

MOHAMMED MUJEEB UL HAQ

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CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which gives me job satisfaction, Self-development and helps me achieve organizational as well as personal goals.

CAREER SUMMARY

-) Bachelor of education in Civil Engineering.
-) Proficient Knowledge of the Procurement, Subcontracts and vendor management, Strategic sourcing, Tendering
-) Ability to prioritise and meet deadlines.
-) Able to work independently, with ability to interact and build consensus among people.
-) Proficient software experience in Microsoft Word, Excel, Power point, ERP oracle fusion
-) Basics of AutoCAD.
-) Fluent in English, strong analytical, communication and ability to negotiate in a cost transparent environment.
-) Cumulative experience of 12 years in the field of Procurement, subcontracts, Tendering, cost control and projects

CORE COMPETENCIES

Procurement management | Subcontract management | Strategic Sourcing | Contract management | RFQ | RFP | RFI | Bid Evaluation | Vendor Negotiation | Comparative analysis | Market researching | Vendor Prequalification | Selection & Evaluation | Logistics & Expediting | Tendering | Cost control | Budget monitoring | Cost coding | ERP Oracle fusion

WORK EXPERIENCE

2022- Present Senior Engineer- Subcontracts with SENDAN International co. Ltd. Saudi Arabia

SENDAN International is a reputed contracting company which basically deals projects in Oil & Gas, Petrochemical, Fertilizer, Mining & Mineral, Power & Water and Transportation

2017- 2021 Engineer- Procurement & Subcontracts with Galfar Engineering & Contracting SAOG, Oman

Galfar Engineering is known as one of the largest multidisciplinary (Civil, marine, utilities and services, Oil & Gas). Engineering, contracting and construction companies in the Sultanate of Oman.

2015-2017 Procurement Engineer with EL-Seif Engineering & Contracting, Saudi Arabia

El Seif Engineering Contracting is a member of the El Seif Group, a major Saudi group of companies with diverse business in the Kingdom and the Middle East

2012-2015 Site Engineer cum QS with THE ENGINEERS CONSULTANCY, Hyderabad

The Engineers consultancy is a 3rd party project management consultant based in Hyderabad, India. It deals with cost management, execution supervision, quantification of epc tenders etc.

Procurement professional with solid experience gained over 12 years of employment within the construction industry handling fast-track and demanding sourcing requirements for projects in the Civil construction and finishes, Infrastructure, Oil & Energy and Marine sectors, Involved in both operational procurement as well as Pre-contract procurement services.

Key Responsible Areas

Procurement/Subcontracts Cycle and Services:

-) To plan, Organize and undertake all End-to-End procurement activities for the construction projects.
-) To lead and manage the team through the complete procurement and subcontracting process.
-) Practicing strategic sourcing in order to procure accurate, efficient and cost-effective materials/services.
-) Responsible for preparation & issuance of RFIs, RFPs, RFQs in a timely manner for materials, goods and services and eventually evaluating their responses.
-) Negotiating with vendors and subcontractors on prices, payment terms and agree on delivery schedules in-line with construction program, negotiating price for variation in the contract post award.

Vendor Selection and Tender Process:

-) Review and conduct techno-commercial evaluation of bids and short list recommended Contractor with justification and basis for management approval.
-) Provide inputs based on the analysis of proposals, comparison statements (with emphasis on price, quality, delivery period, terms of payment, etc.), market knowledge and previous contractor evaluations to the Procurement Manager for discussion in the tender committee around the suitable suppliers.
-) Assist construction project managers in identifying long lead items, contracting with contractors, maintaining schedule, and expediting relevant procurement administrative functions to efficiently advance construction efforts.
-) Interacting with General Manager, Head of Operations, commercial Manager and Finance department, before awarding and placement of any order contract to ensure best Value for money is being obtained.
-) Ensure all material and services (including permanent & temporary work) are procured at competitive prices to budget, in accordance with the project/tender program and in compliance with project/tender requirements.

Purchase Order Management:

-) Preparation and issuance of Subcontractor Purchase Orders, Letter of Intents & Subcontract Agreements to selected vendors /subcontractors.
-) Amendment to the existing POs due to change order/ client requirement.
-) Implement and coordinate relevant invoice processing activities in liaison with finance, to ensure vendors receive their payments as per the agreed upon payment terms.
-) Managing the vendors performance evaluation for pre and post award stages and facilitate site surveys, meetings, and periodical reports (like monthly PO logs, delivered POs, Committed POs, budget vs actual spending)

Vendor Management:

-) Conducting the pre-assessment of vendors to improve vendor selection and Managing vendor relation process according to the implemented practices and procedures.
-) Manage vendor's performance monitoring (i.e. cost, quality, productivity, service).
-) Coordinating with the finance and logistics staff in resolving invoice discrepancies.
-) Evaluates existing vendors as well as develop new vendors and prepares & maintain the vendor data base.

) Maintains relationships with major vendors to provide the maximum utilization of their expertise, ideas, methods, and material application in order to achieve maximum cost savings.

EDUCATION

University vishveshwarya College of Engineering, Bangalore — *B.E (Civil)*

University: Bangalore University

Passing year: 2012

PERSONAL INFORMATION

Date of Birth : 24th July 1990

Passport number: V6517554

Exp. Date : 02/02/2032

Marital status : Married

Nationality : Indian

Driving licence : Available (KSA, Oman & India)

I solemnly affirm that the above-furnished particulars are true to the best of my knowledge and belief.

(MOHAMMED MUJEEB UL HAQ)