

CURRICULUM VITAE - AMRISH BOOJHARUT

WORK EXPERIENCE

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Post(Current): TENDERING ENGINEER

Company : UM GROUP comprising UMCL LTD, HYEQUIP LTD, PORTEQUIP LTD, UMPL LTD

Field : TENDERING along with Consultancy/ Marketing / Sales Private and Government Entity– Regional and International Madagascar, Reunion, Rodrigues, Mauritius, August 2019 – ongoing.

Responsibilities:

- **Tendering Engineering – Office and Administrative Works**

- ◆ Tender Document Review - analysing tender documents (drawings, specifications, BOQs) to understand project scope and requirements.
- ◆ Prepare a summary of tender requirements and submit to existing or look for potential suppliers – both local and overseas.
- ◆ Technical specifications of the project – list and analyse the requirements of the tender – technical – and cross checking with brochures, catalogues, manuals of potential suppliers.
- ◆ Communication with suppliers – negotiate on price, logistics, aftersales or parts requirements support, technical solutions for customized equipment.
- ◆ Communication with Customers – Government bodies – on clarifications, payment, challenges, documentation letters, requests for extensions and waive of penalty fees, trainings and aftersales contracts.
- ◆ Cost Estimation - Prepare accurate cost estimates for materials, labour, and equipment, often involving obtaining quotes from suppliers and subcontractors, including freight requests, tracking follow up.
- ◆ Technical Proposal Preparation – Develop and prepare detailed technical proposals/documents that outlines the proposed solutions and demonstrate compliance with tender requirements.
- ◆ Commercial Proposal Preparation – Hard copy or soft copy – bidding document, including pricing strategies, payment terms, and project timelines. Printing and binding process up to submission of bids and attending opening of bids and information gathering and sharing.
- ◆ Supplier Management - Contact and follow up with suppliers and subcontractors to obtain quotes. Discounts/rebates and ensure timely delivery of materials and services.
- ◆ Supplier – Tracking of orders and follow up of payment to suppliers.
- ◆ Bid Submission - Prepare and submit bids and proposals within deadlines, ensuring all required documentation is complete and accurate.
- ◆ Clarification Meetings- Attend or set up clarification request or meetings with clients or suppliers to address queries and ensure a clear understanding of project requirements.
- ◆ Risk Assessment - Identify and assess potential risks associated with the project and propose mitigation strategies including logistics, financial, costing and outsourcing solutions.
- ◆ Contract Review – prepare or submit contracts to ensure alignment with the proposed scope of work and commercial terms.
- ◆ Costing discussion/meeting with internal stakeholders – Management and Finance departments and aftersales departments.
- ◆ Handover and Commissioning - Prepare and handover project documentation, liaise with Suppliers and Internal stakeholders for the requirements of the project upon award of a contract.
- ◆ Preparation of documentation for Commission, Delivery notes, Invoices, Commissioning certificates and other documentation until the handing over.

- **Tendering Engineering – Administrative Works – On field**

- ◆ NLTA, Registrar – Attend to NLTA requirements – Road TAX, HP Booklet, B Carriers, Troubleshooting of applications if any issues.
- ◆ Fitness centres – Equipment – fitness certification and report.
- ◆ Sales Deed – at Municipalities and District councils, Parastatal bodies, Ministries both Mauritius and Rodrigues.
- ◆ Payment follow-up with Municipalities and District councils.
- ◆ Recovery of payment.

- ◆ Engineers – Site visit and meetings, including pre-commissioning visits and market survey for equipment.
- ◆ Market survey visits/Prospecting visits for Equipment to Municipalities, District Councils, Ministries and Parastatal bodies.
- ◆ Legal documentation and Banking documents (Bid security, Performance Security, original documents, clarification and extension requests) – applications despatch or recovery.
- ◆ Verification of equipment at reception and delivery to customers.
- ◆ Liaising with Aftersales and Workshop for modification works and purchasing of accessories – water pumps and connections, connectors, pump accessories for diesel bowzers and any others.
- ◆ Organise training at office or offsite as part of requirements of tenders.
- ◆ Assist Government – Local Government engineer when commissioning of equipment or training of staffs.
- ◆ Hard copy tender printing and binding, pendrive/ink/cd stationaries purchase and other file preparation.
- **Other Duties**
 - ◆ Assist for legal documentation related to projects – admin assistance.
 - ◆ Other Departments – admin assistance for tender projects – Parts, Port Equipment.
 - ◆ Finance department – debtors for local government – assist for recovering payment.
 - ◆ Port Equipment and other tenders – same duties of Tendering Engineer for Office and On Site provided to Port-Equip PSL Ltd.
 - ◆ Information request for Aftersales department – warranty related information, parts related or communication for issues with suppliers.
 - ◆ Assist Sales team for deliveries or customer visits or customer information when needed.
 - ◆ Assist Management for Business cases or information gathering for potential suppliers.
- **Regional Sales Duties**
 - ◆ Business case preparation and information gathering.
 - ◆ Presentation preparation.
 - ◆ Attend to tender requirements for regional islands.

