**PROCUREMENT ENGINEER**

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**Appreciation Certificate**

SadaraProject

(Al-Suwaikat)

Award&Honour

**PROCUREMENT ENGINEER**

**Al-Suwaikat Support Service Co. Construction Div. /2016-2018**

* Performed all complex and diverse procurement tasks related to material and equipment purchase both locally & internationally.
* Assessed and reviewed technical specification, BOQ (Bill of quantity) and drawings to identify suitable vendors and suppliers.
* Analyzed vendor and suppliers quotations to determine best price and delivery date.
* Generated and forwarded Request for Quotation (RFQ) to qualified vendors as per company approved vendor list.
* Examined the quotations of identified technical and commercial specifications received from the vendors & suppliers.
* Drafted and issued purchase order in accordance with selected supplier price and technical specifications.
* Drafted comparative analyses documents related to specifications, price, delivery conditions, and mode of transportation.
* Liaised with project quality department and end user and promoted work efficiency and teamwork. Oversaw all the invoices & delivery notes from site & vendors against P.O’s.
* Crafted the MDR (Material Discrepancy Report) and forwarded them to Vendors, in order to resolve the discrepancies.

**SR. MATERIAL CONTROLLER**

**Saudi Arabian Kentz Co. /Client: Saudi Aramco. – Scada Saoo Project / 2015-2016**

* Attained test results from quality inspector and received approvals by QA/QC. Managed inventory and conducted material location survey.
* Collected and unpack shipments and verified contents against purchase orders and invoices, as well as prepared receiving reports on all merchandise.
* Scripted overage shortage & damage discrepancy report and inform to procurement and vendor team. Analyzed priorities and assigned duties to other personnel, in order to meet those priorities.
* Participated in the weekly meetings with PMT management to represent the material delivery pending & rejecting material report. Performed all activities like FMR, MRR, and OS&D done at PAMMS software.

EXPERIENCE

A results-driven and resourceful **Engineering**, **Maintenance**, and **Management** professional with experience in planning, developing, and implementing solutions that facilitate growth. With almost 8 years of extensive experience, possess the ability to successfully analyze an organization's support requirements, identify deficiencies or opportunities, and develop effective solutions for increasing reliability and productivity. Reputation for consistently meeting the most challenging organizational goals and objectives with unequalled success. Mature and stable with the ability to excel during any challenges. Confident and focused with a commitment to success. Dedicated to maintain a reputation built on quality, service, and uncompromising ethics. Persistent problem solver who thrives on challenges, remains focused under pressure and has successfully managed millions in assets to achieve corporate objectives. Accustomed to a fast pace, multiple projects, understands competing agendas, and meets deadlines.

PROFESSIONAL PROFILE



Attention to Detail

Project Planning

Improving Efficiency

Risk Assessment

Resource Management

Leadership/Teamwork

Safety Compliance

Quality Assurance

Competitive Intelligence

Management Proficiency

Record Maintenance

Technical Competency

Inventory Control

Record Management

Quality Control

Requirement Analysis

Cross-functional Operations

Material Procurement

Relationship Management

ZULQAR

SKILLS

**PROCUREMENT ENGINEER**

* Generated weekly procurement tracking report, and forwarded it to project manager before submitting to PMT (Aramco).
* Conducted monthly performance reviews and ensured the fulfilment of sourcing requirements.
* Completed inspection visits in collaboration with Kentz Quality & PMT Quality.
* Maintained stock records and filing, as well as piloted a numerous house hold duties including storage responsibilities and understanding of the establishment ‘storage plans.
* Direct the process of material receiving and processing and troubleshoot issues regarding supply of electrical, instrument, civil materials.

**PROCUREMENT ENGINEER**

**Tekfen Construction & Installation Co. /Client: Foster Wheeler / 2013-2014**

* Attended the conferences with engineers, suppliers, purchasers and inspectors to facilitate material inspection, substitution, standardization, and economical procurement of parts and equipment.
* Generated project specific approved vendor list for approval from client.
* Led the price and commercial negotiation to optimize the purchases within the budgeted amount.
* Leveraged strong knowledge about piping material, electrical instrumental material, and steel structure material for proficiently accomplishing tasks.
* Crafted MDR material discrepancy report in case of any damages shortage or overage materials.
* Negotiated with suppliers for material quality & necessary MTC’s documents for inspection purpose.
* Received material with purchase order, delivery note and material quality certificate.
* Recorded all material data in Oracle software, also forwarded the controlled copies of latest approved documents to the relevant staff and suppliers.
* Issued Purchase Orders (PO), in accordance with the selected vendors, price, and technical specifications.

**PROCUREMENT SUPERVISOR**

**Al Qahtani Fisk Co. Ltd. / 2008-2012**

* Directed all activities involved in the purchase of materials from local/overseas sources as per the Company procedures and method.
* Planned and monitored purchase in conformance to the specific project requirement within time, cost, and quality. Executed the successful utilization of SAP for all procurement related activity.
* Reviewed quotations after preparing the RFQs and sending to vendors & suppliers for Quotation, as well as steered the price Comparison according to vendor quotations.
* Oversaw all activities form receipt of PR and indents till the issuance of delivery note and adjustment of funds according to procurement procedures and policies.
* Successfully managed the complete process from issue of purchase order, delivery of material and acceptance of material, to release of payment to suppliers.
* Tracked the status of requisitions, contracts, and orders & report to top management.
* Calculated the costs of orders, and forwarded invoices to appropriate accounts.

EXPERIENCE *continued*

* English (Written & Verbal)
* Urdu (Verbal)
* Hindi (Verbal)
* Arabic (Verbal)
* Microsoft Word
* Microsoft Excel
* Microsoft Dos
* Oracle
* PaMMS
* SAP

LANGUAGES

D.A.E Electronics Engineering

Government College of Technology

Sialkot, Pakistan

2003 – 2006

ISO 9001:2008 CERTIFICATE

TUV Nord / Saudi Arabia

Diploma in Computer Software’s

Future Technology

TECHNICAL SKILLS

EDUCATION & CREDENTIALS

ZULQAR

