



Arshidha Animesh

Procurement/Estimation Engineer

+97155 714 6685 | arshidhamohith@yahoo.in | Abu Dhabi | UAE

<https://www.linkedin.com/in/arshidha-animesh>

ABOUT ME

Enthusiastic & Innovative Procurement / Project Engineer with comprehensive knowledge of standard engineering methodologies and practices. I'm passionate about my career where I can provide my committed support and experience to achieve the organization's business targets and goals.

PROVEN ABILITIES IN

Costing / Estimation
Project Coordination
Purchase & Logistics operations
Sourcing & Negotiation
Documentation
Relationship Management
Business Development
Tendering & Bidding activities
Service Excellence

PROFESSIONAL SNAPSHOT

An astute, determined result-oriented person with proven success in Project Coordination, Material Procurement, Sourcing, vendor Development and Team Management. Strong qualifications in Material Management and proficiency in development of global strategies, Vendor Development and analytical assessment, to strengthen effectiveness.

Expertise in implementing cost saving measures to achieve reduction in terms of raw materials, procurement and logistics costs. Effectuated indigenization initiatives thus generating significant cost savings. Demonstrated analytical skills with proven expertise in communication & relationship management.

Outstanding performance in planning purchase schedules, product costing, forecasting, conducting cost benefit analysis, negotiating with suppliers / vendors, outsourcing, maintaining excellent relations with the clients, vendors and suppliers.

SKILLS

CORE COMPETENCIES AND STRENGTHS

Great at interpersonal communication skills:
Effective coordinator, excellent verbal and written communication skills.

Strong networking, presentation, multi-tasking and analytical abilities.

Determined team player – A “work hard, play hard” approach.

Energetic – Upbeat personality | Flexibility & Organizing skills.

CAREER TIMELINE

Procurement/ Estimation Engineer

Al Ghazal General Contracting, Abu Dhabi, UAE (2021, Jan, – Jul, 2021)

Procurement/ Sales Estimation Engineer

Noble InfoTech , Abu Dhabi, UAE (2018, Sep - 2020, Mar)

Project Expeditor / Estimation

Al Injazat Technical Services, Abu Dhabi, UAE (2014, Nov - 2018, Apr)

Documentation /Logistics Coordinator

Takeef LLC, Abu Dhabi, UAE (2013, Apr – 2014, Sep)

Identify marketing opportunities turning this to business opportunity.

Ability to work under pressure & Positive attitude towards any challenge.

Never say die attitude, prepared to meet any challenges.

Specialized in problems solving & Ability to work in multi-cultural environment.

Excellent counter skills to overcome competitors & excellent motivation skills to achieve final objectives and to meet deadlines.

Always conscious of each customer's requirement and dedicated towards

Achieving complete customer satisfaction.

KEY RESPONSIBILITIES ESTIMATION

Scrutinizing project documents as well as tender documents

Preparation of LOI & Bill of quantity

Floating inquiries to suppliers & manufacturers

Coordination with contractors and associates

EXPERIENCE (LATEST)

(Jan, 2021 –Jul, 2021)

Procurement / Estimation Engineer

Al Ghazal General Contracting, Abu Dhabi, UAE

Responsibilities includes (but not limited to) the following:

- Design and price estimation of work activity, performs cost and price analysis, develops negotiation strategies, and leads negotiations.
- Preparing Contracts (RFI / RFQ / RFP)/ Resource Optimization / Negotiations & Contracts.
- Collecting and verifying Material Requisition from operations.
- Coordinate bid sign off and approvals process
- Responsible for the successful relationships with the company suppliers to insure joint prospect.
- Strengthening business relations with the existing clients and Establishing relationships with end users clients.
- Preparations of Purchase Orders with clear terms & conditions.
- Sending inquiries for major items and subsequent follow up for getting the quotations, checking the quotations receiving from supplier in line with specifications and documents.
- Track purchasing activity and measurements.
- Follow up and expedite with vendors for timely deliveries.
- Quantity takeoff for Low voltage works, developing value engineering options with recommendations based on cost, engineering, equality and availability of materials
- Maintaining procurement files.
- Document management and change control best practices

