

Whats app Mobile:+971504753686

 Gulfjobseeker.com CV No:1568748

E-mail: gulfjobseeker@gmail.com

**OBJECTIVE**

**Work on a competitive environment, seeking to pursue a challenging career opportunity to contribute to the growth of progressive organization that complements leadership quality.**

**PROFILE IN BRIEF**

1. I have an experience of around 19 years in construction and oil & gas fields (Procurement, Administration, and Supervision).
2. Can do independently all work related to Construction.
3. Can do self-correspondence / excellent customer service.
4. Disciplined, hardworking, result oriented with strong sense of responsibility.
5. Good knowledge in Computer (Focus & Stockman).

**NATURE OF JOB DONE**

Worked as a Procurement Manager/ Purchase Officer / Administrator / QC Document Controller and Supervisor.

**OVER SEAS EXPERIENCE**

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| **Position** | **Period** | **Company** | **Client / Project** | **Work** |
| Purchase Officer | October 2014 to Feb. 2016 | ***ALPHA OMAN LLC,*** | Sohar University Oman Cement | **ALPHA** Group of Companies, which is a Civil, Mechanical and Inspection & Engineering (NDT) works.**(i)**Alpha Oman LLC **(ii)** Alpha Inspection & Engineering Services LLC **(iii)** Alpha Global General Trading **(iv)** Alpha Tour & Travels **(v)** Alpha Automobile **(vi)**Alpha World Electronics -Ac Division **(vii)** Alpha Technical InstituteSohar University Phase I & II.Oman Cement Modification work |
| Purchase Officer | June 2012 to June 2013 | ***SOLID GENERAL CONSTRUCTION,***  | Qatar Petrolium (QP)Ashghal (Public Works Authority Road Affairs) P.O. Box: 2218, Q atar  | (i) Construction of New Roads and Upgrading of Existing Roads in Dukhan (GC12104000).(ii)EPIC Road upgrade from Zikreet-Cluster Road Improvement works in Al Khor, Al Guwaria, Kaban, Simsima, Dhakeera and Al Shamal (Municipality Zone 76, 79 Phase-2) |
| Purchase Manager | March 2011 to December 2011 | ***GHARBIA ENTERPRISES ESTABLISHMENT*** | Suhail Bhavan (SBGH) and Mamurah Palace work | GHARBIA Group of Companies, GEE - which is a Civil, Mechanical and Electrical works,**i)** Dhofar Readymix, **ii)** Gharbia Water proofing, **(iii)** Gharbia Aluminium Svcs, **(iv)** Gharbia Building Materials in Sultanate of Oman |
| Procurement Manager | May 2008 - September 2009 | ***FOURE LAGADEC QATAR***, | Client Qatar Petrolium (QP) | Industrial Maintenance and Manufacturing Company in Middle East. (H.O. France) |
| Procurement Officer | January 2004 - March 2006 | ***Consortium Astaldi Arabia & Nasser S. Al-Hajri Co. Ltd.***  | *Project: 1 – ORYX - Gas To Liquid Project (GTL) [Qatar Petroleum, Doha, Qatar]*Client: Technip, Italy*Project: 2:- DOLPHIN onshore Facilities Project* Client: Japan Gas Company Ltd, Japan (JGC Middle East FZE) | Nasser S. Al-Hajri Co. Ltd. – An ISO 9001-2000 Certified Company from Saudi Arabia, which is a leading Construction (Civil, Mechanical & Electrical) Company in Middle East |
| Administrator (HR Dept.) | April 2002 - December 2003 | ***Nasser S. Al-Hajri Co. Ltd.***  | Head Office (Doha, Qatar)Project: NGL-4 Plant(Natural Gas to Liquid) [Qatar Petroleum, Doha, Qatar]Client: M/s. Snamprogetti / Hyundai Engineering | Visa documents and all Government documents preparing. |
| Document Controller (worked in QC) | February 2001 - March 2002  | ***Nasser S. Al-Hajri Co. Ltd.*** |  *Project: Nodco Plant (Qatar Petroleum, Doha, Qatar)* | All correspondence and Drawing receiving from client and issued to site people and updating |

**Work Experience in India**

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| --- | --- | --- | --- | --- |
| Production Supervisor | April 1998 - December 2000 | ***I C C India PVT.Ltd.****Okhala Industrial Estate,*  | USA based Internet Book Publishing House,www.netlib.com | Supervision, business dealing with clients. |
| Supervisor | July 1996 - March 1998 |  ***TECH BOOKS ELECTRONIC PVT. LTD.* ,** A- | USA based internet book publishing House | Supervision and finishing works  |
| Computer Operator / Account Assist | July 1994 - June 1995 | ***MITTAL & SONS PVT. LTD., D-1,***  | Material Exporting house | All Exporting documents and accounting details handling |

**EDUCATIONAL QUALIFICATION**

Bachelor Degree (Bsc- Physics) from University of Kerala,

**TECHNICAL QUALIFICATION**

Diploma in Computer Automation from Central Board of Computer Education (C.B.C.E), Kerala

Diploma in Typewriting

Typing Speed : 60 W.P.M.

