**ISRAJ ANSARI**

**Email:** [**Israj-391604@2freemail.com**](mailto:Israj-391604@2freemail.com)

Position: Purchase Coordinator / Material Coordinator

Current Location: Dubai

Nationality: INDIAN

# OBJECTIVE

# To obtain the excellence profession, development and expansion in career, and to be  associated with apparent and successful company to seek a challenging position to expand my skills and quality of my profession to the fullest of my ability.

# WORK EXPERIENCE SUMMARY

I have Over 20+ years of professional experience in Material Department As a Material Coordinator/ Controller,Material Expediter,Purchase Coordinator.in the field of construction of power projects, Oil & Gas projects, Petrochemical and real state,at various locations in the Middle East.and india,Well familiar with the storage tanks & piping materials.Support our team to maintain a good working relationship with Client and associated personnel. Study all Materials Specifications and related information for proper completion of work.

# EDUCATION

* **Bachelor of Science**

University of Karim City College Jamshedpur, Bihar.

* **Indian School Certificate**

B.N. College Patna, Bihar.

* **Secondary School Certificate**

MG High School Siwan, Bihar.

# WORK EXPERIENCE

* **Company : Sigma Construcation Co. Pvt. Ltd.**

**Department : Purchas Department**

**Project : I.P.C.L. Gujrat**

Position **:** Purchase Coordinator

Location **:** Gujrat India

Duration **:** Nov.2017 – Dec.2018.

* **Company : Saad Al Essa Trading & Contracting Co**.

**Project**  **: Procurement Division**

Clint  **:** Saudi Aramco

Position **:** Purchase Coordinator

Location **:** Abqaiq KSA

Duration **:** March 13th 2015-August 24-2017

* **Company : Chicago Bridge &Iron Company**

**Project : IGD JV Petrofac GS Train-IV Project**

Client **:** Gasco

Position **:** Sr.Material Co-Ordinator**/ Expediter** **:**

Location : Abu Dhabi Ruwais,UAE

**Duration :** Sep. 2012 – March 2013.

* **Company : CBI Eastern Anstalt**

**Project : IGD Tankage Train-IV Project**

Client **:** Gasco

Position **:** Sr.Material Co-Ordinator

Location **:** Ruwais, UAE

Duration **:** Oct 2010 – June 2012.

* **Company : CBI Eastern Anstalat**

**Project : Shell Pearl GTL Project**

Client **:** Shell & Qatar Petroleum

Position **:** Jr.Material Co-Ordinator

Location **:** Raslaffan, Qatar

Duration **:** April 2008 – Jan 2010.

* **Company** **:** **Assad Said Corporation Ltd**

**Project : Al Waha PDH Project**

Client **:** Tecnomont Ltd

Position **:** Logistics & Transport Co-ordinator

Location **:** Jubail, KSA

Duration **:** March 2006 – Nov 2007.

* **Company** **:** **Assad Said Corporation Ltd**

**Project : 380/132/13.8kv BSP #9020 King Abdullah Financial City Project.**

Client **:** GovernmentAgency

Position **:** Purchaser

Location **:** Riyadh, KSA

Duration **:** Feb 2004 – March 2006.

* **Company** **:** **Assad Said Corporation Ltd**

**Project : Health Care Centre Project**

Client **:** Government Agency

Position **:** Material Controller

Location **:** Buraidha Al Qasim, KSA

Duration **:** Oct. 2002 – Feb 2004.

* **Company** **:** **Assad Said Corporation Ltd**

**Project : Gas Pipeline INHARD Project**

Client **:** Saudi Aramco

Position **:** Material Controller

Location **:** Alkharj KSA

Duration **:** Nov. 2001 – Oct. 2002.

* **Company : Assad Said Corporation Ltd**

**Project : 380 Power Station Project**

Client **: S S T Ltd**

Position **:** Material Controller

Location **:** Shouiba, KSA

Duration **:** Dec.1998 – Nov 2001.

