SAM

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###  Professional Qualification & Credentials:

Graduation (BA Economics) from MG University, Kerala India Post-Graduation (MA Economics) from University of Kerala, India

###  Years of Experience 15 + Years

 **Profile**

* A self-motivated result-oriented professional having more than **15 years of** experience in **Procurement and Logistics of Project materials**, related to Oil & Gas Industry and Building Construction Jobs.
* Excellent analytical, critical thinking and strategic skills.
* Skills for identifying, negotiating and developing cost-effective vendors for procuring equipment and raw materials
* Significant expertise in Procurement, Logistics of Materials and coordination with Suppliers and vendors for expedition of purchased materials from both in land and overseas.
* Well versed in using ERP applications in connection with Procurement, Materials Management and Inventory.
* Demonstrate communication and relationship management skills with the ability to lead and work in cross-functional teams.
* Demonstrate excellent organizational, analytical and technical skills
* Self-motivated Team Leader, good team player, like to take up challenges as a team and as an individual.
* Well versed with UAE local market for purchase of all types of Building Materials, Oil and Gas Construction items including Civil, Electrical, Mechanical and HSE items.

**PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS**

### Currently working with M/s. Pureworld Middle East. (EPC Contractor – Oil & Gas) Abu Dhabi since June 2012.

**Position: Sr. Procurement Officer**

**1 Current Project**

Currently handling a Project for GASCO at Taweela, Interconnection of ADWEC CRS to DEL at Taweela.

**ROLES & RESPONSIBILITIES**

* Supervision, Co-ordination and Procurement of complete materials required for the

project as per the Approved Vendor list and Construction requirements.

* Execute the Procurement activities as per the approved Quality system requirements of Company ad Client.
* Source and procure Materials as per the Specification Provided.
* Procurement of all MEP and Structural materials related to the Project as per the MTO
* Analyze different offers from different approved suppliers who meet the contract requirements.
* Negotiate contracts with supplier(s) who meet company’s requirements to secure Lowest Total Cost Ownership, i.e Best Payment Term, Best Prices, Best Delivery time, storage, handling, transportation, freight charges, etc.
* Finalization of procurement activities & Order Processing.
* Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.
* Continuously monitoring, evaluating and improving supplier performance.
* Sourcing the most affordable materials for the company’s manufacturing process.
* Controlling the purchasing budget.
* Monitoring delivery times to ensure they are on time.
* Ensuring the adequate supply of all required materials, components and equipment.
* Managing the procurement supplier relationships for the company.
* Helping to source alternative items for buyers and customers.
* Delegating projects and tasks to junior staff.
* Working to create and promote a safe working environment.

### Previous Projects:-

**Abu Dhabi Oil Refining Company (TAKREER) / GS Engineering & Construction**

Inter Refineries Pipelines II (IRP-II) Project - Subcontract for Structural, Mechanical and Piping works at Terminal A (Ruwais) & Terminal B (Musaffah).

* Source and procure Materials as per the Specification Provided.
* Finalization of procurement activities & Order Processing.
* Take all required actions to meet the delivery date, moreover to expedite and improve delivery.
* Evaluation and analysis of supplier performance and dispute resolution.
* In-depth market research locally and internationally to continuously source new and improved channels of procuring products and services.
* Prepare reports and inform Project Manager/ OM on procurement related activities
* Be proactive, identify and bring to the attention of the project team, any potential problems which could delay purchase of materials/ equipment and could have an adverse effect on Operations by non-placement of orders /contracts

### M/s. Galfar Engineering & Contracting C. WLL,

**Abu Dhabi, UAE. From February 1999 to May 2012. Job Title: Sr. Procurement Officer**

Worked as a Sr. Procurement officer with Galfar Engineering & Contracting Co. WLL Emirates, Abu Dhabi - UAE for projects with ADCO, GASCO and TAKREER (Oil/GAS companies). Company mainly involved in Civil, Mechanical, Electrical and Instrumentation activities which start from Engineering till Commissioning of the Project.