**SPECIAL COURSE ON SAFETY**

* H2S Awareness and Escape
* Safety and Fire Fighting Training

**PERSONNEL DETAILS**

Age : 43 yrs.

Date of Birth : 25th May 1972

Sex : Male

Marital Status : Married

Languages Known : Can speak and write English, Hindi and Malayalam Fluently

**Duties and Responsibilities**

* + - * **Position: Purchase Manager**
		- Co-ordinate and meeting with Client, Site supervisor and Suppliers.
		- Aware in **FOCUS 6** Software and **STOCKMAN** for Purchasing Programs
		- Correspondences with main Suppliers.
		- Co-ordinate with Tender peoples and all other managers.
		- Weekly and monthly meeting with managers/Site Incharges/Suppliers.
		- Meeting with suppliers for material and price finalization.
		- Material preparation and BOQ from Dwgs.
		- Co-ordinate with Fabrication shop peoples and managers.
		- Handling M/s. Gharbia Building Materials, M/s. Dhofar Readymix, M/s. Gulf Services,

M/s. Aluminum Services.

* + - M/s.Solid General Construction – Provision of Engineering Services, Installation, Construction of

 various types of Road Projects (Drainage – Water & Sewerage, Bridges, Tunnels and Culvers)

 and complete infrastructure works.

* + - * **Position: Purchase Officer**

\* Preparing and maintaining Purchase Order and comparison of all quotations.

**\*** Preparing Auditing Reports and Material Receipt Notes (MRN).

\* Handling phone calls, faxes, mails, incoming and outgoing correspondences with client and subcontractors.

\* Handling L/C documents (Letter of Credit) & Credit Applications.

\* Prepare database of suppliers/vendors, materials and request for quotation of materials using MS access application.

\* Processing, updating and monitoring of material requisition. Co-ordinating with central store and site warehouse for materials.

 \* Verification of all invoices containing manpower, equipment and subcontracting work containing quantities. Updating and recording in cost reports and progress reports.

 \* M/s. Alpha Oman LLC – Group of companies (1. Alpha Oman LLC-construction, **(ii)** Alpha Inspection & Engineering Services LLC-NDT div. **(iii)** Alpha Global General Trading **(iv)** Alpha Tour & Travels **(v)** Alpha Automobile **(vi)**Alpha World Electronics (AC Division) & **(vii)** Alpha Technical Institute)

* + - * **Position: Administrator (HR Dept.)**

\* Coordinating with Govt. relation dept. for employee’s ID, Passport, visa and legal papers.

\* Dealing with employee’s vacation, medical and personal leaves as per company rules.

 \* Prepare timecards for department staff prior submission to Accounting Department for payroll.

 **\*** Preparing and maintaining status, log of ID’s, Gate Pass for employees and suppliers, that will be used in project construction.

\* Co-ordinating with Safety dept. and client for Safety Induction Courses for all employees to be working for the Project.

* + - * **Position:**  **Planning Assistant**

 \* Scheduling fixing of weekly and monthly targets with client, daily progress monitoring, preparation of monthly invoices and planning documents.

 \* Maintaining confidential records including preparing various types of reports, recording and filing.

\* Assist the superior in the preparation of technical and commercial proposals to clients, which cover encoding, updating work force records (i.e. welders, riggers, operators and others).

 \* Supporting a team of Hydro test, pre-commissioning group involving punch list.

\* Preparing manpower & equipment reports, monitoring area wise and work wise man hours. Summarizing cumulative hours for client and planning purposes.

\* Preparations of material voucher and reconciliation status.

* + - * **Position: Document Controller (worked in Quality Control Department)**

\* QA/ QC activities updating and work reports for progress like welding reports and weld maps details, test package status and other details recording in progress.

\* Co-ordinating with the vendors for daily orders, NDT services, painting, insulation and other miscellaneous works.

**Work Experience in India**

* + - * **Position:** **Supervisor Production**

 \* Supervision of operators under data entry, editing and processing.

 \* Data Checking and web editing, SGML&HTML conversion proj. for data management.

* + - * **Position:** **Supervisor & Copy Editor**

\* Making shift schedules of operators and others and proof reading.

\* Data Conversion - SGML & HTML conversion (Encoding system).

* + - * **Position:** **Computer Operator / Account Assist.**

\* Preparation of overall weekly and monthly report and Salary preparation.

\* Organizing the business meetings with clients and monitoring the activities of marketing Executives.