**Duties and ResponsibilitiesFor Purchase Coordinator**

**It is the job of a purchase coordinator to contact vendors and decide which vendor serves to be the best.Since all manufacturing projects run on budgets, It is important to ensure that the quotations that purchasing coordinators get from vendors, suit the budget and the offered materials are of good quality. In order to purchase a range of materials, purchasing coordinators have to handle a lot of paperwork which they have to be well versed in. Making purchase order ,ensure that the order is sent out to the right vendor and assuring the right amount and quality of materials is delivered are all the responsibility of a purchase coordinator.**

* Coordinate all post purchase order activities from the time the PO is issued until final receipt in the warehouse.
* Ensures all PO conditions are met, I.E. all certifications have been received with the material, reconciliation of materials’ discrepancies, and vendor communications and further actions for the rejected items.
* Coordination with the freight forwarders and ensuring transportation as required.
* Prepares various purchasing coordination activity reports which also serve as progress / status reports on issued POs.
* Effective follow up on the progress of POs with applicable vendors to obtain confirmation of deliveries, and report the status for important / critical POs.

**Duties and Responsibilities For Material Coordinator**

**Responsible controlling all the storage activities with an accurate monitoring (material in/out).Also in charge of the protection and the Security of the Goods up until their installation. Below are the duties & responsibilities I performed on the various projects.**

* Review production schedules and related information and confers with department supervisors to determine material requirements and identify overdue materials and to track material.
* Coordinate and expedite flow of materials, parts, and assemble between sections or departments, according to production and shipping schedules or department priorities, and comply and maintain daily opening & closing balance of material.
* Coordinate with departments to ensure efficient movement of all materials and evaluate all materials sent to production department.
* Collaborate with various departments to manage efficient flow of all materials.
* Check all materials when they arrive on Site (following our Contracting Procedures for “incoming goods”) in coordination with the QA/QC section and immediately implement these new items in the Stock list
* Prepare reports for all materials and manage transportation of materials from one department to another and prepare all production records on computerized system. Report on daily basis on the exact quantities available in the stock.
* Collaborate with construction team to schedule all deliveries and manage all delays and ensure compliance to all material requests.
* Protect all delivered goods on Site in order to avoid any damage and play active role in loading/ unloading of all materials up until their final location.
* Responsible for processing information pertaining to items that could be stolen from a certain location and establishing special storage requirements for those items.
* Manage all equipment and subcontract service supply and personnel movements.
* Safe storage and segregation of hazardous goods in accordance with statutory regulations. All hazardous goods are transported to and from the facilities in accordance with Standards and Clients procedures.
* Disposes-off surplus project materials as approved by project management.
* Maintains Material Safety Data Sheet (MSDS) files in an up-to-date status, and distributes individual sheets on an as-needed basis
* Actively participate in implementation process of the HSE management and ensure that HSE issues are given primary consideration in all job activities/tasks undertaken within the area of responsibility. Unsafe acts and/or conditions no matter in what area of responsibility are to be reported so corrective actions can be taken.
* Proactive in identifying and reporting safety issues within the office.

**Duties and Responsibilities For Logistics Coordinator**

**Logistics Coordinator job Major utility needs a Supply chain Associate to provide support for material coordination team through activities such as expediting,material requisitioning and receiving, and resolving transactional exceptions within materials.**

# COURSES & TRAININGS

* Practical Leadership - Shell PGTL Training Centre.
* Accident Prevention Course-I, Ramada Hotel, Doha Qatar.
* Trains The Trainer - Shell PGTL Training Centre.
* Supervision with LCA - Shell PGTL Training Centre.
* Supervisory Skill & Knowledge –Shell PGTL Training Centre.
* Basic Rigging – CBI Training Centre Gasco Train-4, UAE.
* Mobile Crane & Safety – CBI Training Centre Gasco Train-4, UAE.
* Microsoft Office (Microsoft word, excel etc)
* Worked with VPRM tool.

# LANGUAGES

* Speak **:** English, Urdu&Hindi.Arbic
* Read **:** English, Hindi
* Write **:** English& Hindi

# PERSONAL PROFILE

Name **: IsrajAnsari**

Date of Birth **:** 25th June 1975

Marital Status **:** Married

Nationality **:** INDIAN