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Post : Regional Sales Representative
Company : UMCL LTD
Field : Consultancy/ Marketing / Sales Private and Government Entity– Regional and International Madagascar, Reunion, Rodrigues, Mauritius, August 2019 – Ongoing.

Responsibilities:

- ◆ Consultancy for product introduction and marketing. Business Plan and Negotiation for new Suppliers.
- ◆ Responsible for Bidding and Tendering (Private and Public Bodies).
- ◆ Business development for regional territories.
- ◆ Tendering and supervision of projects with local and international authorities for Outer Islands and Regional Territories.

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Post : Retail Lubricants Category Manager and Territory Manager
Company : Vivo Energy Mauritius Ltd
Field : Marketing / Sales
Mauritius, March 2017 - August 2019 (2years 6 months)

Responsibilities:

- ◆ Manage site operating standards and processes for Mauritius Territory, ensuring consistent delivery of the Shell Customer Commitment and compliance. Manage key Retail economic levers to maximize site profitability and income.
- ◆ Maximize all sales potential by applying retailing principles and processes.
- ◆ Participate in recruitment, selection and development of the right Retailers.
- ◆ Relationship management of retailers.
- ◆ Site performance and administration.
- ◆ Site Operations/HSSE standards and contracts.

- ◆ Responsible for driving Lubricant's sales in Retail.
- ◆ Category product planning and execution of strategic product marketing plans.
- ◆ Manage cross-business issues including supply, marketing, pricing, portfolio, and cross-channel conflicts.
- ◆ Other responsibilities HSSE Focal Point for retailing business for VIVO Energy Mauritius Ltd.

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Post : FIELD SALES MANAGER AND LUBRICANTS ENGINEER
Company : VIVO ENERGY MAURITIUS LTD
Field : Marketing / Sales
Mauritius, November 2013 – March 2017 (4years 5 months)

Responsibilities:

- ◆ Promote Sales and realize the C3 T&R targets Mauritian B2C market, using the Sales First Tools.
- ◆ To reply to tenders with regards to B2B/B2C sector and to seek for appropriate authority of approvals.
- ◆ To work closely with F& B team regarding where there is an interface with B2B customers.
- ◆ To do Credit Risk Assessment of all customers in the B2C sector as recommended by Credit risk management system.
- ◆ Develop an indicator network with a view to develop new businesses and to actively promote recruitment of local agents.
- ◆ To gather marketing intelligence so as to be able to monitor competitor activities.
- ◆ To determine the differentiated offers that Shell can propose to customers relevant to their needs with a view to develop competitive advantage through specific customer value proposition.
- ◆ To provide forecast for the B2C channels and participate in the S&OP meetings in order to ensure a smooth supply of products.
- ◆ Provide sales support to other VEML Business teams (including B2B, Marine & Retail).
- ◆ Conduct technical visits and lubrication surveys at customer sites including technical training sessions for both staff and customers for B2C as well as F&B, Retail and Marine. To keep abreast with the latest developments in Lubricants and Technical services.

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Post : SALES ADMIN OFFICER FOR MINING EQUIPMENT
Company : BIA OVERSEAS - SERVICES ET EQUIPMENT BIA
Field : Marketing / Sales, Engineering, ERP
Belgium and Mauritius, March 2013 - November 2013 (9months)

Responsibilities:

- ◆ Processing of Purchase orders from Equipment client base in African Territories.
- ◆ Purchasing of equipment with different allocated Suppliers.
- ◆ Timely invoicing to clients and suppliers with recognition of revenues.
- ◆ Tracking of orders on different Shipping Incoterms basis, with Ex Works Factories.
- ◆ Maintenance and Optimizing of ERP software, Namely SAP and FIGGO management Maintenance of Equipment and Client creation on ERP.
- ◆ Reconciliation of Selling and Purchasing figures for Management meeting Supervising and training of End users SAP TRAINING FOR SALES AND ADMIN.
- ◆ **ACHIEVEMENT:** Promoted to SAP Super user for Sales and Distribution department for Mining and Earthmoving Equipments (BUM – Business Unit Mining).

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Post : Internal Sales Coordinator
Company : Damco
Field : Sales/Marketing, Freight, Shipping, Logistics
Mauritius, Aug 2012 – Mar 2013(8months)

Responsibilities:

- ◆ Sales support for potential business Marketing updates and report to Country Manager.
- ◆ Issuing sales reports System and software update Far East Region Direct Cargo Consolidation (DCC) marketing and trading implementation, Maintenance of CRM and ORACLE client database Maintenance of existing client portfolio and contract.
- ◆ Promoting e-commerce, DCC, trading and logistics solutions.

