

**Mr. NOMAN**

(MBA- Supply Chain and logistic)

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# OBJECTIVE

# Seeking a suitable challenging position in the field of Procurement and Purchasing, which gives scope for future growth and learning opportunities, Benefits mutually I and the organization with my Purchasing ability and supervision expertise in Construction, FMCG or any industry.

# PROFESSIONAL EXPERIENCE

**Company** : **Emirates Refining Company – IFFCO GROUP**

Sharjah, UAE

**Period** : July 2016 to Present

**Designation** : Warehouse In-charge Cum Purchase Administrator

**Job Description**

* Process, package and ship orders accurately, organize stocks and maintain inventory
* Inspect products for defects and damages, examine ingoing and outgoing shipments Organize warehouse space
* Receive, unload and place incoming inventory items appropriately and check, verify and fill customer invoices
* Abide by all company safety and hygiene regulations and Keep warehouse clean
* Contribute ideas on ways to improve or optimize warehousing procedures.
* Study BOQ and extract that items need to obtain sub-contractors/suppliers prices and send request for quotations.
* Coordinate with sub-contractors/suppliers, assist and discrepancies of the request for quotation and acquire a good subcontract price offer.
* Conducts supplier analysis, evaluates potential suppliers, and manages the overall supplier qualification process, develops and create sourcing plans, requests for proposal, and other.
* Purchase Order Management, Inventory Control, Material Management, Procurement, Vendor Development, ERP (Focus V7) and Price Negotiations with Suppliers.
* Managed capital purchases, handled direct vendor relations and maintained equipment tracking records.
* Routine purchase order review and follow-up, and expediting of orders
* Maintain supplier price lists • Review and resolve supplier invoice discrepancies
* Communicate professionally and courteously directly with suppliers in relation to order processing as required to resolve issues and receive order acknowledgements
* Review inventories and order as required, Review deliveries against the orders and Track the status of any orders.
* Deal with non-supplied, under orders, over orders and damaged goods.
* Ensure that any invoices are sent to accounts for payment.
* Manage any procurement activities including RFX’s.

**Posses 5 Months of work experience.**

**Company** : **ABER AL-JABALAIN CONST. EST.**

**HAIL, SAUDI ARABIA**

**Period** : AUG 2015 to Dec 2015

**Designation** : Site Engineer

**Major Projects** : **1) *SAUDI ELECTRICITY COMPANY K.S.A HAIL Sub-Station project***

**Job Description**

* Assist in preparing Tender Documents, Specification, Tender Procedures and Drawings
* Preparation of Tender package for inviting quotation for material supply and Sub
* Contractual Works, Comparison of Quotation, Local cost survey
* Coordinating with the implementation of projects, ensuring that the performance is in accordance with their respective scope of services and conditions of contract.
* Checked shop drawings related to structural activities and concrete mix designs
* Maintaining daily site report and labor record to review the output at a regular interval of time.
* Coordinating aspects of projects submittal and deliverables, reviews and approvals against contract requirements.
* Ensuring that work is being done as per project specifications.
* Solving the site issues. Co-ordinate Architects and MEP Engineers etc.
* Managing the machineries like mobile cranes, boom trucks, trailers etc. to take the maximum output out of them.

**Posses 3 years of work experience.**

**Company** : **AL-HABEEB CONSTRUCTION**

**Hyderabad, India.**

**Period** : July 2012 to December 2014

**Designation** : Civil Site Engineer

**Major Projects** : **1) Residential buildings** (Area: 125500 Sq. G + 6 Floors, regular

In geometry, Cost of project 29.5 Cr.) Hyderabad.

**2) Commercial building** (Area: 165000 Sq. G + 4 Floors with 3

Basements, regular in geometry, Cost of project 38crores)

**Job Description**

* Responsible for managing all site activities.
* Preparation and review technical documents and reports.
* Providing any reports update to the project’s design managers and project managers including clients when needed.
* Coordinating with the implementation of projects, ensuring that the performance is in accordance with their respective scope of services and conditions of contract.
* Coordinating aspects of projects submittal and deliverables, reviews and approvals against contract requirements.
* Ensuring the relevant QA procedures are followed without exceptions
* Managing work force of about 200 workers and assigning suitable works to them.
* Ensuring that work is being done as per project specifications.
* Supervising shuttering, steel fixing and concrete pouring for foundation.
* Solving the site issues.
* Liaising with Local Authorities, Contractors and Concerned Departments.
* Managing the machineries like mobile cranes, boom trucks, trailers etc. to take the maximum output out of them.
* Maintaining proper documentation of Site Works
* Cash Flow: Preparation of the cash flow management sheet **in** accordance with a project program planning schedule and operating line item activities of the project.
* Maintaining daily site report and manpower record to review the output at a regular interval of time.
* Checked shop drawings related to structural activities and concrete mix designs
* Attended site meetings for quality of structural work in progress
* Co-ordinate Architects and MEP Engineers etc.

# ACADEMIC QUALIFICATIONS

* MBA In **Purchase and Logistic** From Ascent Institute Of Management and Science, Aurangabad, India In 2017
* Bachelor of Technology in **Civil Engineering** from Jawaharlal Nehru Technological University, A.P, India in 2013

# TECHNICAL SKILLS

* Oracle
* SAP's ERP systems.
* Primavera P6
* AutoCAD
* Microsoft Office

# KEY STRENGTHS AND SKILLS

* Professional experience in infrastructure and civil engineering works.
* Fluent command in English Language.
* Quick learner of modern technologies and good team player with leadership skills.
* Able to work on own initiative or as part of a team and can deal with administrative duties competently.

# PERSONAL DETAILS

**Marital Status : Unmarried**

**DOB : April 5, 1991**

**Nationality : Indian**

**Language Known : English, Urdu, Hindi, Marathi**

**Availability : 1 Month**

I hereby declare that the aforementioned information is true to the best of my knowledge

**Place:**

**Date:**

**Thanking you,**

**NOMAN**