**Career Objective:**



A skilled, experienced and **Certified Professional** **Procurement** with expertise in competitive technical knowledge in Infrastructure, Civil & MEP works. Looking for challenging position to utilize my strengths and abilities in mentioned field.

Specialties:EPC/Turnkey Projects/ High Rises Building/Infrastructure

**Professional Strengths:**

* More than twelve years of work experience in the construction field out of which last six years in U.A.E. projects
* Experience in Infrastructure, Residential, Commercial & Hospitality and High Rise Free Construction Projects
* Regulatory compliance & Hardworking.
* Vendor qualification and Quality assurance
* Excellent communication and interpersonal skills

**Project Milestone:**

* RTA – Access to Bluewaters Island(HLG) Dubai.(Currently working on)
* National Bank of Abu Dhabi (HLG) Abu Dhabi. (High Rise)
* ADNOC Headquarters (HLG) Abu Dhabi.
* Zayed National Museum, Saadiyat Island, (HLG)Abu Dhabi, UAE
* Executive Towers at Business Bay (Habtoor) Dubai, UAE.(High Rise)
* Al Habtoor Business Tower (Habtoor) Dubai, UAE. (High Rise)
* Dubai Pearl, Internet City, Dubai UAE. (High Rise)
* Paris-Sorbonne University (Habtoor) Abu Dhabi
* Dusit Hotel, Residential and Commercial Complex (Habtoor) Abu Dhabi. (High Rise)
* Capital Gate, (HLG) Abu Dhabi. (High Rise)
* Mohali Hills Project-The View, (1B+G+M+10F)x6 Buildings – Panjab, India.
* Koldam Hydro-Electrical Project – Himachal, India

**Professional Experience:**  Over 14 years

Sr. Procurement Officer

**HLG Contracting LLC**  March 2014 to Present

**Responsibility**

* Cross checking the quantity based on BOQ.
* Sending RFQ (Request for Quotation) to supplier and subcontractor.
* Preparing Bid Comparison.
* Negotiating with Supplier regarding price, payment terms, availability and date of delivery.
* Preparing Purchase Order (LPO) for Project Items (Civil, MEP& Consumable materials )
* Sending RFP, Helping Estimation Team to get the Price/Proposal for MEP materials.
* Enquiring and receiving material submittals and samples from the supplier for ongoing projects.
* Liaise with suppliers and project manager to communicate expected delivery schedule.
* Follow up delivery on site
* Preparing Supplier’s Feedback Report.
* Vendor development, Prequalification, Evaluation, maintaining/updating vendor data base
* Monitoring of Material Tracking Schedule.
* Liaise with Finance department and suppliers to ensure payment issues do not affect deliveries.
* Coordination with Commercial & Quality team on Site.





**UrbaCon Trading & Contracting, LLC** December 2012 to Feb 2014

Projects:

1. UrbaCon Trading & Contracting LLC/Khayyat Contracting & Trading Co.**(UCC/KCT)**

Procurement Department Head Office

**Responsibility**

* ERP Implementation Procurement/Site warehouse module
* International Materials encoding
* Coordination with ERP developer team & procurement team for error rectification.
* Sending RFQ (Request for Quotation) to supplier and subcontractor.
* Preparing Bid Comparison, Negotiating with supplier regarding price, payment terms, availability and date of delivery.
* Preparing Purchase Order (LPO) for Project Items (Civil, MEP& Consumable materials )
* Liaise with suppliers and project manager to communicate expected delivery schedule.
* Preparing Supplier’s Feedback Report.
* Vendor development, Prequalification, Evaluation, maintaining/updating vendor data base
* Monitoring of Material Tracking Schedule.
* Liaise with Finance department and suppliers to ensure payment issues do not affect deliveries.
* Training of new staff (Procurement & Warehouse) on ERP

Procurement Officer

**Habtoor Leighton Group**  August 2008 to December 2012

**Responsibility**

* Cross checking the quantity based on BOQ.
* Sending RFQ (Request for Quotation) to supplier and subcontractor.
* Preparing Bid Comparison.
* Negotiating with Supplier regarding price, payment terms, availability and date of delivery.
* Preparing Purchase Order (LPO) for Project Items (Civil, MEP& Consumable materials )
* Sending RFP, Helping Estimation Team to get the Price/Proposal for MEP materials.
* Enquiring and receiving material submittals and samples from the supplier for ongoing projects.
* Liaise with suppliers and project manager to communicate expected delivery schedule.
* Follow up delivery on site
* Preparing Supplier’s Feedback Report.
* Vendor development, Prequalification, Evaluation, maintaining/updating vendor data base
* Monitoring of Material Tracking Schedule.
* Liaise with Finance department and suppliers to ensure payment issues do not affect deliveries.
* Coordination with Commercial & Quality team on Site.
* Training for new staff

Sr. Procurement Officer

**Leighton Contractors (India) Pvt. Ltd** Nov 2007 – Aug 2008









**CPP**

Mohali Hills Project (Emaar-MGF)

Sec105, Mohali, Pb. India.

