



AKASH JAYACHANDRAN

PROCUREMENT, SOURCING & SALES

EXPERTISE OVER 5 YEARS WITHIN THE

OIL & GAS MARINE INDUSTRY IN KSA

BIO DATA

Name: AKASH JAYACHANDRAN

Father's Name: S. JAYACHANDRAN

D.O.B: 22/06/1995

Nationality: Indian

Gender: Male

Permanent Address: Parameshwara Vilasam,
Pathiyoor East, Keerikad Po., Alappuzha, Kerala, India

Current Address: Dammam, Eastern Province, Saudi
Arabia

Iqama Status: Transferable

EXPERIENCE

FEB 2024 – FEB 2025

PROCUREMENT | SENIOR PROCUREMENT EXECUTIVE
| ZAKI AL ZAYER MARINE SERVICES COMPANY

PURCHASE ORDER

- **Cradle-To-Grave Ownership:** Manage the Entire Purchase Order Process from Requisition Receipt to Goods Delivery to The End User.
- **Competitive Quotes:** Obtain And Evaluate Competitive Quotes for RFQS (Request for Quotations).

PROFILE

Experienced Procurement Executive With A Strong Background In Sourcing, Negotiating, And Managing Suppliers. Skilled At Reducing Costs, Ensuring Timely Deliveries, And Maintaining Quality Standards.

CONTACT

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TECHNICAL PROFICIENCY

- MS OFFICE
- Oracle
- Busy Win software
- Tally
- Ariba

SOFT SKILLS

- Strategic Sourcing
- Vendor Management
- RFP (Request for proposal) and RFQ (Request for Quotation)
- Data analysis and Reporting
- Financial Modeling and Budget Management

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

HOBBIES

- Singing
- Reading
- Travelling
- Sports

- **Technical Confirmation:** Confirm Technical Requirements with The End User When Needed to Ensure Product Specifications Are Met.
- **Vendor Negotiations:** Negotiate With Vendors to Achieve Cost Savings and Improved Lead Times.
- **Creating Purchase Orders:** Generate Accurate Purchase Orders in Alignment with Requisitions and Vendor Agreements.
- **Vendor Communication:** Maintain Clear and Effective Communication with Vendors to Ensure DIFOT.
- **Follow-Up With Vendors:** Conduct Weekly Follow-Ups with Vendors on The Status of Open Orders to Ensure Timely Delivery.
- **Logistics Coordination:** Collaborate With Logistics Teams for The Smooth Processing of Overseas Orders and Shipments.
- **End User Updates:** Provide Regular Updates to End Users About the Status of Orders and Promised Delivery Dates.
- **Backup Plans for Critical Materials:** Develop Contingency Plans for Critical or Showstopper Materials to Avoid Project Delays.
- **Identifying New Vendors:** Research And Identify New Competitive Vendors to Enhance Sourcing Options.

MAINTENANCE DAY

- **Identify Maintenance Tasks:** Review The Vessel's Maintenance Day Schedule to Determine the Required Tasks.
- **Assess Skill Requirements:** Match The Tasks with Technicians' Skill Sets (E.G., Electrical, Mechanical, HVAC).
- **Check Technician Availability:** Confirm The Availability of Qualified Technicians on The Maintenance Day.
- **Allocate Technicians:** Assign Specific Technicians to Each Task Based on Expertise and Priority.
- **Prepare Tools and Equipment:** Ensure All Necessary Tools and Equipment Are Available for The Technicians.
- **Coordinate With Vessel Operations:** Communicate with The Vessel's Crew to Ensure Smooth Access and Support for Technicians.
- **Ensure Safety Protocols:** Verify That All Safety Procedures Are in Place for Technician Work on Board.

