**Nauman** **Nauman.285103@2freemail.com**

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**Career Objective**:

Looking for a position as a MEP Senior Store Keeper / procurement in an organization that offers professional growth and development

**Professional Summary:**

A results driven, hardworking and capable procurement Officer / MEP Senior Store Controller with a track record of significantly reducing costs and also improving a company’s processes and corporate purchasing programs. Having a proven ability to ensure that a company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers. Always delivering results against strategic objectives, whilst working within the organizations core values and beliefs.

Now looking for a challenging position, one that will make best use of existing abilities and knowledge and also further my career and professional development.

**Summary of Skills:**

* Comprehensive knowledge of engineering theories, techniques, concepts, and standards
* Familiar with procurement rules and regulations, engineering industry codes and regulatory guidelines
* Possess excellent knowledge of material verification, development of required materials, and testing of raw materials.
* Excellent communication, negotiation, convincing, and management skills.
* Skilled in handling tasks in team and dynamic environment.
* **Work Experience:**
* Organization: **AL JABER GROUP LGT ALEC ALEMCO ELECTRO MECHANICAL COMPANY**
Project: - **BVLGARI RESORTS & VILLAS**
* Client: - **(WSP)**
* Designation: **MEP** **Warehouse CONTROLLER / MANAGER**
Duration: **4 Years**
* Responsibilities (Selective): -

To supervise, control and coordinate activities of the stores in accordance with ALEC policies and procedures, including ALEC CRM/H&S,
Ensure all store’s staff understand their authority level and responsibilities,
To plan the layout of the storage areas considering the duration of the project, stock levels at different times of the project, product sizes, product weights and potential hazards,
To advise the stores team on care and preservation of products, process for handling equipment, practice for storing and maintaining stock,
To resolve any issues with storage, issues of products, storage/maintenance of tools,
To review all purchase requisitions and check available stock within the company,
To track all required materials from; purchase requisition to LPO to delivery to issue to site, and report to project management,
To check that all materials are delivered as per PR’s/LPO’s, and sort out any problems with wrongly delivered materials,
To co-ordinate between different stores, and procurement, on available stock to ensure ALEC is utilizing stock accordingly,
To raise purchase requisitions, for materials/tools when they are to the minimum/required, and obtain necessary approvals,
To maintain the store’s inventory system, ensuring records are accurate and up to date,
Maintain a traceable document control/filing system
Ensure all documents are received by required departments, including accounts
To schedule and report special and periodic stock counts,
To trace the history of items to determine the reason for discrepancies between inventory records and actual stock,
Communicate regularly with project management providing them information on at least; materials received and issued, issues with deliveries, space constraints, etc,
Ensure the stores team gets necessary training,
To audit the stores processes and make/suggest improvements where necessary

Organization: **Emirates Technical & Thermal Systems (MEP) Main Contracting Company.**
Project: - **411 Residential Villa’s Baniyas Project**

Client: - (Arif Bintook)

Designation: **Procurement / Warehouse In charge**
Duration: 2 Years

Responsibilities (Selective): -

* Responsible for defining scope of the project, estimating budget, estimating raw materials, and planning project schedule
* Handle the tasks of supporting senior procurement engineer in design build project procurement
* Assigned responsibilities of preparing procurement documents, contract amendments, and supply change management
* Perform the tasks of reviewing of technical documents and procedures to identify the required raw materials
* Responsible for negotiating pricing, handling terms and agreement of material warranty, and discount with vendors
* Handle the tasks of developing key strategy for procurement that meets the procurement compliance standard.
* As assigned by Head of Department and Project Procurement Leader.

Organization: **Emirates Technical & Thermal Systems (MEP) Main Contracting Company.**
Project: - **Saadiyat Beach Island Developments and Construction of 354 Beach Villas.**

Client: - **Tourism Development & Investment Company (TDIC)**

Designation: **Procurement Engineer / Warehouse In charge**
Duration: 3 Years

Responsibilities (Selective): -

* As assigned by Head of Department and Project Procurement Manager.

Organization: **Danway Industries an Emirates Holding Group ABU DHABI (UAE)**Project: - **Saadiyat Beach Island Developments and Construction of 354 Beach Villas.**

Client: - **Tourism Development & Investment Company (TDIC)**

Designation: **Assistant** **Procurement Engineer**
Duration: **(Duration of this project)**

Responsibilities (As Assigned by Procurement Manager): -

* Invite quotations from suppliers for approved items as per the specifications provided by users according to concerned budgets head, prepare comparative analysis chart, negotiate and make recommendations to the Purchase Manager.
* Coordinate for delivery of items to the users and ensure meeting deadlines of delivery.
* Conducted production planning and budgeting for all for Any City-area construction projects, projects averaging $6-8 million.
* Working in ERP SYSTEM CITRIX GREAT PLAN.
* Maintaining close relationship with the purchasing and housekeeping managers understanding their needs and developing products and services to suit them.
* Provided assistance to project staff at the Division’s other locations in the areas material sourcing, technical support and vendor relations.
* Maintain complete updated purchasing records/data and pricing in the system.
* Others as per assigned by Senior Procurement Engineer.

**Primary Functions of the Job: -**

* Verification and Checking authenticity of Material Requisition;
* Sending MR for issue of Purchase Requisition from Store Dept.;
* Compliance of LPO with PR and MR;
* Updating the log books of MR,PR & LPO of purchase dept.;
* Updating the LPO in Great Plan Software (GP) and in Excel as well;
* Follow up whether Material is received as per Schedule on LPO;
* Follow up of Invoice for material received;
* Checking and comparing the Invoices with GRN (Good Received Note) with LPO as well.
* Completing and forwarding purchase relevant documents to accounts for posting and payment.

**Major Responsibilities: -**

* To maintain a comprehensive Official record
* To help out the Admin Officer in arranging monthly Internal meetings
* To prepare Monthly Progress Report
* Day to day purchasing in accordance to Rules set by OMG.
* Physical verification of official company assets.

**Educational Background: -**

Bachelor’s in General Arts from University of Punjab, Lahore Pakistan.