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Post : Customer Support Engineer
Company : Watertech LTD
Field : Engineering / Electronics / Mechanics
Mauritius, July 2011 – June 2012 (1year)

Responsibilities:

- ◆ Customer Support Engineer and After sales department WATERTECH LTD.
- ◆ Customer Support Engineer.
- ◆ Assist Departmental Manager/Site Technicians in the planning, designing and implementation of electro-mechanical work.
- ◆ Attend to service calls from customers
- ◆ Liaise with and offer timely solutions to customers.
- ◆ Invoicing and follow up with accounts dept. for timely submission.
- ◆ Assist Departmental Manager/Site Technicians in the preparation of tenders and quotations.
- ◆ Carry out site surveys and visits
- ◆ Liaise with and assist fellow colleagues during handing over of project.
- ◆ Prepare list of necessary spare parts needed by Department from foreign suppliers.
- ◆ Follow up on matters of Warrants and Defects Liability period
- ◆ Liaise with local suppliers and subcontractors for matters related to repairs of equipment.
- ◆ Prepare and assist service interventions of foreign engineers/ suppliers.
- ◆ Assist the Departmental Manager/Site Technicians in ensuring that our site personnel adhere strictly to Health and Safety Policies of Watertech LTD.
- ◆ Assist the Departmental Manager/Site Technicians in the preparation and implementation of quality control schemes that our site personnel strictly adhere to them.
- ◆ Prepare and keep track of a customer Data base and files for each and every customer of the company.

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Post : Trainee
Company : Omnicane (St Aubin) LTD
Field : Engineering / Electronics / Mechanics
Mauritius, August 2010 - January 2011

Responsibilities:

- ◆ Industrial Placement for University.

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Post : Trainee
Company : E.A.L Man Hin & Sons LTD (Honda workshop)
Field : Engineering / Electronics / Mechanics
Mauritius, June 2010 - June 2010

Responsibilities:

- ◆ Trainee on workshop floor- Servicing and repairs.

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Post : Operations Equipment Coordinator
Company : MAERSK LINE Mauritius Ltd
Field : Sales/Marketing, Freight, Shipping, Logistics Asset Management-
Denmark and Mauritius, January 2009 - July 2009 (7months)

Responsibilities:

- ◆ Transshipments control and liaison with MPA authorities.
- ◆ Vessel planning and container control, Vessels updates.

- ♦ Managing country scorecard and debtors management.
- ♦ 3rd party recovery and reporting- 3rd Party recovery service and Monitoring.

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Post : Sales Assistant (Internal Sales) - Safmarine
Company : Safmarine Mauritius Ltd
Field : Sales/Marketing, Freight, Shipping, Logistics
Denmark and Mauritius, May 2008 - December 2008 (8Months)

Responsibilities:

- ♦ Sales support for potential business.
- ♦ Marketing updates and reporting to Country Manager.
- ♦ Sales reports, Sales System and software update.
- ♦ Managing FMC and Middleast Region customer portfolio.
- ♦ Promoting e-commerce.
- ♦ Implementation of FMC (Federal Maritime Commission) contracts.

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Post : Exports Documentation Assistant - Safmarine
Company : Safmarine Mauritius Ltd
Field : Sales/Marketing, Freight, Shipping, Logistics
Denmark and Mauritius, August 2007 - April 2008 (9months)

Responsibilities:

- ♦ Export Documentation and Customer Service.
- ♦ Promoting E-commerce, E-booking and E-services actively to all customers.
- ♦ Bill of lading and Invoicing issuance and control.
- ♦ System and software update.
- ♦ Longstanding debtors' management and score card management.
- ♦ Cross trades.

EDUCATION

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- ♦ ESCP Europe Business School.
- ♦ Specialised Masters- Strategy and Consulting Management.
- ♦ 2016 – 2017.

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- ♦ University of Technology, Mauritius.
- ♦ Masters in Business Administration, specialised in Project Management.
- ♦ 2015.

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- ♦ University of Mauritius.
- ♦ Degree in Mechanical Engineering.
- ♦ 2004 – 2011.

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- ♦ A.P. Moller- Maersk Shipping (Denmark).
- ♦ Maersk International Shipping Education MISE 2007-2009.
- ♦ Diploma In MISE 2007 Shipping Education in Denmark (2007 to 2009).

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- ♦ Sir Abdool Raman Osman SSS.

- ◆ HSC.
- ◆ 2003.
- ◆ General Paper, Chemistry, Mathematics, Physics, French.

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- ◆ Sir Abdool Raman Osman SSS.
- ◆ SC.
- ◆ 2000.
- ◆ English Language, French, Mathematics, Additional Mathematics, Physics, Chemistry.

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LANGUAGES

- ◆ French.
- ◆ English.
- ◆ Hindi and Japanese (Spoken Only).

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INTERESTED IN

- ◆ Management Positions, Project Manager, Asset Manager Positions, Property Manager Positions.

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CONTACT DETAILS

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