**ATIF**

**ATIF.263577@2freemail.com**

**JOB OBJECTIVE**

Identifies and capitalizes on emerging business ventures to propel an organization to the top tier of its industry In quest of challenging assignments in **Commercial Operations** with a leading organization of repute in **Upstream & Downstream** **Oil & Gas Industry**

 **B.Sc. (Metallurgy & Materials Science of Engineering) and Certified Purchasing Professional (CPP) with 12**

 **years of Oil & Gas Off-Shore and On-Shore EPC Turnkey Projects experience casing as:**

**Suppliers Pre-qualification Vendor Management EPC Projects Procurement Contracts Management**

**Projects Expediting Materials Project Materials Management Inspection/Logistic Coordination**

**Store Running Team Management Supervising Capability**

Presently associated with **National Petroleum Construction Company, Abu Dhabi as ‘’Senior Procurement**

**Engineer’’**

**CORE COMPETENCIES:**

* Review, access and update suppliers pre-qualification. registration and pre-qualification requests, review of suppliers performance and on acceptance totaling in product groups/work groups
* Proficiency in managing development of global sourcing strategies, vendor sourcing and vendor development and analytical assessment, to strengthen effectiveness of organizational operations
* Expert in carrying out **Off-Shore and On-Shore** **Oil & Gas EPC Projects Procurement** **Management** and key activities involving Material Planning, Inquiry Issuance, bringing together with Technical Evaluation, detail Commercial Evaluation in lieu with budget availability, Effective Negotiations and Procurement of Projects involved materials from the Clients (Oil & Gas Sector) provided vendors list / various outside sources
* Proactive in managing all aspects of review of the commercial terms and conditions related to all contracts, tracking and reporting, expediting of contracts information for implemented contracts on time
* Expertise in Material Management (Off-Shore and On-Shore Oil & Gas Sector) activities involving projects proposal, material planning, techno-commercial negotiations, scheduling and procurement of packages, rotating equipment’s, piping, E&I supplies, structural and stock materials from various sources
* Adept at formulating and implementing the procurement strategy by developing / modifying strategy for purchase and establishing methods to achieve project targets and resource planning
* Close coordination with all discipline business units for achieving Company common goal of project execution in timely manner and with productivity in full compliance
* Post award activities like Expediting covering follow-up with vendors for engineering deliverables, timely deliveries, Inspection coordination, quality checks and accordingly ensuring timely payments
* Eliminating bottlenecks and reduction in lead time, implementing systems for enhancing operational efficiency
* An effective communicator with good problem solving, negotiation, analytical, decision making and interpersonal skills
* Precise virtuous associate for working **Join-Ventures EPC Off-Shore and On-Shore Oil & Gas Mega Projects**

**WORK EXPERIENCE**

**Since March-2010 National Petroleum Construction Company, Abu Dhabi as ‘’Senior Procurement Engineer’’**

**Role:**

* Looking after procurement of materials from best reliable sources/vendors from different geographical areas
* Reviewing purchase requisitions along with attachments on receipt from engineering department
* Responsible for issuance of inquiries to approved & appraised vendors though Material Management System (MMS) and on line E-Procurement system as per Company procurement procedure
* Preparing Bid Opening Forms in lieu with all quoted offers
* Assortment of offers for further technical evaluation by apprehension engineering discipline
* Devising technical clarifications from vendors to project team and expedite the replies from bidders; ensuring all bids are kept valid till its finalization & comply as per technical prerequisite
* Preparing bid tabulation & recommendation reviewed by the Senior Managers
* Ensuring to purchase of best material within the budget and meeting delivery requirements
* Drafting the:
* Letter of Intent for recommended vendors, if required
* Purchase orders preparation and recommendation to the approval management as per company procedure
* Letter of Credit (LC), if required & issue the amendments of PO as well as LC, where required
* Offering recommendation for obtaining approvals from **Client’s (ADNOC Group of Companies)** for the selected vendor
* Updating the status of prequalified vendors, inquiries for the supervision review & control
* Generating weekly & monthly procurement status reports
* Manner weekly, monthly and sporadically internal projects procurement meetings
* Verifying PO acknowledgment, Project Guarantee and Performance Bond
* Portion for the post award activates to expediting and inspection crews
* Forwarding Post Order documents to expediting, inspection and logistics Groups
* Providing material procurement input for incorporated control
* Finally Accountable for the internal audits of Vendors prequalification, inquiries, acquiring of quotations, technical clarifications, detailed commercial evaluations, negotiation, contracts and purchase order issuance
* Ensuring closing of purchase orders and final assessment of qualified vendors

**Highlights:**

Handled 5-6 major **EPC Oil & Gas projects for ADNOC group of companies in U.A.E.** (Average value more than 300 Million USD) and conducted several cost savings.

