

## CURRICULUM VITAE



### **NADIR SAJJAD.K.SIDDIQ**

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Graduate in Mechanical Engineering from Government engineering college, Kerala and presently working with Al Tajir Glass Industries, Dubai. Interested in pursuing a career as a Supply chain professional.

### **EDUCATIONAL DEVELOPMENT**

- B. TECH in MECHANICAL ENGINEERING from TKM college of engineering, Kerala university (2013)
- Higher Secondary Education(Science) -CBSE (2007-2009)
- 10<sup>th</sup> CBSE –March 2007

### **TECHNICAL QUALIFICATIONS**

- Certified International Commercial Contracts manager (CICCM) from International purchasing and supply chain Management Institute (IPSCMI), USA.
- STED certified Diploma in PIPING INSPECTION.
- STED certified Diploma in WELDING INSPECTION.

### **COMPUTER SKILLS**

- |                         |  |
|-------------------------|--|
| • Operating systems     | Windows XP,7,8,10Vista. Etc.   |
| • Packages              | Microsoft Office 2003, 2007 (Word, Excel, power point, project, access). |
| • Designing Packages    | Solidworks, Autocad.   |
| • Professional packages | Primavera p6, Giant ERP, MS Dynamics, SAP                                |

### **WORK EXPERIENCE**

#### **1. Company : Al Tajir Glass Industries LLC**

Production of Container Glass Bottles (Flint & Green) for major clients like Pepsi, Corona, Heineken etc.

Period: - Feb 2017 to Present

Position: **SENIOR PROCUREMENT ENGINEER.**

**Responsibilities: -**

- Integral Part of procurement Team, responsible for all Engineering Purchases related to the Mechanical, IS Machine Maintenance, Instrumentation and Packing material.
- Handling purchase of machines, Electrical, Instrumentation and mechanical machinery spares, packing materials & Lubricants required in bottle manufacturing process
- Regular purchases from OEM suppliers from USA, Netherlands, Germany, Italy etc.
- Developed Sourcing vendors from USA, ITALY, FRANCE, and INDIA for developing alternate sources and gaining economy of scale especially in OEM spares procurement.
- Development of precision components as per same metallurgy and specs from Local/Indian Markets.
- Established supply contracts for Major materials and components with fixed consumption pattern.
- Establishing contract for all live items or regular items.
- Initiated vendor managed inventory (VMI) program of precision components.
- Follow-up with accounts for Advance payment transfers for overseas suppliers and ensure material readiness as per schedule.

- Selecting freight modes and nomination of shipments through Third party agents.
- Tracking of shipment movements on a regular basis
- Finalizing Rate cards for air and sea shipments with TPA.
- Coordination with Store Dept for the availability of stock and ensuring the Minimum Stock Level of critical items.
- Identifying potential suppliers for Equipment purchases under capex. Negotiation, Technical evaluation with support of user Dept, preparing commercial comparison and submitting recommendation to Management.
- Familiarized with Import regulations and Custom clearance.

### **Projects Handled:**

Purchase of Bottle Sleeving Machine from Dase-Sing Packaging, Taiwan.  
 Purchase of Recotech shrink wrapping Machine from MSK, Germany  
 Purchase of LP compressor from HANWHA TECHWIN (SAMSUNG), Korea  
 Purchase of FPX Inspection Machine, from Owens-Brockway, USA  
 Purchase of Refractory materials for furnace modification from Fuse tech, Germany.  
 Purchase of Bottle invertors for Corona Project from All Glass, Italy.  
 Purchase of printing machine worth 650000 Euro from Rosario, Netherlands.  
 Purchase of Annealing Lehr from AMCET, India.  
 Execution of Solar PV panels for the complete plant (under progress).

### **2. Company : Am Zone International Ltd, Marine construction and dredging.**

(Deals with marine construction, industrial / Oil & Gas equipment procurement & supply services, steel fabrication and machining works, mechanical services and Building Construction)

Period: - June 2015 to Jan 2017

Position: **PROCUREMENT ENGINEER.**

**Responsibilities: -.**

- Process all purchase orders for Engineering, Maintenance, Energy Sector averaging total annual procurement expenses of 5 million USD Import and Locally.
- Reviews daily inventory activity, maintains accurate inventory master files, manufacturer and catalog numbers, minimums and material descriptions.
- Created financial estimates for product manufacturing cost and capital investments for new products.
- Reviews purchase order requests and compares expenditures with budget appropriations, prepares and reviews monthly Capital Budget reports.
- Reduced inventory by 30%; initiated vendor managed inventory (VMI) program of precision components.
- Comparing rates obtained from different vendors for further negotiation and to get the best price.
- Stock Verification, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility - New Vendor Development, Price Negotiation with vendor, LPO releasing, Material Delivery and Payment etc.
- Estimating the Budget for Purchases.
- Audited suppliers to ensure compliance to company objectives and policies (**ISO Certified Lead Auditor**)
- Maintain accurate records of target accounts, opportunities, quotes, projects, contacts and Correspondence in company approved databases.
- Follows up related variation in orders and submit for approval from the various departments.
- Prepares reports on work done and recording of data.

**3. Company : RAK Precast FZC & Towers Technology Cont., RAK, UAE.**

MEP, Construction and Precast Manufacturing Company

Period: May 2014 to April 2015

Position: **PROCUREMENT OFFICER**

**Responsibilities: -**

**Projects handled:**

1. **DAMAC Akoya Oxygen Project, Dubai Land, Dubai**
2. **Meydan Villa Project, Dubai**
3. **RAK Precast Manufacturing Company LLC factory project**
4. **Manar Mall Expansion Project, RAK**
5. **Emirates Industrial City, Sajja, Sharjah.**

- Process Material requisitions from different departments accordingly.
- Process all purchase orders for Engineering, Maintenance and Stores Departments, averaging total annual procurement expenses of 1.2 million AED.
- Managed projects in tactical and strategic purchasing tasks to improve internal business processes that reduced cycle times and improved efficiencies
- Reviews purchase order requests and compares expenditures with budget appropriations, prepares and reviews monthly Capital Budget reports.
- Study the scope of work of the project & tender construction drawings
- Review bill of quantities, project specifications, drawings, data sheets and Process the RFQ accordingly
- Review the project specifications / data sheets and evaluate the preferred vendor's pre-qualification documents and ensure the compliance to the requirements.
- Process value analysis or Commercial analysis accordingly.
- Establish and negotiate with the vendors for contract and payment terms.
- Assist in the development of specifications for equipment, materials and services to be purchased.
- Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.
- Administer contract performance, including delivery, receipt, warranty, damages and insurance
- Submits final invoices to the Finance and Accounts Department.
- Have good knowledge of Import regulations and Custom clearance.
- Gained experience in different ERP systems.
- Preparing Subcontract Agreements, Supply agreement, LPO, Addendum to agreement & correspondence with Sub-Contractor.

**PERSONAL DETAILS**

Nationality	Indian
Date of Birth	06-04-1991
Religion	Muslim
Driving License	UAE Driving License.
Marital Status	Married
Linguistic Skills	English, Malayalam, Hindi, and Tamil
Passport #	K 1063282

**REFERENCES**

Available upon request

**DECLARATION**

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

**NADIR SAJJAD K S**

**UAE**

Date: 12<sup>th</sup> DEC 2021