**SAEED**

PROCUREMENT ENGINEER

Around 3 Years Experience in Procurement

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UAE Visit Visa

**Seeking challenging assignments in the field of Procurement Operations to leverage experience and expertise with an organization of repute**

**Career Summary**

Versatile, goals-drivenprofessional offering **3+years** of multifaceted experiencein the Manufacturing industrycredited with devising and executing highly effective business strategies across functions like **Procurement Operations/Application of Valves/Pipes/Steels, Sourcing, Software Application, Supplier / Vendor Development and Relationship Management;** ensuring maximum growth and profitability within the defined guidelines.

**Competency Matrix**

* Procurement Operations
* Techno-Commercial Operations
* Project Management
* Supplier / Vendor Development
* Key Account Management
* Material Management
* Instrumentation Engineering
* Quality Management/Control
* Business Development
* Executive Leadership
* Good Negotiation Ability
* Field instruments

**Educational Credentials**

**BE (Instrumentation and Control Engineering)** from St.joseph’s college of engineeringin 2013**with 72.3%**

**Work Experience**

**L&T VALVES PVT.LTD,TAMILNADU-INDIA (July 2014– Dec 2016)**

**CENTRAL PROCUREMENT DEPARTMENT**

**Assistant Engineer in Procurement**

**Key Accountabilities:**

* Analysis of engineering specifications from the consultant.
* Implement sourcing strategies upon the receipt of an inquiry.
* Prepare & submit material submittals for consultants/clients approval.
* Verify shop drawings based on tender drawings.
* Instrumental in receiving and evaluating the supplier quotations against the project requirements such as capacity, quantities, specification, deviations, etc.
* Responsible for making comparative analysis of technical and commercial aspects with the given details which includes Drawings + specification +Bill of Quantitiesand etc.
* Finalising the contract documents with the vendor as per the project requirements.
* Submitting cost variation report to management.
* Prepare the budget and cost control report for the management.
* Maintain the risk factor records and advise the action according to the risk .
* Issuing Purchase order using the SAP MM, TALLY 9.
* Reviewing comparison report and getting approaval from the senior manager.
* Submitting the variations as per the contractual obligations with proper documents such as invoices and LPOs etc.
* Maintaining records/database of various categories of approved suppliers.
* Maintained the records by working in MM module in SAP, relating to the materials management, by supplier and by department / discipline, purchase orders and goods requisitions and the Stock take records.
* Purchase related all responsibility - New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.
* Material Management. Planning for daily consumables material for next one month. Billing status. Making the comparative statement.
* Ensure the quality & quantity of material purchase at site.
* Creating different reports as required by Management.
* Negotiating with the vendors for Rate, Delivery and Payment Terms.
* Budgeting, Monthly Budget is prepared as per the requirement of Project (At Site).
* Coordinate the document controls of technical submittals, drawings, etc with the Project Team and to ensure that the QA/QC validation has been done, to ensure their issue, amendments and recall of controlled documents.
* Cary out inspection and checking for all quality related procedures in the site and ensures activity at the site are as per approved method statement and inspection test plan.

**Projects Handled:**

* SUPPLY OF VALVES,PIPES,STEELS TO CONSTRUCTION OF POWER PLANT (CLIENT-SAUDI ARAMCO).
* SUPPLY OF VALVES,PIPES,STEELS TO CONSTRUCTION OF POWER PLANT (CLIENT-ALOTHMAN).
* MARINE PROJECTS FOR IBR(Indian Boiler Regulations)

**TREND INSTRUMENTATION AND AUTOMATION PVT.LTD, TAMILNADU-INDIA (Aug’13- June’14)**

**Design& Procurement& documentation Control Engineer**

**Key Accountabilities:**

* Analysis of engineering specifications from the consultant.
* Prepare & submit material submittals for consultants/clients approval.
* Instrumental in receiving and evaluating the supplier quotations against the project requirements such as capacity, quantities, specification, deviations, etc.
* Responsible for making comparative analysis of technical and commercial aspects with the given details which includes Drawings + specification +Bill of Quantities.
* Preparation and estimating the contract document and prepare the contract BOQ.
* Prepare the budget and cost control report for the management.
* Field instruments selection
* Preparation of Hook up diagram for field instruments
* Preparation of process interconnection diagram
* Control valve selection/sizing
* Preparation of instrumentation index and Preparation i/o list
* Datasheet specification

**Projects Handled:**

* Supply of Field Instruments to BGR ENERGY LTD, TAMILNADU-INDIA.
* Supply of Field instruments to Power Plants.

**professional skills**

* Versatile user of computer for the making of purchase ordering using SAP MM, TALLY 9, MS EXCEL and to the documentation of work using all MS office tools.
* Special proficiency in two major sections Tendering and Procurement engineering.
* Expertise in formulating sourcing strategies, vendor identification and development, procurement and analytical assessment for various materials.
* A strategic planner with expertise in implementing cost saving measures to achieve reduction in terms of raw material, procurement costs, and logistics cost.
* Skilled in selecting and negotiating with vendors on the basis of quality, timely supply and credit terms etc.
* Dynamic, global leader with a record of achieving results individually and through others.
* Strategic visionary with strong negotiation skills, analytical ability, good judgment and strong operational focus.
* Ability to work cross functionally with peers and other business leaders and manage multiple projects or deals and build consensus.
* Good knowledge of various design codes such as, ASME 16.34, ASTM.

**Certifications / Trainings**

* SAP MM(MATERIAL MANAGEMENT)
* TALLY 9
* MS OFFICE TOOLS
* BASICS OF AUTOCAD 2D & 3D

**Personal Details**

Date of Birth: 31st May, 1992

Language Known: English, Tamil