- **Create A Work Schedule:** Develop A Clear Timeline for Technicians' Tasks to Maximize Efficiency During the Maintenance Window.
- **Monitor Progress:** Assign A Supervisor to Oversee the Maintenance Activities and Adjust Assignments If Needed.
- **Post-Maintenance Review:** Conduct A Debrief with The Technicians to Evaluate Completed Tasks and Identify Any Follow-Up Actions Then Issuing PO for The Work Done

TRANSPORTATION ARRANGEMENTS

- **Crew Transportation:** Transportation Arrangement Locally for Crew as Per Crewing Department.
- **Material Transportation:** Transportation Arrangement for Materials for Our Vessels

APRIL 2023 – AUGUST 2023

PROCUREMENT | BUYER / EXPEDITOR | ADES SAUDI LTD (PROJECT)

- **Cradle-To-Grave Ownership:** Manages the Purchase Order Process from The Initial Requisition Receipt to The Final Delivery of Goods to The End User.
- **Obtaining Competitive Quotes:** Requests And Evaluates Quotes from Multiple Vendors for RFQS To Ensure Cost-Effective Purchasing.
- **Confirming Technical Details:** Works Closely with The End User to Validate Technical Specifications and Requirements, Ensuring the Product Meets Expectations.
- **Vendor Negotiations:** Negotiates With Vendors to Secure the Best Possible Pricing and Lead Times, Aiming to Reduce Costs and Improve Efficiency.
- **Creating Purchase Orders in Oracle:** Uses Oracle to Generate Accurate and Timely Purchase Orders, Ensuring the Correct Flow of Transactions.
- **Effective Communication with Vendors:** Coordinates with Vendors to Ensure Timely Delivery and Meet DIFOT (Delivery in Full, On Time) Targets.
- **Weekly Follow-Ups with Vendors:** Tracks Open Orders and Maintains Regular Communication to Avoid Delays and Resolve Issues Promptly.

- **Logistics Coordination for Overseas Orders:** Collaborates with Logistics Teams to Manage and Track International Orders, Ensuring Smooth Transportation and Delivery.
- **End User Updates:** Provides Timely Updates to The End User Regarding the Status of Orders, Including Expected Delivery Dates.
- **Backup Plan for Critical Materials:** Develops Contingency Plans to Ensure Critical or Showstopper Materials Are Available Even in Case of Delays.
- **Identifying New Vendors:** Continuously Searches for New, Competitive Vendors to Improve Cost, Quality, And Delivery Options.
- **Vendor Performance Measurement:** Periodically Evaluates Vendor Performance Based on DIFOT Metrics to Ensure Reliability and Accountability.

OCT 2018 – OCT 2022

PROCUREMENT / SALES | SALES ENGINEER / SOURCING | SAAB ENERGY SOLUTION TRD. CO.

- **Customer Engagement:** Collaborated with both existing and new customers to understand their needs.
- **Supplier Negotiations:** Worked with suppliers to reduce costs and improve lead times.
- **Competitive Bidding:** Participated in and won competitive bidding processes.
- **Training & Education:** Provided product training, increasing adoption of new products alongside existing offerings.
- **Sales Strategy:** Stayed current on sales strategies and product knowledge, driving up-sell revenue.
- **Customer Support:** Acted as the primary point of contact for customer issue resolution, de-escalating 95% of issues without management involvement.
- **Order Management:** Managed product ordering, delivery, and returns with a 98% Delivery in Full on Time (DIFOT) rate.
- **Financial Follow-Ups:** Assisted management in tracking outstanding payments and follow-ups.

EDUCATION

- Annamalai University | Tamil Nadu. India
B.B.A (2015 - 2018)
- S.N.H.S.S | Kerala. India
Higher secondary Education (2013 - 2014)
- Lords Public School | Kerala. India
SSLC (2010 – 2011)

ACHIEVEMENTS & AWARDS

December 2022

Management and Dealership Development Course

Gained key skills in team leadership, Cost optimization, financial management and Growth strategies to enhance dealership operations, Supply Chain Efficiency and profitability.

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned

Date