Challenging experience to work in **Oil & Gas EPC and Cost Plus Joint-Venture Projects (NPCC/TECHNIP Consortium)** Procurement Environment **and was Located at TECHNIP Abu Dhabi office for 4 years.**

Healthy experience in coordination between CLIENT and EPC Contractor

Widespread acquaintance about Commercial environs software’s used by large EPC Oil & Gas Enterprises.

**Refer Annexure for projects handled**

**Jan-2007 TO Feb-2010 DESCON Engineering Limited, Lahore, Pakistan as “Procurement Engineer”**

**Role:**

* Conducted general review of ITB’s for EPC Projects
* Reviewed data sheets / specifications; appraised approved vendors list and sourcing of them
* Managed submitted pre-qualification documents by the suppliers
* Offered recommendations to obtain approvals from Client’s (ADNOC Group of Companies)
* Reviewed Initially for quotations on commercial terms & conditions
* Transacted technical queries from vendors and made clarifications from different technical departments
* Created comparative statements (CS) for checking of viability on technical and commercial basis
* Recommendation of selected vendors on the basis of cost saving
* Produced weekly & monthly procurement status reports for Client’s review
* Ensuring to purchase of best material within the budget & meeting delivery requirements
* Handled Contracts (Commercial Terms & Conditions) agreements for the Purchase Orders
* Used SMART (System for Material Acquisition Retrieval and Transaction) for issuance of purchase orders
* Maintained buying operations of all-inclusive items, materials and products to support all tasks
* Liaising with expediting team for the post award activities
* Interfaced with inspection group for the FAT
* Coordinated with logistic team for the timely delivery

**Highlights:**

Handled 2-3 major **EPC Oil & Gas projects for ADNOC group of companies in U.A.E. (Average value more than 200 Million USD)** & transmit abundant EPC project procurement within budget, leads to price savings and timely delivery

Worked as acting Procurement Manager for the entire specific project

* **Refer Annexure for Projects Handled**

**Jan2004 TO Jan-2007 Technical Education & Vocational Training Authority (TEVTA) as “Contracts Administrator” (Government Sector)**

**Role:**

* Conducts, administers, updates, monitors and maintains all related matter to Contract Tendering and Procurement in accordance with approved procedures set by project teams.
* Administers Contractor’s specific pre-qualification in accordance with approved policy and procedures and maintains auditable records related to such prequalification.
* Reports to and receive operational directions from Project Contracts Manager and functional guidance from Project Control Manager.
* Prepares and maintains project Bidder’s lists, guarantees, supporting input is received from all contracts purposes.
* Compiles tender packages consisting of invitation for tender, **Contract** conditions, specifications and pricing schedule up to the level of the Tender Committee approval.
* Conducts Tender clarification meetings with Contractors to verify tender and ensures Contractors understand fully the scope of work outlined in tender.
* Documenting, reviewing, and finalizing contractual agreements, and payment applications.
* Negotiating and concluding the agreements and preparing contract complements and documenting the same.
* Prepares and issue Contracts such as Variations Order, Minor **Contract** Order, Short and Long term **Contract.**
* Contractor’s monthly progress for billing. Check Contractor’s invoice for the monthly progress payment and prepare request for payment.
* Maintains and review of each subcontract progress and provides to management for any financial, legal or technical difficulties and resolves problems if any. Prepare Change Order in coordination with other disciplines, amendments of contracts negotiated to subcontractors to obtain settlement.
* Prepare and issue certificates to Subcontractor for work completion and acceptance for the close out of Contracts. Worked for preparing contract close-out documents.
* Accomplished monthly reports, intern and final payment application.
* On close out Contracts, review and update Contractor’s performance in performance register.

