, with strong leadership qualities and analytical power.**

**Sales Management – Spare Parts**

**Represent to the Management to have discussions with the Unions / Government Authorities**

**Participating in the Cross Functional Team (CFT) to reduce the cost of production.**

**Vendor / Procurement Administrations:**

Accountable for meeting customer orders by designing, implementing and monitoring effective procurement schedules Finalizing the specifications of the materials and establishing the quality & quantity limits for effective inventory control.

**Identifying and developing a dedicated and alternate vendor source for, achieving cost effective purchases. Raw / construction materials and reduction in delivery time.**

**Developing global vendor base for procurement of critical engineering materials.**

**Assessing the performance of the vendors based on various criteria such as percentage for, rejections, quality improvement rate, timely delivery, credit terms, total attitude towards business etc.**

**Strategic Planning:**

**Formulate long term/short term strategic plans to enhance materials management operations.**

**Conceptualizing and implementing strict measures in operating procedures to optimize resource/capacity utilization.**

**Evaluating proposals to secure the best interest of the plant and increase productivity.**

**Overseeing the store management and maintaining to keep the optimum inventory.**

**Maintaining the stock of material without any variance by conducting stock verification and documentation.**

**Implementing Standard Operating Procedures within the warehouse and training team members in maintaining compliance with these procedures.**

**Ensuring quality packaging to prevent goods from getting damaged in transit.**

**Dispatching the components to various destinations after due quality clearance.**

**Negotiating with the fleet owners and to accommodate the charges of the**

**Transportation which is more profits to the corporate.**

**Updating the transactions of the warehouse stock through computerized accounting.**

**Disposal of Scrap materials with due approval from the Top Management,**

**Generating and Evaluating the Scrap Tender documents & get approval from the concerned departments.**

**Notable Contributions across assignments:**

**Successful implementation on the JIT items continuously to avoid the production hold-up.**

**Proven track record of adopting the FIFO method on the items such as rubber, and streamlining the process on quality-wise.**

**Validation the preferential / ‘A’ value materials on day-to-day basis to avoid the accounting discrepancies.**

**Organizing the movement of materials for dispatch after quality clearance**

**Adhering to the procedures of ISO 9000 on all activities to avoid the non-compliance.**

**Handling Contracts and Drafting legal documents.**

**Entrusted with the additional responsibility of assisting the Manager in drafting the agreement on unionized employees.**

**Actively participated to achieve ISO 9000 and QS 9000.**

**Controlled the wastage of materials**

**ERP & SAP System of accounting the materials:**

**Implementing and using ERP (FIFO) System for effective material planning & management.**

**Accounting of materials through SAP System.**

**Achievements :**

**Inventory Reduction – suggest & implemented - alternative components to the production**

**Department to avoid the excess inventory.**

**July 1979 to Dec 1981- General Assistant, Western Transport Agency, Chennai, India**

**As an assistant I have performed all the clerical activities apart from inventory reduction.**

**I was also involving all the administrative activities apart from all Clerical functions.**

**To organize for the dispatch of the vehicles to the other destinations in time.**

**Inventories Management / Control**

**Dispatch of vehicles to the required destinations / Sites with quality approval**

**Follow up the shortages of materials before dispatching the vehicles,**

**Manpower Management – Analysing - Program.**

**Self-development training program.**

**MS Office**

**Program on Inventory Control**

**Supervisory Development Program**

**H2S Training Program**

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**Current Location : Chennai, INDIA**