



To
Human Resource Department

Dear Sir

Sub: Application for Senior Procurement Manager/ Procurement Manager/ Assistant Procurement Manager/ Senior Procurement Engineer.

I am interested to join your organization in areas mentioned in the subject line. As I have a diversified exposure of **Civil Procurement, Cost Budgeting/ Estimation, Civil Engineer, Planning and Scheduling, Procurement Quality Control Supervisor** with respect to prudential regulations and various products program to maintain quality & control background, I can be instrumental in strengthening your team. I have been involved in governmental and private projects and feasibilities studies while gaining experience.

I have done **BS (Civil Engineering)** with 3.1 CGPA and **Certified International Procurement Professional (CIPP)** by the International Purchasing and Supply Chain Management Institute (IPSCM).

I am a highly motivated and growth oriented with capability to judge problems and analyzing different alternatives while arriving at the outcome best suited for the desired objectives.

I am looking forward to communicate and correspond with you to discuss how we can be beneficial for each other.

Yours truly

Muhammad Ali Khawar Usmani
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Mohammad Ali Khawar Usmani | BE in Civil Engineering | CIPP- IPSC |

[Senior Procurement Manager] Procurement Manager | Assistant Procurement Manager |

CONTACT

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CURRENT LOCATION

Riyadh- KSA

WHATSAPP#.

00966-5921-55304

EDUCATION

- BE IN CIVIL ENGINEERING
- CIPP - IPSCM

MEMBERSHIP

- UAE ENGINEERING COUNCIL.
- SAUDI ENGINEERING COUNCIL.
- PAISTAN ENGINEERING COUNCIL.

CERTIFICATIONS:

- Certified International Procurement Professional (CIPP)
- SIG SIGMA YELLOW BELT (SSYB)
- PRIMAVERA (P6)
- NEGOTIATION ASSOCIATE
- CONSTRUCTION SAFETY COURSE
- MS PROJECT
- MICROSOFT OFFICE
- QUANTITY SURVEYING
- AUTOCAD (Autodesk)
- PEC CERTIFICATE
- SOE CERTIFICATE

INFORMATION

Gender : Male
Marital status : Married
BOD : Sept. 27, 1987
Driver License: KSA/ UAE/ PAK

ABOUT ME

A certified procurement professional with almost 15 years of experience on handling large-scale construction projects. Successfully performed duties on various projects till date from initiation to commissioning for healthcare, educational, hospitality, residential and infrastructure sector. Seeking an opportunity in a senior/managing role with a growing, dynamic company where I can further develop my skills and continue to enhance in my career.

CAREER HISTORY

1. Civil/ Arch Section Head:

M/s MOHAMMED AL RASHID TRADING AND CONTRACTING COMPANY (MARCO), AUGUST 2024 TO PRESENT.

PROJECTS: KAFD, MISK, GREEN RIYADH URAIJAH, IMAM UNIVERSITY, SAMHAN HOTEL, MADINA GATE, GREEN RIYADH IRAQH.

2. Senior Procurement Engineer (Acting Asst. Procurement Manager):

M/s AL-RASHID TRADING AND CONTRACTING- Riyadh, KSA June 2014 – July 2024

DESIGN AND BUILT WATER TRANSMISSION LINE0 TROJENA (NEOM):

Project Value : Over 3BN SAR
Client : NEOM
Duration : 36 Months

ARAMCO HOUSING UDHALIYA PROJECT:

Project Value : Over 700 Million SAR
Client : Saudi ARAMCO Design
Duration : 24 Months

KING ABDULLAH PROJECT KAP2C-1:

Project Value : Over 2.5BN SAR
Client : Ministry of Interior (MOI, KSA)
Consultant : NKY Consultant
Location : Jizan/ Al Baha
Duration : 30 Months

OTHER PROJECTS:

GRAND HAYATT HOTEL PROJECT, WADISAFAR (INFRASTRUCTURE), WTS PROJECTS.

