



Procurement Engineer/Project Coordinator experienced in **Technical Procurement Requirements/Multi-Project Management /Contracts** across a range of Construction and Engineering Projects.

Currently pursuing Post Graduate Programme in **Quantity Surveying and Contracts Management** for Working Professionals from National Institute of Construction Management and Research, India.

Location Preference: Abu Dhabi, United Arab Emirates.



Profile Summary



Active Listener



Excellent Communicator



Collaborator



Strategic Thinker

B.Tech (Civil Engineering) with **7 years** of experience in:

*Project Reporting
Procurement
Cost-Reconciliation*

*Client Billing
Project Planning
Business Development*

*Project Coordination
Variation and New Rates
Liaison & Negotiation*

- **Procurement Engineer** associated with **Enervo Contracting and General Maintenance**
- Reviewed suppliers for quality, cost, and responsiveness, making changes where necessary to create a more stream lined process for the company.
- Identified opportunities to reduce use of inventory and thereby reduce costs for the company.
- Monitor stock levels and identify purchasing needs
- Update internal databases with order details (dates, vendors, quantities, discounts)
- Excelled within demanding environment, successfully balancing staff and client needs, and utilizing technical skills
- A keen communicator with excellent knowledge of excel, V look-up, problem solving and analytical skills



Work Experience

Feb'21 till date: Enervo Contracting and General Maintenance, Abu Dhabi as • Procurement Engineer

Role

- Acted as primary point of contact for all material inquiries /issues from the receiving department
- Negotiate with suppliers on lead-time, cost and quality so as to obtain the maximum benefit for the company.
- Liaise with suppliers on delivery schedule so as to ensure on-time deliveries of final product.
- Prepares Purchase Orders as per approved submittal and material service request sent by the site
- Completes the Purchase Order's attachment, comparison sheet, and material files for Procurement Unit Head's review
- Coordinates with Finance for the proper management of accounts receivables and payables
- Searches for, identifies, and establishes contacts with new suppliers and subcontractors



Previous Experience - UAE

Aug'19 to Dec '20: Remah International Group, Abu Dhabi as • Procurement Engineer

Role

- Utilized company procurement software to generate requests for quotes and purchase requisitions, as well as create and prepare reports based on material data
- Evaluate all purchase acquisitions and purchase orders on regular basis
- Follow up with suppliers, as needed, to confirm or change orders to ensure timely delivery
- Updating Sales Order and Purchase Order in ERP.
- Maintain updated records of invoices and contracts
- Analyze all vendor invoices and evaluate it with all quantity received and manage inventory of all items
- Providing quotes to the client as per the requirements and negotiating tender and contract terms
- Liaise with warehouse staff to ensure all products arrive in good condition

May'17 to Feb'18: Jupiter EMC LLC, Abu Dhabi as Procurement Engineer / Quantity Surveyor

Role

- Performing Purchase order preparation as per customer requirement and periodical review of the offers
- Participating in the technical discussions with client
- Communicating with the vendors about the Technical details of the Material Requisition and regular follow up.
- Identified prospective sub-contractors and maintained relationships with the existing by understanding the client requirements
- Providing support to all other departments like Design, Planning, Quality Control and Safety
- Providing quotes to the client as per the requirements and negotiating tender and contract terms; designing technical presentations.

Feb'16 – Apr'17: Larsen & Toubro, Abu Dhabi as Senior Engineer

Project: Improvement of Mafraq to Al Ghweifat Border Post High way, Section 4A: Hameem Interchange to Abu Al Abyad, Abu Dhabi, UAE.

Client: Abu Dhabi General Services PJSC trading as MUSANADA.

Consultant: KEO International Consultants.

Project Value: 1,125 Million AED (1.125 Billion).

Role

- Planning, monitoring and resourcing various activities of the project.
- Preparation and updation of system compliance reports for better project economics.
- Estimation of additional works/variations according to the instruction of client.
- Compliance to corporate quality and safety management and creating friendly working environment.
- Assisting commercial manager in claims preparation & Contractual Correspondences.
- Reviewed suppliers for quality, cost, and responsiveness, making changes where necessary to create a more streamlined process for the company.



Previous Experience - India

Jul'12 – Feb'16: Larsen & Toubro, India as Senior Engineer

Project: Six Laning of Krishnagiri - Wallajahpet Section of NH-46 from Km 0.000 to 148.300, Tamil Nadu, India

Client: National Highways Authority of India.

Concessionaire: L&T Krishnagiri Walajapet Tollways Ltd.

Project Value: 1063 Crores.

Role

- Establishment and storing of project contractual information.
- Tracking of correspondence of the project and replies to the contractual issues after discussion with higher authorities of department
- Collecting and maintaining the linear site progress for road works and structure from Packages on a daily basis.
- Periodic reconciliation of bulk materials and resources
- Preparation of compliances to quality and safety management
- Coordinate with packages for submissions of various plans & reports as per contract and?? to maintain smooth flow of operations
- Locating and Prioritizing the upcoming potential business prospects
- Maintaining and keeping record of emerging potential business clients
- Identification of forthcoming projects, making a feasibility study of the same and forwarding to the next department (Tendering)



Education

- B.Tech. (Civil Engineering) from Amrita University, Coimbatore, Tamil Nadu in 2012 with 7.27 CGPA
- 12th from Chinmaya vidyalaya, Pallavur in 2008 with 78.6%
- 10th from Chinmaya vidyalaya, Pallavur in 2006 with 77.8%



IT Skills

- AutoCAD
- MS Office (Word, Excel and PowerPoint)
- Internet Applications

MS Office
Internet Applications



Personal Details

Date of Birth:	13 th April 1990
Languages Known:	English, Malayalam, Tamil, and Hindi
Address:	Flat No- 105, Rishies Hypermarket Building, Madinat Zayed Abu Dhabi, UAE
Passport No.:	N3008694
Visa Status:	Husband Visa
Nationality:	Indian