

Vijay Kotian

Contact Information

Nityanand Nivas, Thokur Village & Post,
Mangalore Taluk, Karnataka - 574146, India

Email: vijaykotian143@gmail.com

Phone: +966-541105120 | **Mobile:** +91-9448154280

Nationality: Indian

Passport: Y6127120 (Issued: 02/07/2023, Riyadh; Expires: 01/07/2033)

Career Objective

To secure a Procurement Officer position in a dynamic organization where I can leverage over 15 years of international and domestic experience in procurement, vendor management, and inventory control to drive operational excellence, optimize supply chain processes, and contribute to organizational success.

Professional Summary

- Experienced Procurement Professional with a proven track record in strategic sourcing, vendor negotiations, and inventory management across diverse industries, including oil and gas, construction, and hospitality.
 - Skilled in Cost Optimization by establishing budgets, negotiating contracts, and ensuring high-quality supplier deliverables.
 - Adept at Leadership with expertise in guiding teams, fostering collaboration, and maintaining compliance with industry standards such as PDO and HACCP.
 - Technologically Proficient with hands-on experience in procurement software (e.g., SAP, Oracle), inventory management systems, and MS Office Suite (Excel, Word, PowerPoint).
 - Certified in Safety and Compliance, including First Aid, HACCP Level 3, Safe Journey Management, and Incident Investigation.
 - Expert in Risk Management with a focus on mitigating supply chain risks and ensuring compliance with procurement policies and regulations.
-

Core Competencies

- Strategic Procurement & Vendor Management
- Budget Planning & Cost Optimization
- Advanced Contract Negotiation & Supplier Relationship Management
- Inventory Control & Warehouse Management
- Team Leadership & Cross-Functional Collaboration
- Compliance with QA/QC Standards & Safety Protocols
- Data Analysis & Record Keeping

- Risk Assessment & Mitigation in Procurement Processes
 - Proficiency in Procurement Software (SAP, Oracle, etc.)
 - Problem Solving & Decision Making in Fast-Paced Environments
-

Professional Experience

Procurement Officer

MIA Arabia Company, Sultanate of Oman

January 2019 – Present

- Established cost parameters and budgets for purchasing equipment, services, and supplies, achieving a 15% reduction in procurement costs through strategic sourcing.
- Built and maintained strong relationships with over 50 vendors, ensuring timely delivery and high-quality supplies while negotiating contracts that saved 10-20% on average.
- Maintained detailed records of purchases, pricing, and supplier performance using procurement software, enabling data-driven decisions that improved supply chain efficiency by 20%.
- Reviewed and analyzed vendor options to develop purchasing plans, ensuring alignment with project timelines and quality standards.
- Ensured adherence to organizational procurement policies and conducted risk assessments to mitigate supply chain disruptions, reducing delays by 15%.
- Worked closely with procurement managers and cross-functional teams to streamline operations and meet project deadlines, enhancing team productivity.
- Drafted and reviewed procurement contracts to ensure compliance with legal and organizational standards, minimizing contractual disputes.

Store In-Charge Cum Procurement Officer

Galfar Engineering & Contracting S.A.O.G, Sultanate of Oman

January 2007 – December 2017

Projects: Harweel Cluster Phase 2 A/B (Petroleum Development Oman), Methanol Pipeline Project (ORPIC), Haya Water Sewage Treatment Plant (KEO International)

- Oversaw receipt, inspection, storage, and issuance of materials in compliance with QA procedures, reducing material discrepancies by 25%.
- Prepared Local Purchase Orders (LPOs) and Store Issue Vouchers for multiple projects, ensuring accuracy and audit-readiness using SAP-based systems.
- Received specialized training in handling hazardous materials, ensuring compliance with safety regulations and PDO standards.
- Utilized procurement software and MS Excel to maintain stock levels, update material control registers, and manage aviation repair parts stock, improving inventory accuracy by 30%.
- Participated in loading/off-loading operations and managed outstanding requisitions, improving delivery turnaround time by 30%.

- Conducted regular supplier performance reviews to ensure quality and reliability, resulting in a 10% improvement in supplier accountability.
- Performed cost-benefit analyses for equipment and service procurement, optimizing resource allocation and reducing project costs.

