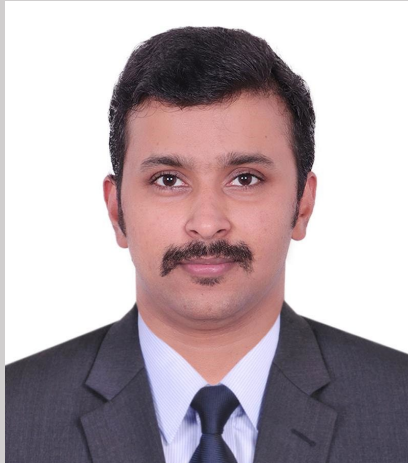


Prajo Ponnachan



Contact

Phone:

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555490168

Email:

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LinkedIn:

[http://linkedin.com/in/prajo-
ponnachan-94a122a6](http://linkedin.com/in/prajo-ponnachan-94a122a6)

Address:

Dubai, UAE

Experience

10 + Year in MEP Procurement

Languages

English
Hindi
Malayalam
Tamil

Driving License

UAE
India

Date of Birth

08 May 1989

Sr. MEP Procurement Engineer

Objective

Aspiring to work as **Senior MEP Procurement Engineer** in the field of **Construction** that will serve as a way of utilizing my **10+ Year** of professional experience and technical knowledge attained through exposure in the **Electro Mechanical field & Building Services** which will formulate Strategic planning and opportunities that can yield out successful business growth with your organization thereby enhancing bright and long term Carrier development prospects.

Skill Highlights

- **10+ Year Experience in MEP Procurement & Site Coordination in UAE.**
- **B. Tech (Degree) In Mechanical Engineering.**
- Well Knowledge in SAP, Oracle, Sage, Microsoft Office, Advance Excel etc
- Preparation and maintain of Spend Analysis, Cost Analysis Sheet, Weekly Monthly report etc.
- Well Knoledge in Construction feild and Building Services,Refurbishment,Maintenace.
- Strong decision maker & Team Management
- Strong relationship with Suppliers and Contractors in MEP Services. FM- Soft and Hard services, Annual Maintenance etc.

Experience

Roberts Constructions. Dubai-UAE

From September 2020 to till this date.

Website: www.roberts.co

Designation: **Sr. Procurement and Site coordination Engineer**



Duties & Responsibilities

- Floating enquires to the supplier/ Sub contractor and making a detailed study of quotations by reviewing their inclusions and exclusions through Bid Tabs.
- Coordinate with Design & Site team to arrange the Submittals , Samples for Client / Consultant Approvals to arrange the material at site.
- Follow up for the LPOs with provide instructions , guidelines Purchase assistant and send to Suppliers / Sub contractors as per the Project programmes .
- Update the Purchase order trackers , Long Lead schedules, First and Second fix Items, Priority trackers, Payment trackers daily basis,
- Assist Project Director for the required documents on time for the Client meetings/ Submissions.
- Provide the instruction to Site team to order the material on time to avoid delays.
- Collect Proforma Invoices, Tax Invoice and provide to Accounts departments for payment process.
- Maintain Cost Analysis, Spend analysis ,Weekly- monthly report etc.

Major Projects Involved

- **Dorchester Hoel –Business Bay, Dubai UAE.(Client :Omniyat)**



Emirates Falcon Electromechanical Company LLC. (EFECO –Arabtec) Dubai-UAE

From February 2018 to March 2020.

Website: www.efecouae.com

Designation: Sr. MEP Procurement Engineer

Duties & Responsibilities

- Study BOQ, Specification & Drawings and preparing a detailed RFQ Along with Project Requirement, Compliance and Commercial Company Terms and policies.
- Floating enquires to the supplier/ Sub contractor and making a detailed study of quotations by reviewing their inclusions and exclusions through Bid Tabs.
- Arrange Meetings and Negotiating with Suppliers / Sub contractors in terms related to Technical Compliance against the requirement, Price& Commercial terms
- Issuance of Bid Tabs, LOIs and Supply / Sub contract agreements.
- Monthly Procurement report with Budget, Ordered / Booked amount & Forecast cost of each particular items.
- Preparation and keep update the detailed Schedule for LPO / SCA List and regular follow up with Vendors to get the Material / Services on time as per Project Programmes.
- Arranging Material Submittal & Pre qualifications and follow up for Comments reply until get the final approval from Client & Consultant to procure the material.
- Instruction to Store keepers, Document controllers to raise the PR and Proper Commercial & Purchase documentations.
- Find out the sources with good Price for the materials as per Consultant / Client requirement.

