Dear Sir/ Mam,

With this letter and the enclosed RESUME, I would like to express my sincere interest in the Procurement Officer: Purchaser/ Buyer/ Expeditor position.

As a skilled and successful Procurement Executive; Purchaser; Expeditor with 8 years of experience in the field of Oil & Gas, construction and manufacturing & production, I possess the knowledge and experience that will allow me to make an immediate and positive impact on your company.

The following achievements demonstrate my qualification in brief:

* Spearheading comprehensive procurement activities - including supplier selection, negotiation, cost reporting and estimating including complete commercial evaluation.
* Coordinating with both internal and external customers to ensure appropriate product selection.

My proven dedication to optimizing purchasing success will contribute immensely to the success of your company.

I look forward to speaking with you soon; you can reach me for an interview on details mentioned.

**RESUME**

**ZOAIB**

[**ZOAIB.355100@2freemail.com**](mailto:ZOAIB.355100@2freemail.com)

**CV Title: Procurement Executive; Supply Chain; Purchaser; Expeditor**

Enthusiastic and results-focused professional inspired by challenges and driven by targets, experienced in product and service businesses of global ventures in Oil& Gas & Construction Industry, presenting proven expertise in end-to-end procurement/ sourcing for business delivery.

**Areas of Expertise**

|  |  |  |
| --- | --- | --- |
| * Procurement | * Supplier Negotiations | * Expediting |
| * Purchasing; Buying | * Spare Parts Coordination | * Inventory Management |

**Credentials**

**PG; MBA**: CMJ University, India. 2011.

**Graduation; BCA**: CCS University. India. 2009.

**Intermediate**: CBSE Delhi, India. 2006.

**Matriculation**: CBSE Delhi, India. 2004.

**Professional Synopsis**

* + Knowledge and experience in Oil & Gas and Civil projects upstream & downstream business. Support delivery of contracted business.
  + Proficient in setting & administering procurement, Spare Parts managementprocurement/ Sourcing of material& services,Inventory Management andexpediting supplies delivery on time.
  + Decisive leader and top performing team player with strong analytical, communication, interpersonal and problem solving skills; and ability to deliver results within targets and deadlines.

**Summary of Work Experience**

**SNC-Lavalin (Oil & Gas); kentz engineers & constructors.**

**Project 3:** West Qurna-1. Initial Oil Train Project. Basra, Iraq. Nov 2015 - Present

**Client:** ExxonMobil Iraq Ltd.**Country:** Abu Dhabi, UAE.

**Job Title:** Procurement Executive/ Spare Parts Coordinator.

**Project 2**: UZ750 ZADCO - Accommodation & Utility Project. Sep 2014 -Oct 2015

**Client:** ZADCO.**Country:** Abu Dhabi, UAE.

**Designation:** Buyer; Procurement Executive.

**Project 1**: EPC Project (Sidra Medical & Research Center). Jan 2011 - Aug 2014

**Client:** Qatar Petroleum, Qatar Foundation. **Country:** Doha, Qatar.

**Designation:** Buyer/Material Inspections.

**Job Role:**

* + Mainly looking after Procurement of Materials in Electrical, Mechanical & Instrumentation discipline, Spare Parts and Services for Oil & Gas, Drilling; Offshore projects.
  + Check all tenders and purchase orders documents, specifications for materials, equipment, spare parts and technical services and consultancy agreements.
  + Enforced purchasing policies; finalized the buying deal in coordination with the top management and sealed the purchase as per the state law and the firm regulations.
  + Receive; distribute all quotations, communications to/from vendors and relevant stakeholders.
  + Coordinate evaluation with Engineering, prepare commercial bid clarifications, chair meetings, review bids, conduct negotiations and administer the award of contracts and contract amendments.
  + Prepare formal Purchase Order Documents and amendments for approved changes.
  + Pre-qualify vendors/bidders, prepare & obtain approval of Lists of Vendors by package.
  + Follow up on orders & reply to queries of suppliers, vendors and end-users, and provide customer service support.
  + Management of the PO and materials tracking report for spare parts per the CONTRACTOR’S reporting processes together with interface into COMPANY issued reporting tool (SPIDDC) and Supervise freight forwarder activities for spare parts POs’.
  + Compile & implement Expediting and Material Control Procedures/Plans, developed corporate and project specific procedures and often provide the material and expediting sections for project PEP (Project Execution Plan) Documents.
  + Monitor the performance of vendors on a regular basis. Follow-up with vendor for timely delivery of materials and services. Evaluate their invoices with contract prices and give go-ahead to finance for payment.
  + Procure all required spare units, complete assemblies, special tools, and spare parts as identified, approved, and authorized by Client.
  + Present the report of products with best prices to management.

Velour Manufacturing Company, India. Nov. 2008 to Dec. 2010

**Designation:** Assistant Buyer/Inventory Control.

**Job Role:**

* Lead inventory control responsibility for manufacturing facility, warehouse, and assistant buyer.
* Study purchase records and inventory levels of current stock to develop strategic purchasing programs.
* Assisted in weekly, monthly, and annual inventories and participated in the allocation of arriving product as well as preparation and forecasting for upcoming orders.
* Processes/enters customer quotations and converts them into sales orders.
* Accountable for all purchase order receipts, PO and invoice reconciliation, three-way matching, the daily receipt of product into system inventory, as well as setup and maintenance for current and new suppliers in database.
* Daily accounts payable reconciliation, total, summary, and scan of all PO invoices posted in the system to the corporate shared services office, and then reported totals to the Purchaser/ Buyer or Manager.
* Managed the shipping and receiving process, as well as guest and group billing for packages and pallets, recording and reporting associated revenue.

**Key Skills**

* + Possess basic knowledge in fields of procurement, sourcing, production and material management, Spare Parts Management.
  + Strong analytical, evaluation and interpretation skills.
  + Ability to manage multiple tasks simultaneously.
  + Contractor or Vendor Data Management.Database Management in MS Access.

**Personal Particulars**

|  |  |
| --- | --- |
| Date of Birth | : 1st May 1986 |
|  |  |
| Nationality | : Indian |
| Visa Status | : UAE(Residence visa) |
| Languages Known | : English, Hindi, Urdu |
| Gender | : Male |
| Marital Status | : Married |
| Dependents | : Two |