

Organisational Experience :

April'19 till now	BDM PMC,Dubai,UAE	
Jan'17 Jan '18	Freelancer BDM,Kontakt group,Chennai,Tamil Nadu	
Jan'14-Dec'16	MBA in Material Mngement,Trippl committee from JNU	
Jan'13-Nov'13	Voltamp Energy S.A.O.G, Muscat, Sultanate of Oman	Purchase Engineer
Oct'10-Dec'12	Sharika Fanniya Omaniya LLC, Muscat, Sultanate of Oman	Purchase Engineer

Key Result Areas:

- Preparing costing sheet; floating RFQ to respective vendors
- Responsible for verification of quotation in line with project requirement
- Accountable for preparation of technical/commercial compliance
- Finalizing vendor agreement and carrying out technical & commercial negotiation
- Generating Purchase Order; following-up with vendors for the delivery in time
- Involved in stock maintenance; carrying out document preparation for the store

Highlights:

With Voltamp Energy S.A.O.G, Muscat, Sultanate of Oman:

- Successfully introduced new suppliers and increased the vendor base with reduced costs
- Efficiently handled 3 big projects- Royal Goard of Oman, Oryx and Ministry of Manpower with Ali Bank in Oman with minimum procured cost and used available resources for reducing the costs in 2012
- Played a major role in:
 - Issuing stock statement copy to all production team to avoid delay of ongoing production & fast up process to select alternative item/equivalent for shortage one
 - Making conditional terms on purchase order with fine for delayed delivery & result obtained before required date
 - Developing all price comparison sheets with various vendors after each purchase

With Sharika Fanniya Omaniya LLC, Muscat, Sultanate of Oman:

- Merit of receiving additional bonus in 2012

With Kontakt Group,BDM,Chennai :

- Good Customer interaction .Effective presentation of products to clients.
- Market knowledge
- Communication and negotiation skills
- Ability to build rapport
- Time management and planning skill

PREVIOUS EXPERIENCE

Feb'08-Feb'10	Government Polytechnic College, Arekere, Mysore, Karnataka	Sr. Lecturer-Electronics
Aug'07-Jan'08	Deepanjan Cables Hebbal Industrial Area, Mysore, Karnataka	QC In-charge/QC Engineer

ACADEMIC QUALIFICATIONS

- PG + MBA in Materials Management from Delhi,Manipal & jaipur National University, (completed 2016)
- Bachelor of Engineering (Electronics & Communication) from KVGCE (Kurunji Venakataramana Gowda College Of Engineering), Sullia, Karnataka, University in 2007
- Diploma in Electronics & Communication Engineering from JSSPW (Jagath Guru Shri Shishivarathrishwara Polytechnic For Women), Mysore in 2003

CERTIFICATIONS

- Hardware & Networking Training & Certification by IIHT, Mysore in Year 2003
- Electronics Instruments Servicing Certification by JCE, Mysore in 2002

TRAINING

- Attended Schneider Training Programme which was about the Electrical switchgear programmes in 2012

IT SKILLS

- Well-versed with MS Office (Word, Excel & PowerPoint) and Navision ,Hardware

PERSONAL DETAILS

Permanent Address : #1015,12th cross,2nd stage,Bogadi(South),Mysore-570006,Karnataka,India.
:203,Sunrise next building,Bur Dubai,UAE

Languages Known : English, Hindi, Kannada & Tamil

Nationality : Indian

Visa Status : Employment work permit visa required

Passport No. : N2003490(valid till 16th Aug, 2025)

Driving License Details : India Valid

Marital Status : Married

No.of Dependents : Nil

Hobbies& Social group : Pranic Healing for healing

LinkedIn Profile : Chaitra Chandrasekar (chaischand@gmail.com)