



FIRAS NAFECH
Procurement Manager
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Objective

Looking for a suitable & challenging position in a prestigious organization, which leads to further self-development and a permanent career.

Work Experience

Procurement Manager - Ghantoot Group (Roads Division)

May 2017 - present

- Implement up to date tools to enhance department efficiency.
- Prepare and update department reports such as budget, subcontractor prequalification Assessment tracking, Material and LPO reports.
- Attend Projects weekly progress meeting to discuss all procurement related issues.
- Lead procurement team to deliver projects and company need of materials, services and equipment.
- Lead negotiation and finalization of major packages to nominate vendors, prepare and finalize contract with the chosen vendor.
- Follow up with Projects Managements to submit project vendors evaluation based on their performance and prepare score card for each vendor on the project.
- Closely supervise and monitor the procurement team, distribute works among them on daily basis.
- Head the department weekly meeting to discuss all related issues and concerns.
- Liaise and coordinate with other departments to understand the requirements and setup a Projects procurement plan.
- Continuously assess and evaluate team members based on their daily performance, encourage teamwork and friendly and healthy environment between department members and with other departments.

Sr. Contracts & Procurement Engineer - Al Shafar General Contracting Bluewaters Development - Dubai Marine

Mar 2015 - Feb 2016

- Prepare Tender documents to the Client standards, prepare adequate list of vendors and submit it to Client for approval accompanied with associated prequalification documents.
- Prepare internal and external Procurement Tracking Report and submit the last to the Client.
- Arrange for bid opening meetings with the clients, process bids Technical & Commercial Evaluation by preparing Evaluation Matrix, comparing with budget and propose value engineering solutions in coordination with design team and consultant to achieve the budget for any of the over budgeted packages.
- Prepare and submit CPR (Contract Package Recommendation) to the Client.
- Prepare, submit and update Budget Tracker Report for Lump Sum & Provision Sum packages on weekly basis for awarded packages.
- Attend Weekly internal and Client Procurement Progress Meetings addressing challenges, achievements and look ahead plan.
- Prepare Scope Gap Report in coordination with Technical and design team.
- Support buyers and JR. Staff for the direct purchases of materials and equipment.

Sr. Contracts & Procurement Engineer - SAMSUNG C & T
Dubai Parks Project - Jabel Ali

Nov 2013 - Feb 2015

- Vendors Evaluation and Analysis Reports as to select final list of vendors for each tender.
- Prepare JR (Job Requisition) as per submitted SOW (Scope of Work) from construction team, prepare and issue RFP (Request for Proposal) to approved vendors.
- Arrange for bid opening meetings with the clients, process bids Technical & Commercial Evaluation by preparing Evaluation Matrix using a formulated scoring system.
- Prepare and submit Award Recommendation Report to the Client for the nominated vendor, and the related contract based on the mentioned report.
- Prepare Contract Analysis report based on actual awarded contracts vs allocated budget.
- Recommend Payment schedule based on submitted Payment Application from the Contractor and the assessment submitted by construction team.

Sr. Procurement Engineer - SAMSUNG C & T
Multi Civil Projects in GCC operating from HQ-DUBAI

Jun 2013 - Nov 2013

- Handle inquiries received from all sites over GCC by processing all needful procurement tasks (send inquiries, receive quotes, prepare comparison sheet, perform negotiations, finalize orders, prepare LPOs/Contracts).
- Prepare Procurement Market Intelligence (PMI) for major construction commodities (Steel, Concrete, Cement, Cables) on weekly and monthly basis.
- Perform vendor monitoring Quarterly for approved vendors as well monitoring for new vendors prior adding them to the approved network following company standard forms and procedures.

Procurement Engineer - Al Habtoor Leighton Group
Khalifa Port City (KPIZ) - Al Taweelah, Abu Dhabi
Upper ZAKUM 750K (ZADCO)-Offshore Oil & Gas Project

Jun 2011 - May 2013

- Prepare and update Project Vendor List based on nominated subcontractors / suppliers and company record for the previous similar jobs.
- Operate procurement process by sending inquiries, receiving quotes, preparing vetting sheets and maintain final negotiations with nominated vendors, raising recommendations to management.
- Ensure that materials/services provided by the vendors at site are conforming to project budget in coordination with commercial team.
- Call for Kick-off meeting with the selected vendor in conjunction with Engineering, Commercial, Construction and QA/QC managers.
- Attend weekly procurement meeting to discuss progress and all concerned issues.

Material Procurement Engineer - Al Habtoor Leighton Group
Paris Sorbonne University - Abu Dhabi
St. Regis Hotel, Saadyat Island - Abu Dhabi

Jun 2008 - May 2011

- Examine project specifications, shop drawings and BOQ in order to prepare inquiries and forward it to listed vendors for quoting.
- Receive quotations from suppliers, review & evaluate them, and perform necessary negotiations.
- Prepare vetting sheets commercially and technically with recommendation and submit them to the Procurement Manager for approval.
- Monitor preparation of material requisitions using ERP system and follow up deliveries, receipt, issue, and usage of materials.

- Discuss with consultants and obtain their acceptance of substitute materials.
- Procure all plant equipment required by the site.

Material Engineer - Technical Stone Co.

Jan 2003 - May 2007

Emirates Palace / ADTC Phase 4&5 - Abu Dhabi

- Prepare material submittals and sub-contractors prequalification for consultant/client approvals.
- Prepare Material Approval Requests M.A.R. and submit it to consultant.
- Monitor receipt, issue, and usage of materials in order to keep stocks at an adequate level and to determine and report on wastage.
- Prepare materials delivery schedules in accordance with the overall and detailed work programs.
- Review material delivery schedule to ensure that materials will be available on site when required.

Site Engineer - Technical Stone Co.

May 2001 - Dec 2002

Abu Dhabi Mall - Abu Dhabi

- Submit all project requirements of material, equipment, tools to Construction Manager in timely manner.
- Apprise and address to Construction Manager all problems and concerns encountered.
- Prepare daily and weekly progress reports formally and state major problems encountered.
- Monitor and closely supervise the progress of works on daily basis, and immediately rectify deficiencies where found.

Education

B.S. Civil Engineering from Tishreen University, Syria, 2000.

Major: Structural Project Management

Computer Literate

- Full knowledge in (M/S Office), AutoCAD, Internet and using computer in general.
- Preparing and formulating computerized project calculations on Excel.

Professional Courses

- M/S Project Training Course (Middle East Consultants) Jul 1999 to Sep 2000.
- Academic computer course on M/S Project (Al-Noor institute) 01 Mar 2001 to 01 Apr 2001.
- Academic computer course on Staad Pro. (Ugarit institute) 20 Jun 2007 to 20 Sep 2007.

Languages

English : Fluent (read - write - speak).

Arabic : Mother Tongue