(Sep, 2018 – Mar, 2020)

Procurement / Sales Estimation Engineer

Noble Infotech , Abu Dhabi, UAE

Responsibilities includes (but not limited to) the following:

- Developed new accounts and managed existing accounts.
- Generating Inquiries. Attending meetings with clients to know their requirements and provide solutions.
- Making costing sheet as per the Project specification or Contractor requirements or Spare parts requirements.
- Maintain supplier relations for better pricing, evaluating various vendors and suppliers to find the right match for the

4) And obtain the consultant / client approval. Preparing BOQ & Estimation, Develop RFI, RFP, and RFQ responses, Budgeting the installation work, Developing new relationships with principles & suppliers.

DRIVING LICENCE

UAE Driving License
Indian Driving License

PROFESSIONAL QUALIFICATION

Electronics and
Communication Engineering

LANGUAGE

English
Hindi
Malayalam
Tamil

TRAINING

Certified for participating in
Li2 – Robo III workshop

client opportunity.

- Bidding with the competitive price and deliver the best quality and service
- Preparing quotations by evaluating customer requirements
- Understanding of the competition's offering and providing a cost effective value engineered solution
- Accountable for the all Pre-sales / Sales initiatives and activities.
- Quantity takeoff for Low voltage works, developing value engineering options with recommendations based on cost, engineering, and availability of materials
- Prepare and deliver technical presentations explaining products or services to customers and prospective customers
- into the required tender format
- Understanding drawings, site requirements & specifications

(Nov, 2014 – Apr, 2018)

Project Expeditor / Estimation Engineer

Al Injazat Technical Services, Abu Dhabi, UAE.

Responsibilities includes (but not limited to) the following:

- Do feasibility study of received tender inquiry / tender documents with respective department heads and obtain inputs required, including Tender Bond for preparation and timely submission of tender.
- Receive Tender Enquiry documents including scope of works, drawings & specifications and Evaluate & Study the same, raise technical queries and clarifications as required.
- Scrutinizing tender documents Preparing LOI and Bill of Quantity.
- Consolidate sections and / or documents developed by other team members
- Evaluating tender documents, drawings & schedules and providing reliable estimates and cost forecasts of tenders assisting in compiling of tenders
- Floating Enquiries to Suppliers / Manufacturers
- Receive Tender Enquiry documents including scope of works, drawings & specifications and Evaluate & Study the same, raise technical queries and clarifications as required.

Worked on Projects:

Abu Dhabi Islamic Bank, Baniyas Branch,
Abu Dhabi Emirates National School, Mussafah, Abu Dhabi
CMW Project, Liwa
CMW Project, Swaihan
CMW Project, Mahawi

PROJECTS

Contourlet based Image
Steganography in a noisy
environment

TECHNICAL SKILLS

Proficient in Ms Office (Ms
Outlook, Ms Word,
Ms Power Point)

Email & Internet
Applications

PERSONAL DETAILS

Nationality : Indian
Date of Birth : 14/11/1990
Marital Status : Married
Visa Status : Spouse Visa

(Apr, 2013 – Sep, 2014)

Documentation / Logistics Coordinator

Takyeef LLC, Abu Dhabi, UAE.

Responsibilities includes (but not limited to) the following:

Logging the enquiries received from the contractor/customer in the quote log.

Coordination with different vendors and contractors

Discussing and presenting project reports to the Project Manager Preparing technical submittals of the materials

- Compiling engineering documentation for project with support from engineering team Analyzed bills of quantities, required specifications and submitted drawings
- Sets up and manages support function covering planning, tracking, reporting, quality management and internal communication

Other Logistics Responsibilities:

- Ensure Pre -alert is received for all sales orders
- Coordination with the responsible person issuing the customs release
- Collection of Duty Exemption letters and forwarding it to the clearing agent with all relevant shipping document
- Coordination with the clearing agent and follow up on the delivery
- Ensure the GRN is entered and posted of receipts and accordingly the material issue / Delivery note is prepared against each order
- Coordinate and schedule the customer delivery.