**CURRICULAM VITAE**



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OBJECTIVE

Looking ahead always for an interesting and responsible position in the company utilize my skills and man management abilities, to provide room for grooming my individual skills and opportunity and to learn things related to my professional career.

TECHNICAL ENVIRONMENT

Operating System: Windows 8.

Languages: Basics

Packages: MS Office, Word & Excel.

WORK HISTORY

Working as Senior Purchaser in ABV ROCK GROUP CO LTD, Riyadh, KSA from Nov 15 to till date

Worked as Procurement Engineer in CCE (Contracting & Construction Enterprises) Riyadh, KSA from Oct 14 to Oct 15

Worked as Purchase Officer in Radic Construction (Al Rajhi For Development llc) Muscat, Oman, from Mar 2011 to Mar 2014

Worked as Purchase Executive in Al Shirawi Elec & Mech Engineering Co llc Dubai, from Jan 2009 to Dec 2010.

Worked as District In-charge (Associate Development-Channel Sales) in Overnite Express ltd Madurai, India from Dec2001 to Dec2008

WORK EXPERIENCE

Name of the concern ABV ROCK GROUP

Designation Senior Purchaser

Period of Employment Nov 2015 to Till Date

Current Project: MOI (KAP2-C2)-King Abdullah Bin Abdul-Aziz for Development of Security Facilities, Najran &Abha.

**Duties & Responsibilities**

Receiving requisitions from sites, departments, New builds projects, special Projects and acknowledging the receipt of requisitions.
Check requisitions are complete and forwarding them for approval/suitable supplier for quotations/tender and follow up for timely offer.
Coordinate and communicate with Operations department/Technical manager to clear technical queries.
Compare quotes with delivery time, quality, price, negotiating price, prepare quote comparison.
Get proper approval as per company procedures, create purchase order, confirm order with approved supplier and follow up for timely readiness.

Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.

Execution and monitoring of all regular purchasing duties.

Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.

Coordinate with suppliers to ensure on-time delivery.

Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.

Follow up with Finance department for payments.

WORK EXPERIENCE

Name of the concern CCE (Contracting & Construction Enterprises)

Designation Procurement Engineer

Period of Employment Oct 2014 to Oct 2015

SRO Project (Saudi Railway Organization) Metro division focusing in EMD (Electrical, Mechanical & Engineering department) Dammam.

CITC (Communication and Information Technology Commission, Riyadh).

ITCC (Information Technology and Communication Convention Hotel, Riyadh).

**Duties & Responsibilities**

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Follow up with Finance department for payments.

WORK EXPERIENCE

Name of the concern Radic Construction (Al Rajhi for Development llc)

Designation Purchase Officer

Period of Employment Mar 2011 to March 2014

Manage and direct the activities of Purchase Department within the stated policies and objectives of the Company.

Handled Al Bathinah Coastal Project 2200 Villas.
**Duties & Responsibilities**

Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.

Execution and monitoring of all regular purchasing duties.

Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.

Coordinate with suppliers to ensure on-time delivery.

Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.

Follow up with Finance department for Establishment of Letter of Credit.

Preparing comparison sheet of the quotation received reflecting the technical and commercial conditions and submitting these reports to the Managements approval and issuing a purchase order against the approved quotation

Discussing with the suppliers the technical specifications and finalizing the prices to meet the budgeting and cost control department.
Continuously seeks ways to improve the quality, price and delivery of products purchased.
Coordinate with vendor and end users for project site activities

ACEIVEMENTS

Supported estimation dept. by getting offers during bidding stage of project.

Achieved 100 % stock available at site on time.

Achieved 100% materials as per the standards of specification and cost effective.

Managed the purchase department in the absence of purchase manager.

EDUCATION PROFILE

Completed M.F.C(Master of Finance and Control) from M.K.U. College Madurai, TN, India.

Completed B. A(English Literature) from The American College affiliated to M.K.U Madurai, TN, India.

PERSONAL DETAILS

Gender Male

Date of Birth 11.01.1974

Languages Known English, Urdu, and Hindi & Tamil

Hobbies Reading Novels, Sports-Hockey and football.