**EDUCATION**

**2004** B.Sc. (Metallurgy & Materials Science of Engineering) from Institute of Chemical Engineering & Technology, Punjab University, Lahore

**1999** B.Sc. (Double Math-Physic) from Islamia University, Pakistan

**1996** F.Sc. from K.F.G. College, R.Y.K., Pakistan

**1993** Higher Secondary School from Govt. Pilot School, R.Y.K., Pakistan

**CERTIFICATION**

* **Certified Purchasing Professional (CPP) from American Purchasing Society**
* Certified Courses on AutoCAD

**TRAININGS**

* Effective Negotiation Skill
* Six Sigma (Statistical Management System)
* Productivity for National Competitiveness
* Trainings on in place Field Balancing & Condition Monitoring from CATKIN Engineering Sales &Services, Islamabad and VIBRO TECH, Lahore
* Physical Testing and chemical analysis training from Pakistan Standard & Quality Control Authority (PSQCA), Lahore
* Mechanical testing - Chemical Analysis &Quality Control (QC) Department at MILLAT TRACTOR, Lahore
* ISO 14000 (Environmental Management System) from ICET, Lahore
* ISO 9001-2000 (Quality Management System) from ICET, Lahore

**INTERNSHIPS**

* 5 weeks training on Quality Assurance & Quality Control (QA/QC) at DESCON Manufacturing Business Area (DMBA), Lahore, Pakistan in 2004
* 4 weeks university internship at Pakistan Steel, Karachi, Pakistan in 2003

**ACADEMIC PROJECT**

**Title:** Non-Destructive Testing

**Description:** Welded Joints Covering Visual Examination, Dye Penetration, Liquid Penetration, Radiographic Testing (RT), Quality Welding & Welding Defects

**Role:** Trainee Engineer for the complete NDT process

**IT SKILLS**

* Well versed with MS Office(Word, Excel & PowerPoint), AutoCAD and Internet Applications

**Skilled in for following Commercial Software:**

* EPC-Business (Used for online E-Procurement by TECHNIP)
* Smart Plant (Marian) Purchasing Module of TECHNIP
* Material Management System (MMS) of NPCC
* Online E-Procurement system of NPCC
* NEIL (NPCC Expediting, Inspection & Logistic) of NPCC
* SMART(System for Material Acquisition Retrieval and Transaction) of DESCON

**EXTRAMURAL ENGAGEMENTS**

* Achieved Merit scholarship in the 1st year of Engineering and Workers Welfare Board Scholarship
* Served as:
* Member of Inter University’s Hockey Team
* Captain of Punjab University Hockey Team
* Captain of ICET Hockey Team
* Vice Chairman of Department Sports Committee

**PERSONAL DETAILS**

Date of Birth: 17th October, 1977

Languages Known: English and Arabic (Basic)

Nationality: Pakistani

Marital Status: Married

Children: 3

**ANNEXURE**

**EPC Projects Handled during intact work experience covering all Commercial Accomplishments:**

Title: **OFF-SHORE ADMA-OPCO AGFA PROJECT -** A joint consortium of **NPCC-TECHNIP (NTC)** for complete epc OFF-SHOREoIL & gAS Project (Project Value USD Million 650)

Client: **ADMA-OPCO (ADNOC GROUP OF COMPANIES)**

Roll: **Sr. Procurement Engineer (Located at Project Operating Center, TECHNIP Office)**

Period: **Since 04, 2014 till date**

Major Actions:Currently managing/sole responsible for Bulk Buying for Piping (Approx. 10,000 MT), Structural Material (Approx. 8,000 MT), E&I materials, Piping valves and involved all cycle of pre award Activities up to Contract awards and acknowledgment of Purchase Orders/Work Orders.

Title: **OFF-SHORE & ON-SHORE UZ 750 EPC-1 PROJECT -** A joint consortium of **NPCC-TECHNIP (NTC)** for complete epc oIL & gAS Project (Project Value USD Million 850)

Client: **ZADCO (ADNOC GROUP OF COMPANIES)**

Roll: **Sr. Procurement Engineer (Located at Project Operating Center, TECHNIP Office)**

Period: **Since 01, 2013 to 04, 2014**

Major Actions:Handled Purchasing for Piping material and Complete Project Major Structural Material (Approx. 20,000 MT) for four new green Ireland covered in the scope of project. Involved all cycle of pre award activities till Purchase Orders issuance and expediting of ordered materials.