Supervisor/Storekeeper

Al Athnain Catering Co LLC, Sultanate of Oman

April 2006 – July 2007

- Supervised catering department operations, including ordering, receiving, and inventory management, ensuring seamless service delivery for 500+ daily clients.
- Managed drivers' schedules, vehicle inspections, and overtime registers, improving operational efficiency by 20%.
- Coordinated with clients to ensure quality service, timely payments, and compliance with Oman roadworthiness standards for vehicles.
- Conducted road surveys and inspections to maintain safety and operational standards, reducing maintenance costs by 10%.
- Streamlined ordering processes for catering supplies, reducing procurement lead time by 15%.

Guest House Supervisor

Tata Consultancy Services, Mumbai, India

March 1999 – March 2006

- Supervised catering, housekeeping, and maintenance operations for corporate guest houses, ensuring high standards of hospitality and guest satisfaction.
- Directed a team of 10+ staff, fostering a collaborative environment to meet operational goals and improving service ratings by 25%.
- Managed procurement of catering supplies, housekeeping materials, and maintenance equipment, negotiating with vendors to reduce costs by 12% annually.
- Maintained inventory records for guest house supplies, ensuring stock availability and minimizing waste through effective forecasting and ordering.
- Liaised with corporate clients and senior management to address requirements, resolve issues, and ensure seamless guest house operations.

Accounts Assistant

M/S S C Poojari & Co (Tax Consultant), Mumbai, India

December 1997 – September 1998

- Prepared trial balances, profit & loss accounts, and bank reconciliation statements for clients, ensuring accuracy for audits.
- Supported balance sheet preparation and maintained financial records for compliance, streamlining audit processes.
- Implemented quality control measures for catering and housekeeping services, ensuring compliance with organizational standards and enhancing guest experience.

Clerk

Bharat Co-operative Bank, Mumbai, India

April 1996 – November 1997

- Managed front-office operations, including account openings, pay orders, check issuance, and ledger entries.
 - Prepared daily bank reconciliation statements, ensuring accuracy in financial reporting.
 - Ensured all transactions complied with banking regulations and internal policies, achieving 100% audit compliance during tenure.
 - Maintained accurate records of customer transactions and vendor payments, utilizing early banking software for efficient data entry and retrieval.
-

Education

Bachelor of Commerce (B. Com)

Mangalore University, Karnataka, India

Graduated: 1996

Certifications & Training

- **Level 3 Award in Supervising Food Safety (HACCP)**
 - **First Aid Course**
 - **Safe Journey Management**
 - **Safety Induction for Senior Staff**
 - **Environmental Awareness**
 - **Fire Extinguisher Course**
 - **Incident Investigation & Reporting**
 - **Sustainable Development Awareness**
 - **Procurement and Supply Chain Management Workshop** (Completed 2018, Oman)
-

Technical Skills

- **Procurement Tools:** SAP, Oracle Procurement, inventory management systems
- **Software Proficiency:** MS Excel (advanced, including pivot tables and VLOOKUP), MS Word, MS PowerPoint
- **Documentation:** Auditable records, LPOs, store issue vouchers, contract drafting
- **Compliance:** PDO standards, QA/QC procedures, safety regulations, procurement policy adherence

- **Data Analysis:** Cost-benefit analysis, supplier performance metrics
-

Key Achievements

- Reduced procurement costs by 15% at MIA Arabia through strategic vendor negotiations and cost analysis.
 - Improved material delivery turnaround time by 30% at Galfar Engineering by optimizing inventory processes.
 - Successfully managed procurement for high-profile projects, including PDO's Harweel Cluster and ORPIC's Methanol Pipeline, with zero compliance violations.
 - Enhanced team efficiency by 20% at Al Athnain Catering through effective scheduling and resource allocation.
 - Implemented risk mitigation strategies at MIA Arabia, reducing supply chain disruptions by 15%.
 - Streamlined procurement documentation processes at Galfar, achieving 100% audit compliance.
-

Personal Details

- **Date of Birth:** 12th July 1975
 - **Gender:** Male
 - **Marital Status:** Married
 - **Languages Known:** English, Hindi, Malayalam, Arabic, Kannada, Tulu
-

Declaration

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

Date: 02/08/2025

Place: Mangalore, India

Signature: Vijay Kotian