



Position
applied for: -

PROCUREMENT

Total
experience

17 Years

Objective

To obtain a reputable career with a reputable organization which will offer a verity of challenges and responsibilities where my abilities and skills can be fully utilized.

Education

M.S.M.T. New Delhi

B.E. in Mechanical -

Experience

Specialized industrial services co ltd(SISCO)(Saudi Arabia).

DEC 2022- JULY 2025

Procurement Engineer

Nature of project:- well Head Tie in & Pipe line EPC Projects.

Project Name:- UR Maintain Potential projects Aramco.

Location:- South Gawar and Turaif.

Arabian Fal co.ltd (Saudi Arabia)

DEC 2019 - MARCH 2022.

Procurement Supervisor

Nature of project:- O&M Projects (Oil & Gas) Based on Saudi Aramco projects.

Zeniya Electech Pvt.Ltd (India)

JULY 2017 - JANUARY 2019

Sr. Procurement Officer

Nature of project:- E & I (Trunk projects) contracting and Panels Manufacturers (Projects:- Sukham tower, kajaria, Etc)

Petrojet (Oman)

JUNE 2016 - MAY 2017

Procurement Expeditor

Nature of project:- EPC Gas pipe line Projects.

Nara Control Inc (Qatar)

AUGUST 2014 - JANUARY 2016

Procurement Engineer

Nature of project:- HVAC, High rise buildings and infrastructure projects

H.A.R.Trd. & const Co (Oman)

AUGUST 2013 - JUNE 2014

Procurement Engineer

Nature of project:- MEP & Maintenance Projects.

M.M.G.Co. (Saudi Arabia.)

JUNE 2010 - OCTOBER 2012

Purchasing coordinator

Nature of projects:- Epc (Oil & Gas) Aramco based.

Activities:- Creates purchase orders. Maintains and manages entire lifecycle of purchase orders and other basic procurement documentation. Assists with procurement process issues as required and escalates unresolved.

Rohini Industrials Pvt.Ltd.(India)

DECEMBER 2006 - MAY 2010

Procurement officer

Nature of project:- Ind.Electrical & Mech.contractor.

Job Description

1.Role Objectives:-
Handling, monitoring and expediting all procurement activities technical goods, equipment supply and services.
Compile information and record to draw up purchase order for Procurement of materials and services.
Identifying and determining our project needs.
Recognising about materials description standard & specification .
Review material availability in our inventory records.
Finalise the purchase of material, determine if inventory quantities sufficient for need ordering more materials when necessary.
Prepares technical specifications for RFQ, including terms and conditions.
Floting RFQ and received comparative offers from approved and non approved vendor.
Prepare cost comparison, evaluate criteria compare price specification and delivery date in order to determine the best bid among potential suppliers
Negotiate with suppliers without compromise of materials quality.
Analyzes current procurement activities and recommends improvement through more efficient procurement methods, quantity discounts, standardization, value analysis and cooperative purchasing.
Prepare purchase order and send copy to suppliers and to department originated request.
Expediting logistics, shipments and pending materials.
Perform buying duty when necessary.
Follow up with vendor for MTC, Quality documents and certificates E.T.C...
Coordinate in-house and third party inspection if required.
Prepare maintain and review purchasing file, Report and price list.
Track the status of requisition, Contracts and orders.
Contact suppliers and orders to schedule or expedite delivery and resolves ,missed or late deliveries, and other problems.
Observing, receiving and otherwise obtaining from all relevant sources.
Maintains confidentiality of purchasing and financial information.
Ensures compliance with standard practices, regulations and statutes.
Follow up each p.o of materials until closing of P.O.
Maintain the good relation with client's for coordination of materials.
Develop new suppliers and maintain relation with existing suppliers.
Arrange and participate in meetings between suppliers and company Engineers and other personnel to facilitate .standardization and economical procurement.
Supporting to tendering and costing & estimation department for cost analysis.

Computer skills

Packages:-MS-OFFICE, SAP, ERP. FOCUS, ORACLE

Language

English, Hindi, Urdu & Arabic

Skills

Communication, Customer service, Problem solving, Time management. Leadership. productive before lead time, professional behavior ETC

Driving Licence Details

LMV licence Holder:- Oman, Saudi Arabia, Qatar & India.

Passport Details

Passport number:- R0112490.
Date of issue:- 31/05/2017.
Date of Expiry:- 30/05/2027.
Place of issue:- Patna.

Personal information

Fathers Name Mr. Firoz Quiser
Date of Birth 20.01.1979
Sex Male

Strength

Proven ability to efficiently and precisely solve any problem at hand.
Dependable and flexible character with in exhaustible stamina for work.
Established capability to follow procedures and guide lines.
Excellent personal relation writing composition and communication.

Extra Curriculum activities

Appreciated by KGP-Saudi Aramco for outstanding jobs.Outstanding Debater and sports person.Attended seminar Renewable Energy Generation from Sugar Plant” (Survival of Sugar-Industry). Sponsor by Dimension engineering & CDC.

Declaration

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

Place.....

Date.....

EHTESHAM AHMED