

Ejaz Akbar Chaudhary



Personal Info

Email
ejazch10@yahoo.com
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+966544365080

Address
Khobar
Eastern Province

Computer Skills
Microsoft Suite
Microsoft excel, Word
Visual basic

Skills
Project Management
Communication skills
Time management
Teamwork
Problem solving
Analytical thinking
SAP

Languages
English
Urdu and Hindi
Punjabi

Hobby
Book Reading.
Watching Movies.

Seeking a position as a Project Coordinator / Contract/ Procurement Specialist. Logistics, with Lead Works utilizing extraordinary skills in strategic project Procurement in order to bring about project fruition

Education

Master of Business Administration (MBA), Management
AIOU Islamabad Pakistan
B.Sc., Bachelor of Science
Punjab University, Lahore Pakistan
F.SC (Pre – Engineering)
Govt. College Shalimar

Work History

2024-04	Procurement In-Charge (Promoted from Procurement Specialist to Department In-Charge)
Present	
2021-10	Procurement Specialist / Warehouse In charge <u>Alfa wood Industries (Al-Yammama Group) - Dammam</u> - Review & monitor departmental request (PR, Purchase Request) & Procurement daily activities. - Identify & evaluate suppliers of goods and services, after evaluation create approved supplier list. - Develop mechanism and metrics to track supplier performance related to delivery, quality, and cost. - Receive the Bill of Material from Estimation dept. and resolve discrepancy, if any, with concerned. - Monitor (ITB) / RFQ and Send inquiries (RFQ) to approved suppliers and receive quotations. Analyze the quotations and discuss with management for approval. - Monitor and manage P.O. through their full life cycle by SAP System. PO, TOBS & MRR) documents including draft Contract. - Follow-up with suppliers for timely delivery. And Analyze supplier performance data and metrics. - Supervise invoices, POs, equipment files, process of credits, returns and tracks first payment. - Working knowledge of change management procedures pertaining to requests for information (RFI), Change notices, Change order, amendments, claims, and dispute resolution. - Participate in development, review, and evaluation of various technical/procurement specifications for issuance to suppliers. - Working on SAP System. Logistics, Ensuring efficiently supplies chain management by proper planning, coordination & execution of transportation, storage & distribution of goods and material within an organization & timely deliver to customer. - Monitor, inventory levels and track shipments by communicating carriers, suppliers and customers to resolve issues and ensure smooth operations.
2017-10	Contract Administrator <u>ACES, Jubail</u> - Dealing with Royal Commission system, Documentation with all departments e.g., Work Permits, - Memos, Invoicing with technical & commercial on WBS basis, logistic etc. - Looking after day-to-day Administration/Purchase or operations. - Camp Coordination, Preparation of documents for in & out for residents, food arrangements in different occasions, transportation, Maintenance, etc. facilitate in all aspects accordingly. - Costing of Project Activities (Progressive Invoicing) & Assist in all contractual matters. - Procurement: Assist with establishing bidders list following pre-qualification exercise. - Preparing Invitation to Bid (ITB) / RFQ (PO, TOBS & MRR) documents including draft Contract. - Ensure payments to Contractors are processed to enable their timely receipt in accordance with contractual requirements. (Analyzing Quotations, purchase and discuss with site Engineers) ERP system (RC Safeer System), PRs, for Claims, according to the Contract Manual - Material expediting through SAP System. - Facility Management
2017-02	Project Coordinator/ Procurement Specialist <u>AL SABAH FIRST TRADING EST., Dammam</u> - Coordinate all relevant departments' activities to ensure smooth flow. - Assist with project documentation. - Manage and coordinate change activities. - Attend client meetings and assist with determination of project requirements. - Use project scheduling and control tools to monitor projects plans, work hours, budgets and expenditures. - Ensure clients' needs are met in a timely and cost-effective manner. - Maintain Contract Execution Tracking Log. - Assist the PM in the review of Contractor quotations (PO, TOBS) to ensure that only fair and reasonable pricing is recommended for approval. - Track & manage contemplated change notices and change orders in the database. - Communicate ideas for improving company processes with a positive and constructive attitude.
- 2021-01	

- 2016-01
- 2017-01
- Marketing Coordinator**
KIMS Hospital (Jubail KSA)
- Preparing quotation, proposals, review and update old contracts timely.
 - Assisting and supporting in daily duties.
 - Ensuring that relevant management information is captured and analyzed.
 - Reviewing the efficiency and effectiveness of service delivery.
 - Responsible for handling Demands and Supply of Material.
 - Acting as administrative support to Managers.
 - Identify, analyze, prioritize, mitigate and communicate all related information.

- 2015-10
- Marketing Executive**
Sanofi Aventis, Lahore Pakistan
- Communicating with manager to report on Updated status.
 - Resolving any financial queries that are raised.
 - Developing training and briefing material for staff.
 - Leading and organizing a team.
 - Keeping in close contact with key project members and decision makers.
 - Involved in interpreting performance data and translate this into practical improvements.
 - Design Interview Schedule for New Requirements.
 - Analyzing the data and preparing the Presentations.

Projects

- 2017-10
- 2021-10
- Centralized Building Management System RC for Buildings**
- Contract Administrator 2nd key Position.*
Royal Commission Approved Key Position.
Coordinate all relevant departments' activities to ensure smooth flow. Assist with project documentation.
Manage and coordinate change activities.
Procurement (PR, TOB, PO, MRR) through SAP.



Awards

Get Smart Sell Smart (GSSS)
Sanofi Aventis

Courses

English Language
British Council

Certificates



PMP® PMI

Project Management Professional is an internationally recognized professional designation offered by the Project Management Institute.

Time Management
Sanofi Aventis

Gearing up for Future
Sanofi Aventis

Awareness & Internal Audit Training Session for ISO 9001:2015
QCCS Quality Core Consultancy Services LLC
Certificate # QCCS-QHSE-9234-21

References

Will be provided