

# ABDUL WADOOD MOHAMED GHAZZALI

~PROCUREMENT ENGINEER with 9+ Years of Experience~



Bachelor's Degree in Mechanical Engineering in 2012

**Key Skills:** MS Office Package | SAP PM/MM | ORACLE | ORACLE - Net Suite | WMS | Stakeholder Management | Project Management

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Currently in Dubai on **Employment Visa – Ready to relocate & Join Immediately**

## PROFILE SUMMARY

- Result-oriented Mechanical Engineering Professional with more than 9 years of experience in:

~Sourcing & Procuring

~Contracting & Bidding Evaluation

~Lead Time Management

~Logistics & Supply Chain Mgmt

~Vendor/Supplier Mgmt

~Negotiation & Valuation

~Liaison & Coordination

~Project Management

~RSPL | SPDP | DMBS | WHMS

~Asset Registry & Integrity Mgmt

~Material Cataloguing & BOM

~Project/Material Expedition

- Proficient in swift coordination and thorough communication in deliverables & desired task with competent cross-functional skills within planned schedule
- I have been associated in handling the major projects of Inventory Optimization, Material Cataloguing, Creating BOM, Material expedition with elite clients like **Saudi Aramco – ERDD, Chemanol – Methanol Manufacturing co., Advanced Petrochemicals Company, ORPIC, SWCC in KSA & Oman**
- An enterprising leader with skills in leading personnel towards accomplishment of common goals

## CAREER SUMMARY

EMPLOYER	PROFILE	DESIGNATION	DURATION
Husaini & Brothers LLC, Dubai – UAE	Trader in Fastener & Building Materials	Process & Inventory Control Executive	Sep 2020 ~ Oct 2021
V-Line Middle East Ltd, Al Jubail - KSA	Leading MRO Supply chain solutions	Procurement Engineer	Oct 2018 ~ Nov 2019
CODA Technology Solutions Pvt Ltd, Chennai - India	Supporting services in Procurement, WHMS, Asset & Material Management	Lead Procurement Engineer – Deputation in Middle East	Aug 2015 ~ Oct 2018
CODA Technology Solutions Pvt Ltd, Chennai - India	Supporting services in Procurement, WHMS, Asset & Material Management	Material Engineer – Deputation in Interstate	Jul 2012 ~ Aug 2015

## ACHIEVEMENTS

### @ Husaini & Brothers LLC, Dubai – United Arab Emirates:

- Successfully Implemented the **ERP – ORACLE (NET SUITE)**, from the scratch – Creating the Master data for Inventory Items (Fasteners & Building Materials), Vendor & Customer Data, Employee Data, Financial prospects as well as Determined the Business Process & work flow.
- Handled the process of Logistics & Supply Chain Management aspects – by managing the team of 6 members in the Logistics as well as the team of 15 members in Supply Chain activity

### @ V-Line Middle East, Saudi Arabia:

- Sourcing of Two years Mandatory operational spares for the equipment at the stage of Commissioning and Reduced the cost of Spares by 28% by comparing with the actual estimation
- Helping the Customers by Identifying the **Operational Spares for the Machineries**
- Sourcing of Specified Spares for the Leading and standard Customers like **Saudi Aramco, SABIC, Yanbu Refinery, Coco-Cola, Fadhili Power Plant**

### @ Saudi Aramco, Saudi Arabia:

- Successfully Lead the project of Procurement Expedition by achieving Equipment and Material Data Collection/Physical Walk-down, BOM preparation and Linkage of BOM to the Equipment (**9BOM & 9CAT**) mainly Coordinating **NMR 601, NMR 602, NMR 603** documentation in **Saudi Aramco – Eastern Region Distribution Plants** (14 Plants in Different Locations of the Kingdom)

**@ CHEMANOL (Methanol Chemicals Company) – a Methanol manufacturing company, Saudi Arabia:**

- **Sourced, Procured & Improved the process of Material & Inventory control** process in close coordination with project and material department during the commission of new Methanol Manufacturing Unit

**@ Vedanta – Cairn Oil & Gas Division, India:**

- Proven as Dedicative and successful **material coordinator** in delivering the services to Vedanta – CAIRN Oil & Gas Division, an elite rigging and explorer in India during the assignment of Pipeline Layout in Rajasthan

**TECHNICAL PURVIEW**

• **Handling the following activities while *PROCURING*:**

- ✓ Identifying & clarifying the actual need of the organization and creating the **Scope of Bid (SoB) / Scope of Work (SoW)** having a close conversation with **internal Stake-holders – Project Engineer, Technical Team** through the KT & Project/Service Briefing Session
- ✓ Prepare and Float the **ITB, Brief Tender Document, RFQ/RFP** to all the approved Vendors/Suppliers from the database.
- ✓ Sourcing, Surveying & Analyzing the niche market related to the required industry in order to identify the Potential Vendors/Supplier.
- ✓ Evaluating the spotted Vendors/Suppliers based on the requirement & standards criteria followed by the organization and make them On-board as an approved Vendor/Supplier.
- ✓ Create, Manage & Maintaining the List of approved Vendors/Suppliers in a proper documentation form, i.e, either through **MS Excel, DBMS, SAP, Oracle and In-House ERP System** of the Organization.
- ✓ Preparing the **contract agreement, negotiate the terms and closing the agreement** with the selective Vendor/Supplier for certain project/service.
- ✓ Reviewing & evaluating the received Tender documents. Expedite the selected Tenders for Approval phase.

• **While *PURCHASING* my roles includes:**

- ✓ Obtaining a purchase requisition, requesting proposals and evaluating the same along with Technical, Commercial and all required aspects.
- ✓ Selecting the right Vendor/Supplier & negotiating effectively to obtain/secure the allotted budget of the Organization.
- ✓ Dispatching official purchase orders and maintain the close follow-up communication to accomplish the purchase activity for selected **product/service**.
- ✓ Maintaining the relationship and coordinating with the Vendor/Supplier for the smooth and timely transaction i.e., **right quality, right quantity, right cost, right time, and right place**.
- ✓ Obtaining invoice approvals and fulfilling payment terms. Follow-up on **Invoices, PDC, LC** etc.

• **Have been responsible for the following *LOGISTICS & SCM* activities:**

- ✓ Ensuring the exact Material/Product have been Picked & Packed for shipping by the Warehouse people.
- ✓ Ensuring the Quantity & **relevant certificates** are met as per the requirement.
- ✓ Preparation of shipping documents, such as **shipping invoice, packing list, COO and AWB/BL**.
- ✓ Making sure of On-Time Delivery to the Customers with the expected duration

**PERSONAL DETAILS**

Date of Birth : 22nd Sep 1989  
Nationality : Indian  
Marital Status : Married  
No.of Dependents : Two (2)  
Passport No. : K7501676  
Date of Expiry : 12th September, 2022  
Languages Known : English, Tamil, Malayalam and Hindi