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| **Alan**  **Senior Procurement and Purchase Engineer.**  **B-Tech Civil Engineer**  **E-mail:** [**alan.174693@2freemail.com**](mailto:alan.174693@2freemail.com) |  |

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| **Profile Summary** | |
| A competent engineer with 13 years of exceptional performance and proven technical expertise gained in the construction industry. Outstanding track record in handling whole cycle of Engineering, Procurement, Purchase, Coordination of a wide range of activities, handles all Post Contract activities. Consistently demonstrated competencies in carrying out multiple tasks simultaneously, meeting tight deadlines, maintaining strict confidentiality of all process and surpass performance parameters. | |
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| **Qualifications** | |
| **Bachelor of Technology in Civil Engineering (B-tech)**  College of Engineering, Thiruvananthapuram (CET)  Kerala University, India  **Area of Expertise**  Procurement Communication & Coordination  Purchase Contract Administration  Negotiation Critical thinking  **IT skills** | **2003** |
| Proficient in AutoCAD software  Well versed in MS Office Suite  E-mail & Internet applications |  |
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| **Career Snapshot** | |
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| **Skills and Technical Expertise** |  |

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| * Communication, negotiation and problem solving skills. * Faculty to form and manage a team work. * Propensity in making the right decision at the right time. * Analyze all Suppliers and Subcontractor to select the most suitable who are able to deliver high quality product at competitive pricing and within scheduled period and allocated budget. * Send inquiries attaching all documents to all vendors as per the request received from site team. * Negotiate with Supplier & Subcontractor on commercial aspects like price, delivery period, and payment terms to optimize the purchase within the budgeted amount. * Prepare price comparison in line with the general requirement and carry out commercial study before finalization of the item. * Follow with proposed suppliers and subcontractors to obtain all required technical submittals and for all materials proposed for the project. * Liaise with the subcontractors and in house drafting department to prepare and submit all required shop drawings for the approval of the Employer and Engineer. * Review the submittal to confirm the compliance with the contract specification and other documents, further forward to the Engineer and Employer for their review and approval. * Prepare letter of Intent (LOI) is prepared and forwarded to all suppliers and subcontractors to confirm the initial order confirmation. * Once the supplier and subcontractor is approved by the Employer and Engineer, local purchase order (LPO) is placed with approved suppliers and the Subcontract agreement is prepared for approved subcontractor with due consideration to budget allowances and in accordance with company policy and procedures. * Maintain record of materials ordered and received. * Liaise with the Client, Consultant and Site Representative. Attend weekly meetings to discuss progress of projects and other technical issues. * Prepare and reply to all contractual correspondences of Employers, Engineers and Subcontractors. * Support the tendering department to obtain prices for special items from a supplier and subcontractor. * Spur on by the challenge of new projects and delivering top-quality work in line with the ISO norms. * Attend weekly meeting with all parties to update the progress of the project in line with the approved schedule. * Check and certify the payment certificate of all suppliers and subcontractors with reference to contract price and percentage of the progress of their works. * Assist in settling invoices and contract disputes. * Deal with many payment provisions and manage change procedures. * Valuation of additional work and submits variation with all relevant substantial documents. * Liaise with all service providers to carry out testing and commissioning of all systems to the approval of the Client and finalize all closeout documents. * Prepare and submit Close out documents to Employer and Engineer to hand over the project. * Take measures to attend all defects notified by the End user during the defect liability period. |

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| **Trainings & Certificates** |
| * Project Management Professional * Certified as Internal Auditor for ISO 9001,14001&18001 * Contract Administration Under FIDIC |

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| **Personal Details** | | |
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| Nationality | : | Indian |
| Date of Birth | : | 25th May 1981 |
| Marital Status | : | Married |
| Visa Status | : | Employment Visa |
| Driving License | : | UAE |
| Languages | : | English, Hindi & Malayalam |