Major Projects Involved

1. Creek Harbor Plot 19 Twin Towers Dubai (Client –EMAAR)
2. Creek Harbor Plot 18 Twin Towers Dubai (Client -EMAAR)
3. Al Wasl 2020 Tower -Dubai (Client: Al Wasl Properties)
4. 2020 UAE Pavilion Dubai (Client: National Media Council)
5. Opera A2/A3 Tower Down town Dubai (Client -EMAAR)
6. Villa Nova -1296 Villas Dubai land (Client: Dubai Properties)
7. Modon Show Villas (Client: Modon Properties)
8. Akoya Oxygen 1296 + 916 Villas (Client: Damac Properties)

Haydon Mechanical Electrical Plumbing LLC. Abu Dhabi &Dubai -UAE

From September 2015 to January 2018.



Website: www.haydonuaemep.com

Designation: **Procurement & Facility Engineer**

Duties & Responsibilities

- RFQ preparation based on Project Specification, BOQ & Project programme.
- Negotiating with Suppliers / Sub contractors in terms related to Price, modes of Payment & Delivery schedule.
- Arranging the Technical submission & Prequalification for getting it for approval from the client / Consultant as per the Material Quality, Specification complying, Availability and Cost effectiveness with in the allowable limit.

- Assist Facility Management Teams and arrange the Materials per the requirements.
- Check the MOS / Procurement tracker for all ongoing projects and coordinate with relevant Project Managers for the delivery of materials.
- Follow up & updating of Procurement Tracker / Bid tabs Schedules
- Check the POs Before send to Supplier & give the instruction to Supplier/ Site/ Purchase assistants

Major Projects Involved

1. Marsa Al Seef Phase 01,02 & 04 Dubai (Client -MEERAS)
2. Opus Towers Dubai (Client -Omniyat)
3. Four Seasons Hotels -Abu Dhabi (Client: Four season Hotels group)
4. Gate Village Development @ DIFC (Client: DIFC)
4. Nishmi Residential Twin Tower (Client: Emirates)
5. Springs 7 Shopping Mall (Client -EMAAR)

Zener Stewards Electromechanical Company LLC. Dubai -UAE

From September 2012 to September 2015

Website: www.zenersteward.ae

Designation: **Mechanical Procurement Engineer**



Duties & Responsibilities

- Thorough review of the Main contract Conditions finalized by the Client and the Company.
- Study the Specification & Drawings, understanding the scope of work preparing a detailed Analysis of the long lead items.
- Arrange Meetings and Negotiating with Suppliers / Sub contractors in terms related to Technical Compliance against the requirement, Price& Commercial terms.
- Preparing and Arranging the Technical submission for getting it for approval from the client / Consultant as per the Material Quality, Specification complying, Availability and Cost effectiveness with in the allowable limit.
- Floating enquires to the supplier/ Sub contractor and making a detailed study of quotations by reviewing their inclusions and exclusions through Comparison.
- Negotiating with Suppliers / Sub contractors in terms related to Price, modes of Payment & Delivery schedule.
- Preparation of Sub contract / Supply LOI, LPO's and work order prepared in accordance with ISO format and according with main contract terms and conditions.
- Coordinate with Site, Accounts department in facilitating the financial transactions there by ensuring timely and successfully delivery of material at site without affecting the Project program schedule.
- Attending the Technical Meeting with Consultant and Client to clarify and advise to clear the Corrections.

Major Projects Involved

1. VOX 8 Cinemas@ Al Hamra Mall, RAK
2. Johnson & Johnson hospital @ Health Care City, Dubai
3. Lathifa Hospital NICU Extension @ Health Care City, Dubai
4. Mall of Emirates Developments (Carpark, Galleria, Prayer Rooms)
5. VOX 24 Cinemas Mall of Emirates, Dubai
6. East & West Food court Mall of Emirates, Dubai
7. Cheese Cake Factory Mall of Emirates, Dubai
8. Meador Hospital Dubai. Dubai
9. Deira City Center Carpark development works
10. Royal Palm Atlantis 2 Mockup
11. Apple Store @ Yas Mall Abudhabi
12. White Rose @ Abudhabi

Personal Information

Date of Birth	08/05/1989
Marital Status	Married
Nationality	Indian
Religion	Christian
UAE License	YES
UAE Residence	Dubai -Deira
Permanent Address	Sagara villa, Chepra (P.O), Vilangra, Kottarakara, Kollam (Dist.), Kerala, India-691520

References

Will be provide up on request.

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge.

Prajo Ponnachan