**NEYAZ**

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My carrier objective is to obtain a challenging position where I could utilize my experience, skills, attitude and knowledge to provide positive contributions which could be beneficial for the development of the organization. Simultaneously I could enhance my professional knowledge also.

**PROFILE SUMMARY**

A competent professional with above 11year’s of working experience with multination companies in India and Abroad. Involve with Oil & Gas, Petrochemical, Refinery, Power, and EPC Construction, in the field of Procurement, Contracts Management, Coordination, Expediting, Planning & Inspection, and Vendor/Supplier Development etc.

Preparing & handling process requisitions / purchase orders for supplies and equipment.

Experience in improving supplier performance through the introduction of vendor management programs

**CORE COMPETENCIES**

Project Planning & Cost Controller Project Monitoring & Scheduling Delivery Management

MS Project Implementation Cost Reduction/ Documentation Contract Management

Procurement & Logistics Management Commercial Operations Material Management

**ORGANISATIONAL EXPERIENCE**

**Projects Undertaken:**

Shutdown of CSD & RDS Crude oil process plants and wellheads, Major Refurbishment of large double deck floating Roof tanks. Adco Jabel Daana.

Continuous Catalyst Regeneration Hydrocarbon Project. (CCR+HDS). EPC Project Contractor SVL Engineering & IFC, Client Daura Refinery.

Replacement of Auxiliary Control System at Yanbu Refinery. EPC Project. Contractor AICCO/AFI Group, Client Saudi Aramco.

Dry Flare Header Project at Advance Petrochemical Co, EPC Project, Contractor Aicco/AFI Group and Client Advance Petrochemical Company.

Shah Sulfur Station & Pipeline Project Package11 EPC, Contractor CCC, Client Al Hosn ADNOC GROUP.

Habshan flare gas recovery project, EPC Project Contractor CCC, Client GASCO.

Sahil Asab & Shah (SAS) Full Fields Development Project. Contractor CCC Client ADCO

Cross Country Pipeline Extension Project, Strong tank. Turnkey Project Contractor Tata Yodogowa limited, Client IOCL, INDIAN OIL CORPORATION LIMITED.

Diesel Hydro treatment DHDT Unit. Contractor L&T and Chiyoda Ltd, Client IOCL, INDIAN OIL CORPORATION LIMITED.

Motor Spirit Quality Up gradation Project. Contractor L&T and Chiyoda Ltd, Client IOCL, INDIAN OIL CORPORATION LIMITED.

**Descon Engineering Pvt Ltd Sr. Procurement Engineer** Oct’16 to Present

**Client : Abu Dhabi oil Onshore & Offshore ADCO.**

**SHUTDOWN : Descon Engineering Pvt Ltd.**

**Project Title : Major Refurbishment of large double deck floating Roof tanks. AdCO Jabel Daana.**

**SVL Engineering Pvt Ltd Project Procurement and Planning Engineer** Jan'13to Apr'15

**Client : Midland Refinery Company, Iraq.**

**EPIC : SVL Engineer/ IFC**

**Project Title : Continuous Catalyst Regeneration + Hydrocarbon Project (CCR+HDS) Midland Refinery Co.**

**Scope of work:-**

Propose the best commercial solution to meet the internal end users requirement, Considering cost effectiveness and schedule aspect.

Carry out a variety of duties related to tendering and contracting for provision of services requirement for the project.

Implement and ensure compliance with company policies and procedure.

**Responsibility:**

* Select &prepare the adequate tendering and contracting strategy.
* Prepare and comply tender/agreement (PO/ Contract) documentation, pre-qualification and process bid list.
* Participates in the tender technical and un-price commercial evaluation of tenders and the leads the subsequent priced commercial evaluation of technically acceptable offer.
* Process award recommendation, ensure necessary approvals and finalize with successful bidder and the contract documentation.
* Validated the development & implementation of all contractor procedure for conformity with the contract.
* Assist project controls group in obtaining and assessing cost and process data performance.
* Coordinates the final 'close out' of complete purchase orders.
* Interface with Clients on the transportation of materials, supplies and services.
* Identify, initiate and report on opportunities for economies.
* Measure performance and employ strategies for tangible and continuous improvements.
* Manage business risk imported via Third Parties Goods and Services, including HSEQ, Commercial and Technical.
* Understand HSEQ Legislative aspects of Procurement and Materials Management help Contractor to resolve issues with vendors / sub-vendors re procurement, shipping, and Vendor Print Concerns. Regular supplier visits locally, nationally and occasionally abroad.

