**Jamil**

**Email:** [**jamil.388331@2freemail.com**](mailto:jamil.388331@2freemail.com)



#### Experience Highlights

#### Total 23 Years’ Experience in Construction & piping, gas Field & Dubai metro project, Expo link 2020

#### 13 years in Gulf and 11 years in India

* Having Good Knowledge in Electrical, Instrument, Piping, gas, Civil & Mechanical Materials.
* 4 Years’ Experience in Refinery / gas plant construction Projects at Uzbekistan & Doha Qatar.
* 8 Year Experience in High Rise Building Construction & Road projects at, Dubai & Doha Qatar
* 10 Years’ Experience in India with Industrial Construction & Transmission Line Projects.

**Technical Qualification:**

* **I.T.I.(Diploma in Computer Engineering Software & Hard Ware from India Govt. – India**
* **D.C.A. (Diploma in Computer, Application, from Nice Institute from, Jaipur–India**

**EDUCATIONAL QUALIFICATION**

**Bachelor of Commerce (B.com)**

* **Rajasthan University, Jaipur – India**

Government of India

Graduation: 1996

Note: All Degrees and Certificates are attested from Higher Education Commission and UAE Embassy &India

## CAREER EXPERIENCE

1. Name of Company : **Expolink 2020 Dubai Metro project**

: Sponsor by: Dulsco Engineering & properties, LLC, Dubai

Position : Store supervisor

Duration : August 06, 2017 to till now………………

1. Name of Company : **Daewoo Engineering Co. Ltd.**

Project : New Orbital Highway& Truck Route Contract-4 Doha Qatar

Position : Material Controller/ Heavy Equipment Staff

Duration : Sept 22, 2016 to 16 Jan. 2017 (Shutdown project

1. Name of Company : **Samsung Engineering Co. Ltd.**

Project : UZ-Cor Piping/ GAS Project, Uzbekistan.

Position : Material Controller/ Procurement officer

Duration : July 26, 2014 to June 30, 2015

2. Name of Company : **HYUNDAI Engineering Company Ltd.**

Project : Qatar National Museum Project, Doha Qatar

Position :General Affairs / Procurement officer

Duration : 28th Jan. 2013 to 27 Jan. 2014

3. Name of Company : **AL Hamed Development & Construction, Abu Dhabi**

Project : American embassy Building & tower Projects, UAE.

Position : Material Supervisor/Purchaser/ Site Admin

Duration : 19th July 2004 to 10th August 2010

4. Name of Company : **Hina Industries-Pvt. Ltd. Delhi - India**

Project : Manufacturing / maintenance electronic items.

Position : Material Controller/Purchaser

Duration : July 2000 to July 2004

5. Name of Company : **Guni Technocrats & Construction, New Delhi–India**

Project : Gurgaon, Haryana Project

Position : Material Supervisor/ Local Purchaser

Duration : Jan.1997 to Dec.2000

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6. Name of Company : **Nice Software Pvt Ltd. Jaipur – India**

Project : Data Entry Project in all India id card

Position : Computer Operator

Duration : Feb 1991 to Nov 1996

## Key Result Area

**Procurement:** Directing development and implementation of key procurement plans for products and ensuring

that plans are aligned with all contractual & statutory requirements. Meeting material requirements

by designing, implementing and monitoring effective procurement schedules.

**Materials Management:** Ascertaining requirements of material for development activities & interfacing with

vendors for timely sourcing of quality material. Ensuring availability and delivery of right quality materials at the

right time, price and terms. Preparing Purchase Orders & ensuring that the proper data is captured in SAP.

**Inventory Management**: Handling the inventory function so as to curtail inventory holding expenses;

monitoring the Inventory by analyzing stock & min-max stock levels. Controlling excess stock, slow moving and

non-movable items and keeping a check on inventory.

**Vendor Development:** Identifying & developing long-term partnerships with vendors for cost effective

purchases of material. Managing day-to-day performance of vendors, conducting rejection analysis and

initiating corrective action at vendor’s end to ensure meeting of cost, delivery as well as quality norms.

**Logistics/Distribution Operations:** Managing logistics operations, entering rate contracts & finalizing

contracts for transportation; negotiating with Shipping, Airlines and Freight Forwarders for cost effective transport

solutions.

**Warehouse Management:** Handling Warehouse Activities like Receiving, Dispatch & Logistics

Arrangements, etc. Ensuring proper & safe storage of goods and effective management &utilization of space.

Strictly adhering to FIFO method and ensuring standardized levels of cleanliness, storage methods, etc.

**Manpower Management:** Creating and sustaining a dynamic environment that fosters development

opportunities and motivates high performance amongst team members.

**MAJOR RESPONSIBILITIES:**

**As a Materials Management**

* Material inspection
* Warehouse Operations & Inventory Management
* Count incoming stock and reconcile it with requisitions
* Verifies information on product location and quantity in the inventory system.
* Prepare delivery schedules
* Carry out stock control checks in accordance with materials control procedures
* Supervise the team in related daily operational warehouse activities -

**As a Inventory Management**

* Performs physical inventories and cycle counts.
* Maintain and update inventory records.
* Receiving/counting/verifying delivery of all raw materials
* Maintenance of stores as per location code and implement FIFO.
* Manage flow of inventory and match system to actual inventory.
* Updating and maintaining system records to ensure that these drive proper stocking levels and the most accurate item detail is retained
* All inventory received is to be receipted against purchase orders and goods receipts notes are completed in a timely manner.

**As a Procurement**

* Strong Domain experience in Procurement of Raw materials, consumable materials, Electrical and Electro-mechanical, and Spare material types.
* Preparation and processing of requisitions and purchase orders.
* Lead contract negotiations
* Checking confirmations of order, delivery note and invoice control
* Coordinating and following up of schedules, deadlines and delivery dates
* Resolving vendor grievances, and claims against suppliers
* Cost reduction through development of alternate and alternate materials.

**As a Warehouse Management**

* Maintain Minimum and Maximum Material Stock.
* Oversee shipping and receiving operations.
* Schedule the receiving and delivery of raw materials/finished products in a timely manner.
* Supervise and schedule warehouse and delivery staff to ensure safe and efficient operation of all warehouse functions
* Maintain a safe environment and the physical conditions of the warehouse.

**Personal Detail,**

* Marital Status : Married
* Nationality : Indian
* Language Known : English, Arabic, Urdu & Hindi ( Written & Spoken )