

S. RAMASAMY

+971522525407

ramdx71@gmail.com

Result-driven professional with proficiency in running successful method-oriented operations & taking initiatives for business excellence through process improvement; targeting Sr. Level assignments in **Procurement, Sourcing & Material Management, Accounts Executive** with an organization of high repute

Core Competencies

Strategic Procurement Management

Inventory & Warehouse Management

Program Purchasing & Procurement Planning

Finance & Accounting

ERP & Tally Accounting Systems

Budgeting & Financial Reporting

Supplier Relationship & Contract Negotiation

Payroll & Employee Benefits Administration

Talent Acquisition & Workforce Planning

HR Policy Implementation & Compliance

Cross-Functional Team Leadership

Team Building & Leadership

Education

- B.A. (Economics)
- Diploma in office Management

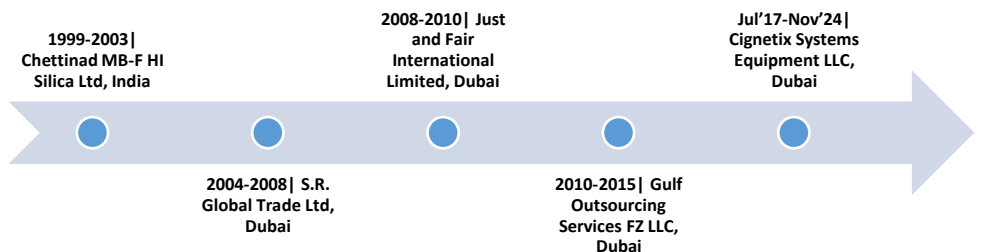
Significant Highlights

- Achieved annual cost savings through strategic vendor negotiations and optimized procurement contracts for materials and office infrastructure.
- Successfully managed HR operations for over 100+ employees, ensuring 100% legal compliance with UAE labor laws including visa processing, payroll, gratuity, and benefits administration.

Profile Summary

- Versatile Business Operations Leader** with **27 years** of diverse experience across **Procurement, Human Resources, Accounts, and Logistics**, driving operational excellence for organizations in the UAE, Africa, and India.
- Strategic Procurement & Vendor Management Expert** skilled in cost optimization, risk mitigation, contract negotiation, and supplier lifecycle, with a proven ability to implement lean sourcing strategies across multinational supply chains.
- Proven success in supplier negotiations** and cross-functional team leadership, including a demonstrated track record in vendor performance mapping.
- Finance and Compliance Professional** adept at managing full-spectrum accounting functions including budgeting, tax compliance, financial reporting, and ERP-based automation (Tally ERP), contributing to accurate forecasting and cost control.
- HR Transformation Specialist** with a robust track record in workforce planning, payroll management, policy development, and employee relations- ensuring full compliance with **UAE labor laws** and aligning HR practices to business goals.
- Process-Oriented Administrator & Multi-Sector Experience Holder** recognized for streamlining cross-border operations, establishing admin protocols, managing visa and payroll processing, and enhancing team productivity through tech-enabled solutions and agile leadership.
- Natural leader and capacity builder**, fostering cross-functional alignment, upskilling government and NGO partners, and advancing inclusion, safeguarding, and ethical standards while enabling resilient, sustainable supply chain ecosystems.
- Proficient in strategizing and streamlining **Account Receivables and Bad Debt Collection processes** to optimize cash flow, minimize credit risk, and drive financial efficiency across business operations.
- Skilled in preparing comprehensive Import and Export documentation** and efficiently managing Letters of Credit (LC) to ensure seamless and compliant international trade operations.

Career Timeline



Work Experience

Jul'17-Nov'24 | Cignetix Systems Equipment LLC, Dubai
Procurement, H.R & Accounts Manager

Key Result Areas:

- Spearheaded procurement strategy formulation, supplier sourcing, contract negotiation, and risk mitigation to align purchasing functions with budgetary and operational goals.
- Built and managed end-to-end supplier relationships, ensuring compliance with SLAs, resolving disputes, and driving long-term vendor performance.

- Reduced employee turnover rate by 22% by implementing structured onboarding, training, and employee engagement programs across the organization.
- Improved inventory turnover by 25% by implementing efficient stock tracking systems and vendor coordination, reducing holding costs and wastage.
- Processed 500+ invoices annually with 98% accuracy, ensuring timely vendor payments and zero late penalties, using ERP and manual accounting systems.
- Resolved 95% of employee grievances within 72 hours, establishing trust and improving team morale through proactive HR interventions.
- Generated monthly financial reports for multi-region operations, improving decision-making speed by 30% through consolidated P&L and budget variance tracking.
- Managed logistics and warehouse operations for 200+ shipments/month, reducing delivery lead times by 20% through improved documentation and transporter coordination.
- Handled procurement budgets worth AED 10M+ annually, maintaining strict adherence to cost control and maximizing resource allocation.
- Trained and mentored 10+ junior HR and procurement staff, resulting in improved cross-functional productivity and internal promotions.



Personal Details

Languages Known:

English, Tamil, Malayalam, Telugu & Hindi

Address:

2/48, S.N.V house, Main Street, P. Alagapuri, Keelasevalpatti Post, Sivaganga Dist, Tamil Nadu 630205

- Led cross-functional inventory planning and cost analysis initiatives to optimize stock levels, reduce holding costs, and identify cost-saving opportunities.
- Orchestrated the full lifecycle of HR operations, from recruitment and onboarding to training, appraisals, employee relations, and benefits administration.
- Ensured statutory and policy compliance by updating HR manuals, maintaining legal records, and representing the company at audits and hearings.
- Supported the finance function by managing ERP-based invoicing, payroll processing, vendor reconciliation, and employee gratuity calculations in line with UAE labor laws.
- Championed ERP integration across procurement and finance departments, standardizing processes like GRN preparation, LPO matching, and purchase coordination.
- Managed invoice payment processes and subcontractor implementation, ensuring timely project execution; coordinated with site engineers for material delivery and maintained site office oversight while facilitating seamless contractor collaboration for on-time.

2010-2015 | Gulf Outsourcing Services FZ LLC, Dubai Admin. & HR Officer

Key Result Areas:

- Spearheaded end-to-end HR operations including employee lifecycle management, grievance redressal, policy implementation, and compliance with UAE labor laws, ensuring seamless coordination between staff and management.
- Ensured legal and procedural compliance by conducting internal investigations, managing visa processing and renewals, overseeing payroll coordination, gratuity calculations, and representing the organization at official hearings.
- Oversaw administrative functions by streamlining office operations, supervising staff, handling travel, budgeting, procurement, and vendor management, while maintaining meticulous HR and financial records for operational transparency.
- Managed end-to-end accounting operations up to finalization and audit, ensuring compliance with statutory requirements and timely closure of financial statements.



Previous Experience

2008-2010 | Just and Fair International Limited, Dubai Deputy Manager, Administration & HR for Dubai & African Region

2004-2008 | S.R. Global Trade Ltd, Dubai Logistics Asst. cum Accounts Asst.

1999-2003 | Chettinad MB-F HI Silica Ltd, India Asst. Accountant-cum- Administrator)

1998-1999 | Adhi Sankara Spinning Mills, India Asst. Accountant-cum-Cashier

1995-1998 | Krishna Agencies, India Business Development Officer

1994-1995 | Fair Deal Filaments Ltd, India. Asst. Accountant and Unit In charge