



Fatemeh Beirami

Procurement Engineer

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PROFESSIONAL SUMMARY

Experienced International Estimation and Procurement Engineer and Manager with +10 years in Oil, Gas, Petrochemical, Power Plant, Drilling, Energy Industry and any relevant field at international trading companies based on UAE and Germany offices.
Performing all Technical and Commercial activities. International Trading and Commercial Activities such as: Sourcing, Negotiation, Managing budget and ensuring project cost-effectiveness, PI, Ordering, Shipping, Logistics and Customs, Documentation, Imports and Exports.
Success-driven, adept procurement manager of practical experience in notably reducing procurement costs by systemizing processes, negotiating favorable terms, and streamlining supplier channels based on UAE and Germany Offices. Proficient with international sourcing and vendor management strategies. Extremely detail-oriented, with a positive, upbeat personality

SKILLS

- Vendor Sourcing and Analysis
- High Value Project & Bid Management
- Data Analysis, Analytical skills
- Cost Assessment and Budget Management
- Time Management
- Strategic planning
- Negotiation for competitive sales and leasing agreements
- Contract management skills
- MEP Project
- Thorough knowledge of governmental rules regarding purchasing
- Logistics management
- Financial acumen
- Risk management
- Sharepoint, Data Analytics
- Relationship management, Strong communication skills
- Background in training personnel and new hires
- Presentation skill
- MS Office, Word, Excel, SAP

PROFESSIONAL EXPERIENCE

- [Hounatech General Trading LLC-FZ](#)

12/1/2023 to 9/1/2024

Procurement Engineer
 - Identifying, evaluating, and establishing relationships with suppliers, manufacturers, and vendors for the procurement of equipment and spare parts within the Oil & Gas industry
 - Overseeing a team of buyers with varying degrees of Oil & Gas procurement experience.
 - Manage the procurement process from requisition to delivery, including order placement, tracking, expediting, and resolution of any delivery issues.
 - Analyze full technical tenders and develop commercial Bill of Materials (BOMs) to enable procurement specialists to issue Requests for Quotes (RFQs).
 - Monitor market trends, industry developments, and supplier performance to identify opportunities for improvement and cost savings.
 - Evaluating vendor proposals for technical compliance with client requirements, and negotiate pricing and terms to achieve the best value for the organization.
 - Day to day tasks as a Buyer, very strong experience in Generating Monthly Quaterly reports,
 - Issuing Purchase Orders, Coordination with internal and external stakeholders (Suppliers)
 - Making and presenting slides/Presentations.
- [Sky General Trading LLC](#)

6/1/2022 to 11/30/2022

Procurement Engineer
 - Engineering & Procurement Company, International Supplier: Instrument, Mechanical, Material, All relevant equipment in Oil and Gas, Petrochemical and Energy Industries
 - Day to day tasks as a Buyer, very strong Generating reports, Issuing Purchase Orders, Coordination with internal and external stakeholders (Suppliers), Making and presenting slides/Presentat
- [Perto-Co. \(UAE Company: Sky General Trading LLC\)](#)

3/1/2019 to 2/1/2022

Procurement Engineer
 - Engineering & Procurement Company, International Supplier: Instrument, Mechanical, Material, All relevant equipment in Oil and Gas, Petrochemical and Energy Industries
 - Day to day tasks as a Buyer, very strong Generating reports, Issuing Purchase Orders, Coordination with internal and external stakeholders (Suppliers), Making and presenting slides/Presentat
- [Perto Datis Co. \(Behgam Farayand Novin Holding\)](#)

2/1/2018 to 2/1/2019

Procurement Engineer
 - Engineering & Procurement Company, International Trader: Instrument, Mechanical, Material, Drilling, All relevant equipment in Oil & Gas, Petrochemical and Energy Industries
 - Managing and supervising Projects and Tenders: proposal estimation, sourcing, procurement, technical evaluation, Logistic, Supply Chain, Import/Export and cost effectiveness
 - Day to day tasks as a Buyer, very strong Generating reports, Issuing Purchase Orders, Coordination with internal and external stakeholders (Suppliers), Making and presenting slides/Presentat
- [Vista Tajhiz Sepanta Co.](#)

7/1/2016 to 2/1/2018

Procurement Engineer
 - Engineering and Procurement, International Trader in Oil and Gas Fields, Petrochemical and Power Plant in Iran and Iraq
 - Authorized agent of: KOBOLD, Nuova Fima Middle East Agent, IRD, Zelentech, Flow mon, Flotron, Dynamic Flow, IVR
 - Performing A-Z of different projects and Tenders other than our agencies and equipment, Technical evaluation and quotation based on global brands and value in order to fully meetend-user requirement, offering solution, sourcing, all Commercial activity, PO, Procurement, logistic, Third Party Inspection, ...
 - Day to day tasks as a Buyer, very strong Generating reports, Issuing Purchase Orders, Coordination with internal and external stakeholders (Suppliers), Making and presenting slides/Presentat
- [Control Sanat Co.](#)

6/1/2015 to 7/1/2016

Procurement Engineer
 - Engineering and Procurement, International Trader in Oil and Gas, Energy Industries - Exclusive agent of: ENDA, GMT
 - Project estimation, Proposal preparation, Cost effective sourcing, Clarification, Placing order, Technical support, Logistic coordination
 - Day to day tasks as a Buyer, very strong Generating reports, Issuing Purchase Orders, Coordination with internal and external stakeholders (Suppliers), Making and presenting slides/Presentat

EDUCATION

- **Complementary Course Certificate - B2 Aircraft Maintenance Engineer (Avionic)**
[Civil Aviation Technology College \(CATC\)](#)

10/1/2016 to 3/1/2018
- **Bachelor of Engineering - Electrical and Electronics Engineering**
[Islamic Azad University of Central Tehran Branch \(IAUCTB\)](#)

8/1/2011 to 6/1/2016

LANGUAGE

- **English** Fluent, Ielts and TTC Language - Certificate 2016 & 2024

• **Arabic** Intermediate

• **Persian** Mother Tongue

• **Urdu** Basic

OTHER CERTIFICATES AND ACTIVITIES

- **PLC - Siemens, S7 - Certificate Course** (Technical and Vocational Training Organization)

Aug-14
- **Altium Designer - Certificate Course** (Technical and Vocational Training Organization)

May-14
- **Robocup - Soccer Simulation 2D - Certificate Course**

Feb-09