Title: **Off-Shore & On-Shore SATAH Full Field Development Project**

A joint Consortium of **NPCC-TECHNIP (NTC)** for complete epc Project (Project Value USD

 Million 650)

Client: **ZADCO (ADNOC GROUP OF COMPANIES)**

Roll: **Sr. Procurement Engineer (Located at Project Operating Center, TECHNIP office)**

Period: **From 10, 2011 to 12, 2012**

Major Actions:Covered Purchasing for Structural Material, Instrumentation & Piping Valves, all types of Piping and Instrumentation packages. Involved all cycle of pre award activities till Contract awards and budgeting till major saving in buying process.

Title: **ZCSC DEMOTHBALLING Off Shore Project, UAE** (Project Value USD Million 350)

Client: **ADMA-OPCO (ADNOC GROUP OF COMPANIES)**

Roll: **Project Expediting Engineer**

Period: **From 03, 2011 to 09, 2011**

Major Actions:Covered Post Award activities for Mechanical Packages and Instrumentation covering Documents receiving, approval of documents by discipline departments, coordination of inspection meetings, conducting of FAT and delivery handling till release of payments.

Title: **ADCO Qusahwira on-shore Full Field Development 1.8 MMBOPD ON Shore Project, UAE**

(Project Value USD Million 560)

Client:  **ADCO (ADNOC GROUP OF COMPANIES)**

Roll: **Procurement Engineer**

Period: **From 01, 2011 to 03, 2011**

Major Actions:Handled Piping materials Inquiry Issuance till commercial bid tabulation for CS/LTCS Seamless, Welded, SS/SDSS and Alloy Pipes.

Title: **OFF-SHORE PROCESS PLATEFORM ADMA-OPCO Integrated Gas Development project, (IGD-HAP)** Project Value USD Million 400)

Client: **ADMA-OPCO (ADNOC GROUP OF COMPANIES)**

Roll: **Procurement Engineer**

Period: **From 03, 2010 to 12, 2010**

Major Actions:Accountable for Vendor management, Prequalification of new bidders, Procurement of major packages, Material Management, E&I materials, Piping, Valves and Purchase Orders issuance.

Title: **off-shore plateform, Enhancement of ESD System**

Client: **ADCO (ADNOC GROUP OF COMPANIES)**

Roll: **Procurement Engineer**

Title: **Fertil / UDP /C02** (Project Value USD Million 220)

Client: **Ruwais Fertilizer Industry (ADNOC GROUP OF COMPANIES)**

Roll: **Procurement Engineer**

Title: **340 MTPD Engro C02 Recovery Unit** (Project Value USD Million 45)

Client: **Engro Chemical Pakistan Limited, Pakistan**

Roll: **Procurement Manager**

Title: **400MW Power Plant UCCH-II** (Project Value USD Million 100)

Client: **UCCH Power Plant, Pakistan**

Role: **Procurement Engineer**

Title: **MaTERIAL TESTING LAB** A joint consortium of **PAKISTAN-CHINA GOvt.** for completion of Materials Testing Lab Facility to Industrial Sector in Pakistan

Client: **PKAISTAN-CHIENES GOVERNMENT**

Role: **Contracts Administrator**

Period: **From 01, 2007 to 01, 2007**

**Worked For Successful EPC Projects Procurement Proposals:**

Worked for the following award winning successful project award EPC Oil&Gas and Process Industry Proposals,

* SATAH Full Field Development **OFF SHORE & ON SHORE Project for ZADCO, UAE**
* Fertil UREA Debottlenecking for **RUWAIS FERTILIZER INDUSTRY, UAE**
* Upgrade of Wellhead Control and Safety System for Thamama ‘C’ OGD-0 & OGD-1 GAS Producers Project for **ADCO, UAE**
* 340 MTPD Engro C02 Recovery Unit for **ENGRO FERTILIZER INDUSTRY, PAKISTAN**
* UCCH Power Plant, Pakistan, 400MW Power Plant **UCCH-II, Pakistan**