**AFI Group, Alaa International Contracting Co Sr. Procurement Engineer** Jan'12 to Jan'13

**Client : Saudi Aramco, Saudi Arabia.**

**EPC Project : Replacement of Auxiliary Control System at Yanbu Refinery.**

**Scope of Project :** Contained replacement of 10 Control System such as, DCS BMS FMS VMS UPS RTGs MOVs EIVs etc, including construction of two new building for control room PIB and SIB.

**Client : Advance Petrochemical Company, at Advance Petrochemical**

**EPC Project : EPC SHUTDOWN Project, Dry flare header project, A complete Fabrication, Erection and Installation of Flare Header, Jubail, Saudi Arabia.**

**Responsibility:-**

* Responsible for Supervising and Managing a group of Buyers / Expeditors including preparing objectives and performance review.
* As and when required, deputize the Procurement Department Manager with full authority to manage the procurement functions in his absence.
* Prepare purchase/development requisitions for client's selected bidders. Interact with client, purchaser/buyer and approved vendors for technical queries/responses, material delivery schedule and other purchased orders requirements.
* Actively support Procurement Department Manager with existing supply agreement contracts and consignment stocks levels with the supply chain while negotiating the most competitive commercial package for the company.
* Making contracts with new vendor, Overseeing business resourcing Conducting & identifying new sources to supply & support new material required, followed up for data sheet of the same.
* Conducting enquiry for all sources, reviewing quotations and overseeing selection process
* Following up delivery, posting invoices and request for payments and filing.
* Preparing of Status Reports, Material Take-Off List package, review/approval of Non-Material Requirements (NMR) (i.e. vendor drawings, equipment manuals, data sheets and material certificates, etc), and expediting of all purchased materials to be in the job site as scheduled. For closing of projects, prepare project record books and other deliverables for client and job site use.
* Documentation of purchase orders correspondences, vendors' bids and technical evaluation report, materials descriptions and data/specification sheets, and drawings.
* Expediting of all purchased materials to be in the job site as scheduled. For closing of projects, prepare project record books and other deliverables for client and job site use.

**Worked at Consolidated Contractor International Company, As Procurement and Planning Engineer, Mar10’** to Dec'11

**Client : Abu Dhabi Gas Development (Al-Hosn)**

**EPC Project : Shah Sulfur Station & Pipeline Project Package 11**

**Client : Abu Dhabi Co. for Onshore oil Operations (ADCO).**

**EPC Project : Sahil Asab & Shah (SAS) Full Fields Development Project.**

**Client : GASCO,**

**EPC Project : Habshan flare recovery project.**

**Flare gas recovery by installing water seal drum and Screw compression with min impact on upstream plant Facilities.**

**PREVIOUS EXPERIENCE**

Jindal Steel & Power Ltd, India Procurement Engineer Jan’08 to Jan'10

Indian Oil Corporation Ltd. Begusarai, India Buyer Aug'06 to Nov'07

Barauni Petro Chemical and Oil Refinery, Barauni, India Material Coordinator Mar'04 to Jun'06

**ACADMIC**

MBA- Supply Chain Management & Logistics Shobhit University,

PGD in Material Management from Indian Institute of Material Management Bangalore University

Bachelors of Technology/Mechanical Engineer Kolkata, west Bengal.

Diploma in Mechanical from State Board of Technical Education, Jharkhand

**IT’S SKILL,**

Diploma in Computer from CMC Pvt. Ltd. Jamshedpur

Certified PMP P6 Primavera and MS Project

GEMS, TALISHMAN,

**TRANNING ATTEND**

NDT LEVEL II. PT, MT, UT, RT

**PERSONAL DETAILS**

Date of Birth : 10th January 1983

Nationality : Indian

**Passport Details :**

**Date of Issue : 31.10.2012,**

**Date of Expiry : 30.10.2022**

**Place of Issue: Ranchi, India**

Driving License : HMV

Marital Status : Married

Linguistic Abilities : Urdu, Hindi and English