3. Site Engineer:

M/s SBC CONTRACTING (LLC) - Ajman, UAE March 2012 – April 2014

Construction and Maintenance of Labor accommodation block and Warehouses & G+3 Building.

Project Value : Over 1BN AED Client
Khalid Abdul Aziz
Consultant : Golden Gate Engineering Consultant. Location
Umm Al Quwain
Duration : 24 Months

4. Site Engineer:

M/s SAITA PRIVATE LIMITED – Karachi January 2011 – February 2012

WELL SITE GAS FILED (Location K-27) & UPGRADATION OF BHP BILLITON AIRFIELD.

Job Responsibilities:

- To support the projects team in the development of materials procurement strategy based on various procurement routes and planning the strategies as per the client's requirement.
- To assist/prepare the budget for project(s) based on design and cost management plan.
- To coordinate with the planning team to prepare procurement planning schedule for project long and short lead items/project(s) deliverables.
- To instruct team member to float tender inquiries in local and to overseas vendors/contractors/sub-contractors and arranging RFQ's, RFP'S, and RFI's as required.
- To review evaluated vendors/contractors in order to secure the best possible deals on goods that are needed for projects operations.
- To review/compare and check historical prices with newly quoted prices & evaluating the reasons for any significant discrepancies & take appropriate action to secure competitive pricing via strategic sourcing wherever necessary.
- To analyze available data on the costs, prices, margins and markups of the submitted process in order to negotiate competitive prices.
- To instruct the team to prepare negotiation strategy considering (prices, delivery time, contract, staff, financial status, etc. for shortlisted suppliers/contractors and negotiating with them to secure bids on basis of value for money.
- To review/prepare report on negotiated tender and give recommendations to management on finalizing the contract.
- To assist the contracts department with vendors and customers to agree to the contract terms and relationships in order to achieve the interests of the company/client.
- Developing and managing supplier relationship while maintaining ethical standards for smooth transaction of business operation.
- To assist contracts/administrations in finalizing contracts based on appropriate contract.
- To coordinate with finance department for issuing bank guarantees, LC's, releasing payments, etc.
- To check invoices vs delivery notes vs approved materials to approve/issue payment certificates.
- To attend the meetings regularly with contractor's, project teams to expedite goods delivery as and when required for project Progress to meet milestones and deadlines.
- To monitoring report on all procurement transactions, costs and inventories.
- To ensure, that requisitions, orders, delivered to the site relating to procurement and supply are clear and correctly correlating to the required specifications.
- To coordinate all procurement activities and resolving them as instructed by the management.
- To research and identify potential new vendors in the market and manage company's vendor database.
- To review vendor's pre-qualification and visiting manufacturing units and preparing reports accordingly.
- To prepare purchased orders by using ERP/ DELTA software.

5. EXPERIENCE DURING STUDYING:

INTEG CONSTRUCTION COMPANY – Karachi

January 2010 – August 2010

(Internee) Site Engineer

Project : Site Office Construction of IBA University Building.
Client : Institute of Business Administration (IBA)

6. LOYA ASSOCIATES – Karachi

August 2010 – December 2010

(Internee) Site Engineer

Project : Jail Roundabout Flyover.
Client : CDGK (Government Project)

Site Engineer Job Responsibilities

- Assisted in preparing tender and contract documents, including BOQ's.
- Assisted in studying/preparing cost analysis for construction materials for new and maintenance projects.
- Prepared quantities take-off using AutoCAD in accordance to Standard.
- Assisted in preparing tender analysis report.
- To report project manager on project status report based on tender quantities vs approved shop drawings.
- To raise material purchase request on the company's ERP system to the procurement department and follow up to secure on-time delivery to project site.
- To Verify subcontractor's interim payment certificates
- Attended meeting with sub-contractors/consultant/client to solve project related issues to civil, MEP to meet project deadlines based on planning schedule.
- Assisted in preparing and analyzing Claims, Variation Orders.
- Assisted in preparing lessons learnt report for post contract review

DECLARATION

I hereby certify that the particulars details furnished above are true and correct to the best of my knowledge.

Muhammad Ali Khawar Usmani