

**CURRICULUM VITAE**

JAMES

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SUMMARY

ACCOMPLISHED PROFESSIONAL - Constriction Project Like - Shopping Complex, Multy Stage Buildings, Factory’s, Sub Stations, Water Treatments Stations, Villas, etc., Strong track record of 26+ Years of extraordinary performance with professional excellence in spearheading functions across, Project Procurement and Project Control at managerial level with top of the line MEP Action-oriented with strong ability to communicate effectively in the Constriction segment. Adept at working in high pressure environments with strict deadlines and multiple deliverables. Ability to work independently with minimal supervision and attain the project goals.

HIGHLIGHTS

Expertise in project procurement ( MEP)

Familiarity with design/review of Electrical

Ability to interpret technical specifications

Demonstrated organizational/planning skills

Communication skills

National & International Procurement Experience

Advanced software application knowledge

Quality Material management (QC) ARAMCO / SWCC / NWC approved

EXPERIENCE

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Oct- 2016 Procurement Manager, Electromechanical Works Co. Ltd.-Riyadh Metro Project to till Date Line 3 / Saudi Arabia

Responsible for

* Preparation and submission of technical and commercial offer for projects.
* Negotiating with Suppliers and closing the deal.
* Preparation of project budget and Material loges
* Procure materials for the job.
* Breakdown the work into various packages.
* Identify and appoint subcontractors for carrying out the package work.
* Monitor work progress and identify constraints in carrying out the work.
* Follow-up with the client for timely release/approval of monthly invoices.
* Lead the project to its completion and carry out the closing out of the site.

2012 to Sr. Procurement & project coordinator - AL Amana Contracting Co., Riyadh,

2015 Saudi Arabia ( LULU & Al Mari Projects )

Responsible for

* Preparation and review of Technical and Commercial offer for MEP projects.
* Preparation and review of cost sheet and components like Direct cost, Indirect cost, Mobilization/De-mobilization cost, tools and equipment cost, temporary site facilities cost, other overheads etc.
* Identify the items to be procured and the vendors for the same.
* Preparation and review of RFQ documents and participating in technical discussions with vendors/suppliers.
* Carrying out technical evaluation of vendors and their offers.
* Recommending the vendors and subcontractors to the company management.
* Releasing the PO for the vendors and subcontractors
* Assisting the cost control and finance team in developing project budget, cash flow and execution plan.
* Carry out project control and reporting for the successful completion of the project.

2009to Sr. Procurement Engineer, Saudi Service works company , Saline Water

2012 Conversion Corporation (SWCC) PS 3 Station -Riyadh, Saudi Arabia

Responsibilities:

* Responsible for the construction of the project: Independent Water and Power Project 256 km pipeline, Overheard Line and 3 Substation, 3 Pumping Station from Razes war to Riyadh city in the KSA.
* Preparation of work execution plan for Mechanical and Electrical PS 3 Station  Delegating the work to the discipline engineers.
* Identifying vendors for procuring project related materials.
* Carrying out procurement functions for the project.
* Mobilizing manpower and equipment/tools for the installation jobs.

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* Monitoring the progress and submitting daily progress reports to the client.
* Identifying the constraints and take steps to overcome them.
* Prepare and submit monthly progress reports and progress invoice.

Procurement Engineer ( MV & LV CABLE FACTORY )

AL FANAR ELECTRICAL COMPANY .Riyadh KSA

Responsible for

* The basic design, quantity estimation and pricing of various grassroots project.
* Preparing the initial plan for executing the work.
* Assist in mobilization.
* Progress monitoring and reporting.

AL HARBI COMPANY LTD - RIYADH

VERIOUS GOVERNMENT PROJECTS

Responsible for

* Exploring the market for new projects, interacting with prospective clients, estimating, tendering, post award planning, mobilizing, procuring materials for supply, coordinating site execution, preparing monthly quantities, invoices etc. for Electrical and Mechanical works.

AL SADAN GROUP OF COMPANYS /4 Shopping Mall Projects

Responsibilities were.

* Preparation of cost estimates and procure MEP Materials involving design, manufacture, supply, erection, testing and commissioning of electrical panels like PCC, MCC, Feeder Pillars, and Distribution Boards etc.
* Additional responsibilities were to re-organize the production process to the Project

AL ZAMIL COMPANY CONSTRACTION DIVICION – 100 VILLA PROJECT EXIT 28 KURIS ROAD. Responsibilities included

* Carrying out detailed engineering from preliminary bid drawings, preparation of bill of quantities, cost estimation for supply items and resources, visiting sites, attending pre-bid meetings, preparing and submitting bids, giving technical clarifications etc. for large turn-key villa projects.
* Assisting in preparation of project schedules, identifying vendors for procurement of materials, preparation of cost comparisons and tracking of work progress.

PROJECT COORDINATOR. AL RAJHI COMPANY CONSTRACTION DIVICION ARUBA-PLAZA COMMERCIAL BUILDING /Olay a Street near Kingdom Tower

Responsible for

* Project planning, estimation of manpower and resources for the execution of project, preparation of delivery schedules for supply material, managing day-to-day site activities, analyzing the constraints in execution of various activities, appraising the client's engineers of daily progress through daily review meetings, cost control, liaison with statutory authorities for permissions and approvals, preparation of monthly invoices and carrying out material reconciliation.

TAPS (Tarpaper atomic power station, Extension project , Bombay Maharashtra India)

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Malayalamanorama Newspaper factory, (Kottayam Dist., Kerala –INDIA)

Ahmadabad Poly yarn Factory , (Gujarat – INDIA

EDUCATION

1983 Electrical Engineering, Sree Narayana Engineering College, Bangalore, India 3Year Diploma

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| **PASSPORT DETAILS** |  |  |  |
|  |  |  |  |
| Date of Expiry | ; | 27/08/2018 |  |
| Place of Issue | : | Dubai (UAE) |  |
| Sponsor | ; | e Visa |  |
|  |  |  |  |
| Valued Saudi Driving | License available. |  |

DECLARATION

I hereby inform that all the information and particulars are furnished by me are true to best of my knowledge and will be liable for action if found incorrect.

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