



BHAWANA PANT



Bhawanapantauh@gmail.com



+971 – 565 616 225

WORK EXPERIENCE

Company: Petrogas Piping Middle East- July 2021 to Present

Designation: Procurement Specialist/Buyer/Strategic Sourcing Specialist

- Sourcing, negotiation and awarding business using best practice methodology so as to meet all departmental KPI in an ethical and auditable manner and which adhere to group procurement policies and procedures.
- Preparing RFQ from the MR, using ERP and floating RFQ follow up with supplier to get quotation.
- Analyze vendors in registered vendor database in order to select the most suitable, and identify new vendor and register them into ERP as per company policies.
- Pre-qualifying vendors, incase existing vendors were not able to provide special products/brands.
- Supplier management and vendor relationship with Global supplier/ vendor.
- Prepare periodical reports on supplier's performance and relationship status.
- Obtain quotation/bids from suppliers and analyzing to ensuring the quotation meets the technical specification, delivery term (Incoterms), payment terms required.
- Negotiated with suppliers on the lead –time, cost so as to obtain the maximum benefit for the company.
- Get the approval from the end user on the technical requirement Submit TC, TQ and TBE.
- Preparing Purchase Order (FPO, LPO)/LOI/Contract.
- Request for VDRL document ITP/MPS after PO issuance to get the approval from the end user.
- Request for payment in ERP LC/Advance Payment, create SIL into ERP.
- Maintaining job ledger/RFQ ledger and PO ledger for proper tracking.
- Develop purchasing/sourcing negotiation strategies based on portfolio analyses and supplier referencing study in order to meet cost saving targets.
- Responsible for commercial, legal and contractual compliances in all the procurement transaction.

ABOUT ME

An enthusiastic and highly motivated engineering graduate, who has a clear understanding of the role and responsibilities. Currently looking for good opportunity with an ambitious company where I will be working and learning with industry experts, people who have the skills and experience to make a real difference.

PERSONAL DETAILS

Date of birth: 10-07-1990
Marital status: Married
Nationality: Indian
Linguistic proficiency: English, Hindi, Urdu
Visa Status: Employment Visa
Driving License: Valid U.A.E license

EDUCATION

Qualification: B. Tech (Civil Engineering)
University: G.B. Pant Government College of Engineering, Uttarakhand
Year of Passing: 2011
Percentage: 70%

SOFTWARE SKILLS

Civil Cad 2D : (Certified from Autodesk)
Revit: (Certified course from Autodesk)
Primavera
ERP

Company: Telal Al Jefen General Contracting - Sept 2020 to Present

Designation: Procurement Engineer

Assigned to A-100 program, Apollo Data Centre - Project Site.

- Review project specification, BOQ, Drawing and other contract document.
- Identifying and Check the requirement of Equipments/Tools and Materials.
- Clarifying the technical queries from the suppliers.
- Float inquiry and get the offer with compliance of technical requirement.
- Negotiating the pricing and other terms with subcontractors and suppliers and finalize on the basis of commercial and technical superiority.
- Suggest value/alternative Engineering.
- Prepare comparison sheet as per technical data sheet and commercial.
- Handling all the vendors and supplier of the project clear their payment issue PC.

Company: Mezan Al Khaleej General Transport- Oct 2018 to Aug 2020

Designation: Procurement Officer (Purchase, Buying)

- To understand the client Equipment requirements supply accordingly.
- Rolling-out RFQ, shortlisting after matching commercial and technical terms
- Working closely with clients and suppliers on contract related issues such as negotiating, termination or renewal of contract.
- Monitor vehicle or machine for maintenance operation and repair.

Company: Jerzeam Engineering Group- (August 2016 to October 2018)

Designation Technical office Engineer

- Prepare Tender Documents Tender Bonds, QHSE, Method of Statement
- Quantity surveying and quantity takeoff from Drawing
- Handling correspondence from clients, consultants and suppliers
- Preparing Enquiry, LPOs Submittal for approval
- To attend site visits and Pre and post tender meetings.