**Responsibility**

* Cross checking the quantity based on BOQ
* Sending RFQ (Request for Quotation) to supplier and subcontractor, Preparing Bid Comparison.
* Negotiating with Supplier regarding price, payment terms, availability and date of delivery
* Preparing Purchase Order (PO) for Project & Plant items (Civil, Scaffolding, Spare Parts & Consumable materials )
* Preparing Supplier’s Feedback Report
* Monitoring of Material Tracking Schedule
* Procurement of CAPEX. Comparison for Hire & Buy decision.
* Vendor development, Prequalification, Evaluation, maintaining/updating vendor data base
* Inventory Control, Inventory Report & dead stock control.

Procurement Officer

**Italian-Thai Development Public Co., Ltd**  April 2004 – October 2007

KOLDAM Hydro-Electric Power Project (NTPC)

Distt. Mandi, HP India.

**Responsibility**

* Cross checking the quantity based on BOQ
* Sending RFQ (Request For Quotation) to supplier and subcontractor
* Preparing Bid Comparison
* Negotiating with Supplier regarding price, payment terms, availability and date of delivery
* Preparing Purchase Order (LPO) for Project Items (Civil, MEP & Consumable materials )
* Preparing Supplier’s Feedback Report
* Monitoring of Material Tracking Schedule
* Inventory Control, inventory reports, monthly, Quarterly& Yearly.
* Fast moving & nonmoving material report.
* Procurement of small hand tool, machine & equipment
* Vendor development, Prequalification, Evaluation, maintaining/updating vendor data base.

Service Adviser/Storekeeper

**Shivansh Motors Pvt. Ltd.**  April 2002 – April 2004

HYUNDAI Showroom & Service Station

Distt. Mandi, HP India.

**Responsibility**

* Listen the Problem of Customer, Diagnose it accordingly and assign mechanic to rectify the problems.
* Review the spare parts & Consumable requested by mechanic and get Approval from the Service Manager.
* Issue spare parts & consumables from store & maintain the inventory for it.
* Prepare the Purchase Order for spare Parts to HMI, get approval from GM, and send to HMI
* Identifies the consumable send RFQ to Local Supplier, get Quotation, Negotiate with Supplier regarding price, payment terms, availability and date of delivery
* Preparing LPO to appropriate Supplier
* Monitoring of Material Tracking Schedule
* Inventory Control, inventory reports, monthly, Quarterly & Yearly.
* Fast moving & nonmoving material report.
* Procurement of small hand tool, machine & equipment
* Vendor development, Prequalification, Evaluation, maintaining/updating vendor data base

**Qualification:**

**Academic:**

* **Matriculation.**

HPSEB Dharamshala, India.

**Technical:**

* **3 Years Diploma in Mechanical Engineering**.

HP Technical Education Board Dharamshala, Himachal Pradesh, India

**Additional:**

* **Certified Purchasing Professional (CPP)**

American Purchasing Society (APS) (USA)

**CPPM**

**CIPC**





* **Certified Purchasing Professional Manager(CPPM)**

American Purchasing Society (APS) (USA)

* **Certified International Purchasing Consultant (CIPC)**

International Purchasing & Supply Chain Management Institute (IPSCMI) (USA)

**Training:**

* One month Industrial Training at BBMB Workshop (HEM) Sunder Nager. Distt. Mandi (H.P.)
* One month Industrial Training at HIM TEKNO FORGE (Gear Division) Baddi Distt. Solan (H.P.)

**Computer Skills**:

* Precise working Knowledge of windows 98SE, Windows me, WindowsXP, VISTA, Windows7.
* Microsoft Office 2000, XP, 2003 & 2007, 2010. (MS Excel, Word, Power Point & Outlook).
* Internet and other related packages.
* Warehouse Inventory System, Chilly’s Inventory (Italian-Thai Development PCL).
* Auto Deal (Hyundai Module).
* Cheops Accounting System (Leighton).
* ERP (HEE, HLG)
* Coins 1C1S (HLG)
* Microsoft Dynamics NAV(UCC)
* Microsoft Dynamics AX(KCT)

Personal Data:

Dare of Birth : 06 April 1979

Nationality : Indian

VISA : UAE Work Visa valid up to 10 April 2018

Language Proficiency :

Read/Write/Speak : English, & Hindi.

I hereby certify that all the details given above are true to the best of my knowledge and belief.

Date : 04-01-2017

Place : Dubai, UAE