



SUARNAN SIVAPRAGASAM

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Professional summary

Accomplished procurement specialist with extensive expertise in negotiation, supply chain management, and contract management. Proven track record in developing effective procurement strategies, managing risk, and controlling costs. Adept at logistics management, project management, and problem-solving with a deep understanding of import-export regulations and ethical sourcing. Proficient in inventory control, purchasing software operation, and material requirements planning. Skilled in supply market analysis, spend analysis, stock control systems, budget forecasting, and cost-reduction strategies. Experienced with Oracle ERP software and committed to leveraging product knowledge to drive organizational success.

Work history

January 2021

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Current

Premium Limited Group

Doha, Qatar

Procurement Officer

- Developed and implemented procurement policies and procedures to ensure compliance.
- Negotiated cost-saving contracts with numerous vendors and suppliers.
- Investigate the market to identify potential acquisitions and perform research to determine how appealing each opportunity is.
- Oversee all inventory F&B+ Consumable items and restaurant equipment purchases, identifying areas of potential savings.
- Create a forecast of demand to be prepared for upcoming requirements.
- Managed procurement projects from initiation to completion, ensuring timely delivery of goods and services.
- Identified areas that need improvement and offer real solutions.
- Worked to ensure budgets were being used wisely, and strategies were focused well.
- Tracked purchase orders and followed up with vendors and carriers to support timely deliveries.
- Negotiated with vendors on freight costs and established relationships with vendors and suppliers to streamline

	- procurement operations. • Maintained detailed records of all procurement activities for reference purposes as well as for auditing and compliance. • Regularizing and updating Non-Food Stock, Assets, and Furniture & Fixtures. Packaging Etc. • Maintained an up-to-date database of suppliers, vendors, and contracts to support accurate keeping. • Negotiated contracts with suppliers, achieving favorable terms. • Coordinated purchase orders with internal teams for seamless operations. • Worked closely with finance team to manage budgets effectively.	
January 2018 -	S & H Restaurant Management and Trading	Doha, Qatar
February 2021	Procurement Officer • Developed and maintained relationships with vendors, suppliers, and other procurement stakeholders. • Managed the purchasing, ordering, and inventory processes to ensure timely delivery of goods and services. • Monitored pricing trends and negotiated pricing to optimize profitability. • Streamlined procurement processes for increased efficiency. • Researched and purchased specialized equipment and materials for company use.	
November 2014 -	Salam Hospitality	Doha, Qatar
January 2018	Procurement Officer • Create a forecast of demand to be prepared for upcoming requirements. • Developed and strengthened supplier relationships. • Established delivery schedules to keep stores fully stocked. • Kept up-to-date knowledge and complied with purchasing and contracting regulations.	

Skills

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| • Negotiation | • Inventory control proficiency |
| • Supply Chain | • Purchasing software operation |
| • Contract Management | • Material requirements planning experience |
| • Procurement Strategies | • Supply market awareness |
| • Risk Management | • Spend analysis proficiency |
| • Cost Control | • Stock control systems experience |
| • Logistics Management | • Budget forecasting |
| • Project Management | • Navision ERP software |
| • Problem-solving | • Cost-reduction strategies |
| • Knowledge of import-export regulations | • Material requirements planning (MRP) management |
| • Ethical sourcing understanding | • Product knowledge |

Education

August 2022	ICON Training Centre
-	Certied Purchasing Professional
December 2022	
February 2024	Berkeley Consulting WLL
-	Certied Professional Purchasing Manager
May 2024	

Languages

English

Advanced (C1)

Hindi

Intermediate

Tamil

Advanced

Hobbies and interest

- Playing Cricket
- Searching Product

Personal Information

- Date of birth: 09/11/92
- Nationality: Sri Lankan

References

- Shahul Bunyamin, Al Jammaz Group, +966581383221
- Mehdi Boukari, Premium Limited Group,
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