

**ASAD**

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**SUMMARY** Dedicated Procurement Engineer with 7 years of experience determining technical procurementrequirements implementing process and programs and performing evaluations to ensure compliance with technical specifications and code requirements. Strong analytical skills with a working knowledge of Inventory Purchasing and Accounts Payable modules. Talented project manager able to leverage commodities suppliers and market alignments to meet key business objectives.

**Areas of Expertise**

Change management

Troubleshooting

Contracts / negotiation

Engineering drawings

Performance testing

Vendor qualification

Regulatory compliance

Labor projections

Material properties

Design reviews

**EXPERIENCE**

**2017-05 - Present**: **Procurement Engineer**

*Blue Haven Swimming Pools Installation LLC*

* Prepare plan, schedule, process and procedure to purchase spare parts, tools, materials, equipment, and services as appropriate and in a timely and cost-effective manner to ensure safe and reliable operation and maintenance of the nuclear power plant.
* Understand the specifications and scope of work, and ensure all Quality Assurance, HSE, Engineering, and end-user requirements are included
* Review technical specification for the purchasing materials, equipment and services
* Interface with Engineering and QA as necessary to resolve issues
* Prepare accurate tender documents and ensure adherence to tender process
* Assess bids ensuring that they are allowable under policies and allocated budgets
* Review competitive bids, quotes, and proposals by evaluating proposals, reviewing with requesters and subject matter experts and analyzing any grounds for rejection
* Verify Technical Evaluation ensuring participation by QA and Engineering, and prepare the Commercial Evaluation
* Meet and negotiate and/or clarify terms with suppliers as requested by the management
* Prepare recommendation for award, with thorough justification to support decision as per the DOA, and ensuring that all required information is available
* Prepare and issue the final agreement for signature,
* Evaluate and monitor contract performance to ensure compliance with contracted obligations
* Clarify contract requirements and assist in conflict resolution
* Create and track Purchase Orders using the Quick Book system to ensure that items are delivered promptly and correctly
* Administer the necessary information needed for the agreements alongside with the User Department
* Expedite manufacturing progress to ensure delivery of materials, equipment and service with required quality and within
* Serve on the Emergency Procurement Duty Roster

**2015-11 – 2017-05**: **Maintenance In charge/ Procurement Officer**

*Advance Facility Management LLC*

* Responsible for making sure to cover all main services with AMC and monitor the validity of the AMC.
* Responsible for managing and supervising the daily activities of the technical team.
* Responsible for responding to all reactive maintenance within the specified service level agreement and operational polices.
* Responsible for carry out all mechanical engineering works of the project by working with the team project, consultants and contractors for the timely delivery of services.
* Responsible for Evaluating and comment on new proposed fit –out requirements from client’s sub-contractors to ensure they meet the existing building infrastructure design guidelines/ mechanical design and coordinate are corrective action.
* Responsible for conducting mechanical maintenance works to ensure quality mechanical service is offered during project development and maintain the same throughout.
* Responsible for processing purchase requisitions / orders within purchasing authority.
* Responsible for preparing and maintain purchasing records, reports and price lists.
* Responsible for administering contract performance, including delivery, receipt, warranty, damages and insurance.
* Responsible for developing and maintain constructive and cooperative working relationships with colleagues and management.
* Responsible for working with senior managers to assist with improvements and streamlining of processes to reduce costs.
* Responsible for processing Sub-Contract and Purchase orders.
* Responsible for analyzing price proposals, financial reports, and other information to determine reasonable prices.
* Responsible for meeting with staff and vendors to discuss defective or unacceptable goods or services and determine corrective action.
* Responsible of accomplishes purchasing and organization mission by completing related results as needed.
* Responsible for maintaining and review records of items bought, costs, deliveries, product performance, and inventories
* Responsible for working out agreements with suppliers, such as when products will be delivered.
* Responsible for controlling purchasing department budgets.
* Responsible for making bill of quantities.
* Reporting to procurement manager to the daily basis.
* Responsible for determining quantity & timing of the delivery materials.
* Responsible for submitting all kind of MEP quotation work records to facilities manager.
* Responsible for submitting all reactive, preventive work records to facilities manager.
* Responsible for making snags for new projects.
* Responsible for visiting new projects site and collecting all assets details to submit business department for tenders.
* Responsible for preparing work permit for all kind of MEP site work.
* Responsible for conducting site visits along with service provider to ensure all notable issued are attended and observed.
* Responsible for the day to day facilities and maintenance operations of M&E systems in the building.
* Responsible for conduction periodic inspections for all M&E systems.
* Responsible for developing and maintaining good relationship with contractors and vendors for all aspects of utilities and building management.

**2012-09 - 2015-08: Service Advisor**

*SUZUKI RAIWAIND MOTORS*

* Responsible for Orders and follows up parts orders with Parts Department.
* Responsible for inspecting & test drives vehicle on which repairs are performed.
* Responsible for Providing the servicing technician with an accurate description of the reasons for returning the vehicle to them & assist / guide him to solve the problem.
* Responsible for ensuring that proper maintenance is carried out on equipment, assigned to his group.
* Responsible for Collecting all related documents and perform condition survey and snagging of the building.
* Reporting to the service Engineer and workshop manager.
* Responsible for approving the ordering of necessary goods and services.
* Responsible for assisting in all Admin Activities like attendance, attendance update in software.
* Responsible for providing daily workflow reporting and actionable items to Team.
* Responsible for managing purchase requisitions and orders.
* Responsible for preparing purchase orders and subcontracts.
* Responsible for managing existing vendor and supplier relationships.
* Responsible for responding to internal and external supplier inquiries.
* Responsible for contacts vendors regarding receipt of purchase orders and on the delivery of goods and services. Follows up as required on delays, order changes, damaged goods received or other related issues.

**KEY ROLE AREAS**

**Materials Management:** Procurement of all kinds of Material (Civil, Mechanical & Electrical).

**In Civil**:Procurement of Interlocks, cements, curbstones, Shuttering Ply Wood, Grouting Material, Sand,Aggregate, Cement, Anchor Bolt, TMT Bar, MS Bar, Nails Binding Wire, water proofing compound, Antifungal Paint & Bricks, Coping Stone, Cement, Gunite, Concrete.

**In Mechanical**:All types of Fittings (Elbow, Coupling, Valve, Flanges,) Pipe, AHU, FAHU, FCU, Air Curtains,Booster Pumps etc.

**In Electrical**:All types of Electrical and consumables material of Project.

**Stock Verification, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility**:New Vendor Development, Price Negotiation with vendor, PO releases, Material Delivery andPayment etc.

**Budgeting**:Monthly Budget is prepared as per the requirement of Project (At Site), Supply Chain.

Warehouse: Responsible for entire warehouse & secondary manpower.

**Supply Chain**: Handing independently entire supply chain process inbound & outbound.

**EDUCATION**

**2012-06 2014-07: PRESTON UNIVERSITY, KOHAT**

Complete my bachelor of Mechanical Technology in 2014 from Preston University, Kohat, PK (**Degree Attested with UAE Embassy**)

**2008-01 2011-07: Government Collage of technology Railway Road Lahore**

Complete my Diploma in Associate Engineering of Auto & Diesel (**Diploma Attested with** **UAE Embassy**)

**LANGUAGES.**

English (British).

**SKILLS**

Communication.

Active listening and learning.

Reading comprehension.

Coordination.

Judgment and decision making.

Organization.

Time management.

Procurement of Material.

Documentation.

MS Office (Word, PowerPoint, Excel, Access, Project, and Outlook).

Advanced Internet skills.