**POSITION: PROCUREMENT / PURCHASE OFFICER**



**LIYAKAT**

**Email:** [**liyakat.389980@2freemail.com**](mailto:liyakat.389980@2freemail.com)

**Nationality: Indian**

**Gender: Male**

**Religion: Islam**

**Marital Status: Married**

**DOB: 02-12-1979**

**Languages known:**

**-English**

**-Hindi - Marathi**

**Qualification: Bachelor of Science - chemistry.**

**-Marathi**

**CAREER OBJECTIVE:**

Seeking for a responsible career in Material Management & Purchasing field, where in I can utilize my enriched professional aspects of knowledge and skills for making a significant contribution to the success of an Organization.

**CAREER SUMMARY**

* Total 11 years of experience in Gulf as Purchaser.
* 4 years & 5 month experience in Qatar as a MEP procurement officer.
* 6 years & 5 month experience in Dubai as a purchaser and sales.

**CAREER EXPERIENCES:**

**Designation - MEP- Procurement Officer.**

**Duration - November 2013 to March 2018.**

**Company Details - Trinity Engineering Services WLL Doha-Qatar**

**Job Responsibilities:**

* Ensure competent quality execution of all regular purchasing duties

and administrative works.

* Coordinate with user departments and supplier in the purchasing

scope of work for projects assigned.

* Sending inquiries to the suppliers.
* Support relevant departments with quotation for the purpose of

tenders.

* Finalizing and Releasing LOI.
* Obtain quotations and negotiation with suppliers for final price,

delivery period/terms and payment terms.

* Responsible for the preparation and process purchase order and

document in accordance with company policies and procedures.

* Purchase and issue order in accordance to specification
* Monitor and co-ordinate deliveries of items between suppliers to

ensure that all items are delivered to site/store on time.

* Maintaining complete updated purchasing records/data and pricing in

the system.

* Prepare reports and summarize data including sales report and book

value.

* Execution and monitoring of all regular purchasing duties.
* Plan and Manage inventory levels of materials or product.
* Meeting new suppliers and collection of product details and enter into company database.
* Follow up with project store keepers for material receipt note and delivery note.

**Additional Responsibilities:**

* Preparation of Goods receive note after receipt of material at site.
* Arranging inspection of items by user Department.
* Preparation of report of rejected items which are binned separately.
* Preparation of Comparative statement.
* Preparation of Purchase order.
* Preparation of Material Requisition if required.

**Project worked under Trinity Engineering Services WLL.**

* Project Name: Abraj Quartier AQ3 & AQ4 , Pearl Qatar, M/C - Shapoorji Pallonji, Doha , Qatar
* Project Name: Our Own English High School, wakrah, Doha.M/C- Al Ibthihaj Eng. & Contracting.
* Project Name: West Minister School, wakrah, Doha. M/C- Al Ibthihaj Eng. & Contracting.
* Project Name: Marina Tower R15 residential tower,lusail Doha. M/C - ITCC
* Project Name: Shaza Hotel,Old salatha, Doha.M/C – Domopan.
* Project Name : Foxhills Residence D16, D19, D23 & N27, Lusail.M/C – Amar construction.
* Project Name: Dinning Hall,Al Khor Doha. M/C- Al Ibthihaj Eng. & Contracting.

**CAREER EXPERIENCES :**

**Designation - Purchase and Sales coordinator**

**Duration - 6 Years and 5 month ( September 2006 to feb 2013 )**

**Company Details - Trinity Mechanical Services L.L.C ( Hydraulic Division)**

**Job Responsibilities:**

* Receiving Job card.
* Preparing Delivery Note and Invoices for cash and credit customers.
* Preparing Quotation and finalizing Quotation.
* Preparing local purchaser order, Performa Invoices, port and custom paper.
* Clearing LPO from important customer like RTA, DM, DP WORLD, FAMCO, DUBAL etc.
* Purchase required material from different local vendor.
* Delivery of goods to respective customers.
* Follow up of pending payment from credit customer and maintaining clear record of cash and credit collection.
* Making petty cash voucher and handling cash.
* Handling phone and transportation if required.

**COMPUTER SKILLS:**

* Well experience in MS office ( EXCEL , WORD , POWERPOINT )
* Familiar with Internet and email.