

MANOJ KUMAR K S

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PROFESSIONAL SUMMARY

Detail-oriented Procurement Specialist with 15+ years of multinational experience in strategic sourcing, vendor negotiations, and supply chain management across Oil & Gas, Construction, and IT sectors. Proven expertise in end-to-end procurement processes, ERP/SAP systems, and contract administration for large-scale operations (36+ rigs). Skilled in developing cost-saving strategies while maintaining quality standards and regulatory compliance. Recognized for analytical approach to market trends and supplier relationship management. Seeking opportunity to apply comprehensive industry knowledge and proven negotiation skills in a dynamic organizational environment.

KEY SKILLS

- Strategic sourcing and procurement
- Contract negotiation & management
- Vendor and supplier relations
- Purchase order processing systems
- Supply chain optimization
- Cost reduction and savings
- Inventory control management
- Procurement policy compliance
- Bid and tender management
- Market analysis and forecasting
- Cross-functional team collaboration
- Risk assessment and mitigation

WORK EXPERIENCE

Senior Purchaser / Buyer (Services & Materials) January 2025 – Present

Helmerich & Payne (H&P) – Saudi Arabia (Oil & Gas Industry)

- Support post-acquisition integration following the KCA Deutag – H&P Saudi Arabia transition.
- Manage end-to-end procurement for 36 rigs, overseeing long-term service and material purchase orders.
- Coordinate with vendors and internal teams to ensure timely delivery of critical Oil & Gas equipment.
- Implement strategic sourcing initiatives to optimize costs while maintaining quality and compliance standards.
- Lead contract negotiations with suppliers to secure favorable terms and mitigate operational risks.
- Streamline purchase order processes using ERP systems to enhance efficiency and tracking accuracy.
- Develop and maintain strong supplier relationships to ensure reliable supply chain performance.
- Ensure all procurement activities align with company policies and HSE regulations.

Senior Purchaser / Buyer (Services & Materials) January 2024 – December 2024

KCA Deutag – Saudi Arabia (Oil & Gas Industry)

- Part of SCM Team during the integration of Saudi Arabian Saipem (Onshore Rigs) into KCA Deutag operations.
- Played key role in SCM integration during Saipem-KCA merger, standardizing procurement processes.
- Managed long-term service contracts for 36 rigs, ensuring uninterrupted operations and cost efficiency.
- Collaborated with cross-functional teams to align procurement strategies with business objectives.
- Evaluated supplier performance to ensure compliance with quality, safety, and ethical standards.
- Prepared and analyzed RFQs to identify optimal vendors for rig-related services and materials.
- Maintained accurate procurement records and reported on spending to support budget management.
- Assisted in developing procurement policies to enhance transparency and operational efficiency.

Senior Purchaser / Buyer (Services & Materials) February 2023 – December 2023

Saudi Arabian Saipem Co. Ltd. – Saudi Arabia (Oil & Gas Industry)

- Continued role until company acquisition by KCA Deutag in late 2023.
- Oversaw material procurement for 36 onshore/offshore rigs, prioritizing safety and operational excellence.
- Negotiated contracts with suppliers to secure competitive pricing and favorable payment terms.
- Coordinated with logistics teams to ensure timely delivery of critical drilling equipment.
- Monitored inventory levels to prevent shortages and minimize excess stock accumulation.
- Conducted supplier audits to verify compliance with company standards and industry regulations.

Purchase Officer / Materials

June 2021 – January 2023

Doha Petroleum Construction Co. Ltd. – Doha, Qatar (Oil & Gas Industry)

- Managed procurement for EPIC projects, shutdowns, and oilfield equipment, ensuring on-time delivery.
- Processed purchase requisitions and orders for materials, tools, and manpower services.
- Evaluated supplier bids to select vendors offering best value and reliability.
- Maintained procurement documentation to ensure audit readiness and compliance.
- Coordinated with project teams to forecast material needs and prevent delays.
- Assisted in developing procurement strategies to support large-scale construction projects.

Purchasing Officer

September 2018 - April 2019

Tornado Building Contracting LLC – Dubai, UAE (Construction Industry)

- Managed procurement for commercial, residential, and infrastructure projects across UAE.
- Sourced high-quality building materials from verified suppliers while maintaining strict quality control standards.
- Negotiated favorable terms with vendors for construction supplies, achieving significant cost savings for projects.
- Coordinated with project managers to ensure timely material deliveries aligned with construction schedules.
- Maintained accurate procurement records and inventory tracking systems for all construction materials.

Purchase Officer

November 2012 - August 2018

Purchaser

September 2010 - November 2012

Hi-Tech Group of Companies – Dubai, UAE (Construction, Oil & Gas, and Allied Services)

- Oversaw procurement operations for civil construction, oil & gas, and MEP projects worth millions.
- Managed supplier relationships for steel structures, aluminum products, and HVAC system components.
- Processed purchase orders and coordinated deliveries for multiple simultaneous construction projects.
- Implemented inventory control measures to optimize material usage and reduce wastage.
- Conducted market research to identify reliable suppliers offering competitive pricing and quality.

Sales & Purchase Coordinator

August 2008 - June 2010

Al-Thaboor Computer Devices – Dubai, UAE (IT & Technology Procurement)

- Managed IT procurement including hardware, software licenses, and data center equipment purchases.
- Negotiated contracts with technology vendors for favorable pricing and maintenance terms.
- Coordinated between sales teams and suppliers to fulfill customer orders efficiently.
- Maintained updated records of IT inventory, pricing, and supplier contact information.
- Researched new technology products to expand company's procurement options.

EDUCATION & CERTIFICATIONS

Master of Science (MSc) in Computer Science

Mahatma Gandhi University, India

Bachelor of Science (BSc) Computer Science

Kerala University, India

Diploma in Computer Applications

ADDITIONAL INFORMATION

- **Software Knowledge** : ERP, SAP, Procurement Tools, MS Office (Word, Excel)
- **Language** : English, Hindi, Malayalam
- **Passport No** : U2352396 (Valid until Nov 2030)
- **Visa Status** : Residence Visa

DECLARATION

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