### Key functional area

* To perform and manage all activities involved in the purchase of materials from local/overseas sources as per the Company procedures and methods.
* To identify correct sources for material procurement.
* Floating enquiries, Carrying out effective negotiation on prices, terms of payments and delivery on the basis of comparative statement.
* Effectively plan and monitor purchase in conformance to the specific project requirement within time, cost and quality.
* Continuously sourcing and prequalifying potential suppliers as well as developing and maintaining their databank.
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* Negotiate to establish the rate running contracts regarding bulk procurement.
* To maintain continuous business relationship with local and overseas suppliers.
* Monitoring of Budget provided for each Project related procurement.
* Scrutinize the Purchase requisitions received from various departments to confirm the required items and specifications are matching.
* Procurement of Mechanical, Civil and Electrical items from UAE & Overseas suppliers.
* Evaluation of Offers and bids to implement optimized procurement plan.
* Negotiate/Finalize the commercial terms with suppliers/vendors and sub-contractors for commodities and services.
* Decide the most cost effective mode of transportation.
* Release of purchase order to obtain suitable materials for projects.
* Co-ordinate with Project Managers/Construction Managers for proper delivery of materials.
* Update self and colleagues with changes in market developments and contribute to build a comprehensive vendor database.
* Development of new vendors / Sub contractors.
* Collecting / maintaining Product catalogues for departmental reference
* Assist in development of best practices approach to deliver efficient services at lowest cost.

***LOGISTICS / EXPEDITION***

* Co - ordination work for all incoming and outgoing shipments, including liaison work with the forwarder to ensure a smooth flow of materials.
* Organized the ordering and delivering of materials in a timely and competent manner to meet Project needs.
* Well versed with Air Freight and Sea Freight formalities, Customs clearance procedures and INCOTERMS.
* Manage logistics operations including all logistics assets in order to ensure timely and cost-effective delivery.
* Arranged necessary expediting, inspection and delivery to the site.
* Managed the process from identification of potential suppliers (foreign, local)/freight forwarders, request for quotations, negotiation, recommendation and final award of purchase orders of equipment, parts, consumables, and services.
* Finalized all commercial transactions with Finance/Accounts

### Projects handled for ADCO

* Bab Gas Compression Project at Habshan – Sub-Contract for Civil Works.
* Construction and Tie in of Gas injection and other miscellaneous Works for
* ADCO at Asab and Sahil.
* EPC of Multiphase flow meters at BCDS, RDS in Bab area, Habshan
* Construction Works for Tie in of Wash water wells at Habshan
* Installation of Well head facilities and flow lines for new Gas wells Bab 615.
* Construction Works for Converting Asab Zone ‘A’ Water Injection Pilot well Sb
* 249 to Water Alternate Gas Injection.
* Construction Works for Wash Water Header Replacement and Produced Water
* Re injection Pilot Project.

### GASCO Project

* Construction Works of Non Process Buildings at Asab - C o n s t r u c t i o n of 9 office building works including Civil, Electrical, HVAC and all related activities.

### Other Project

* Installation of MEG Skid - Contract No. MDE-06-016 (Margham Establishment (MDE) - Dubai.

### Camp Construction Activities

Also involved in Procurement of Camp Construction materials in remote areas for Workers and Staff (Camp capacity 500- 750 persons).

* Construction of Galfar Camp and industrial facilities at Habshan.
* Construction of Galfar Camp and industrial facilities at Ruwais.
* Construction of Galfar Camp at Hameem – Near Asab
* Procurement of Pre- fabricated Cabins, Air Conditioners, All Catering items like
* Kitchen and Laundry Equipment’s, Kitchen utensils, Firef ighting works, RO plant, Sewage Treatment plant etc.

### Vendor management

* Effective management of vendor database.
* Development of new vendors.
* Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
* Timely clearance of payments & handling vendor inquiries.
* Vendor evaluation as per Company Quality System requirements.

# Qualifications:

## Diploma in Computer Application

* Diploma in Accounting / Co-operation
* Attended workshops for Procurement Strategies conducted by various agencies.
* Computer Proficiency: Well versed in MS Work, Excel, Power Point and MS Access.
* ERP Acquaintance - Worked with Oracle based ERP system in regards to Procurement and Inventory.