

To  
**HUMAN RESOURCES**  
(Recruitment Manager)

**Sub.: Employment in your organization.**

Dear Sir,

I take extreme pleasure to introduce myself I am **MOHAMMED ZISHAN HASHMI** an Aircraft Maintenance Engineer I have done (Aircraft Maintenance Engineering) In Mechanical stream from Indian Aerospace and Engineering in the field of Mechanical stream. I have nearly more than 12 years of functional experience in Construction field. I am young & energetic with good technical & communication skills.

I have experience in Procurement and Project Coordinator. I am well aware of **Microsoft office handling** multitasks, designs required as per the growth of company, etc.....

I do hope my qualification and experience will meet your staffing requirements. I can better explain about my abilities if I get a chance of an interview. If I get a chance to work in your organization, I will discharge my duties promptly to the entire satisfaction of my superiors.

Please find herewith attached my resume, with complete details of my qualification and experience for your kind perusal and consideration.

Looking forward to receive your favorable response.

Thanks & best regards,

Yours sincerely,

**MOHAMMED ZISHAN HASHMI.**  
RIYADH – K.S.A.  
Mobile: **+966 (0) 542186098**  
E-mail: **Hashmi.zishan@gmail.com**

**MOHAMMED ZISHAN HASHMI**  
**Mechanical Engineer**  
**Mobile: +966(0)542186098**  
**E-mail: [hashmi.zishan@gmail.com](mailto:hashmi.zishan@gmail.com)**

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### **Career Objective**

To be a part of the organization's success by rendering my service using my technical and logical skills, adaptable and competitive nature in the job applied, and to work where my education and experience contributes to the growth of the corporate and to acquire highest level of professionalism.

### **Educational Qualifications**

- **Aircraft Maintenance Engineer (AME) in "Mechanical stream"** from Indian Aerospace and Engineering, India.

### **Experience Profile**

**Twelve year current working experience in Saudi Arabia in Procurement Dept.and Projects Coordinator.**

**Three years of experience in Academy Experience.**

Six month experience in HINDUSTAN AERONAUTICS LIMITED, Worked in **Aero Engine Division, HAL**. From **DEC 2011** to **JUN 2012** as an **On Job Trainee in Quality Inspection Department**.

### **Current Experience**

**Senior Procurement Specialist at ABV ROCK GROUP**

**Location: Riyadh, Saudi Arabia**

**Company Industry: Construction**

August 2024- Present

**Specialist: MEP**

S/No.	Project List	Project Budget
1	MOI-SFMC RIYADH PROJECT Security Forces Medical Center	22 Billion
2	MOI-SFMC Jeddah PROJECT Security Forces Medical Center	22 Billion

**Procurement Specialist at Innovative Facilities Management Services**

**Location: Riyadh, Saudi Arabia**

**Company Industry: Facilities Management**

March 2023- July 2024

**Specialist: Electromechanical (Hvac, Plumbing, Firefighting, Electrical) Architectural and Civil.**

**Procurement Specialist at Zahran Operation & Maintenance**

**Location: Riyadh, Saudi Arabia**

**Company Industry: Facilities Management**

January 2022- February 2023

**Specialist: Electromechanical (Hvac, Plumbing, Firefighting, Electrical) Architectural and Civil.**

**Senior Procurement Specialist and Projects & Tenders Coordinator. At Construction Development Limited Co.**

Location: Riyadh, Saudi Arabia

Company Industry: Construction

Job Role: Engineering

July 2013 – December 2021

**Achievements**

S/No.	Project List	Project Budget
1	PICF 8148 Housing Royal Commission	82,500,000
2	PICF 8178 Elastomer Institute Royal Commission	49,500,000
3	Ministry of Social Affairs	89,000,000
4	Ministry of National Guard	25,000,000

## *Professional Experience*

- Review existing contracts and identify opportunities for improving value for money.
- Review service areas and potential supplier rationalization.
- Provide guidance to relevant staff in all procurement matters.
- Engage with the business to identify key procurement priorities and ensure that resources are assigned accordingly.
- Set up a processes of review for all contracts, Suppliers to ensure that maximum value for money benefits are achieved through supplier rationalization.
- Knowledge and experience of contract management and procurement activities including supply chain management ,contract management , contract law, and contract negotiation skills
- Develop an approved supplier list...
- Review /Assess technical specification, BOQ and Drawings to determinesuitable vendor and supplier.
- Prepare inquiry documents about commercial standards, technical Specifications, Boq'sand drawings as per company requirements.
- Review vendors and suppliers quotations to determine best price and deliver date.
- Review quotations of identified technical and commercial specificationsreceived from the vendors and suppliers.
- Prepare & issue purchase orders in accordance with selected suppliers, price and technical specifications.
- Computer literate and working experience with acknowledge of usingMicrosoft word, Microsoft excel.
- Ability to review and understand multi discipline (structure, Architectural Mechanical and Electrical).
- Ability to interfere and work closely with client site personnel and operationsgroup.
- Outstanding written and verbal communication skills.
- Ability to build effective relationships with clients, Engineering, Construction, and vendor Personnel.4

## **Computer Skills**

- Auto-CAD.
  
- MS Office: Excel, Word, MS Project & Photoshop.
- Oracle
- Maximo

## **Personal Details**

Name	:	Mohammed Zishan Hashmi.
Date of Birth	:	February 23, 1991
Nationality	:	INDIAN
Marital Status	:	Married with 1 child
Hobbies	:	Travelling, Solving puzzles, helping others.
IQAMA	:	Transferable.
Languages Known	:	English, Urdu, and Hindi & Arabic

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

**MOHAMMED ZISHAN HASHMI**



इंजन प्रभाग  
बेंगलूर कॉम्प्लेक्स

हिन्दुस्तान एरोनाटिक्स लिमिटेड

पोस्ट बोग नं. 9310, बेंगलूर-560 093

ENGINE DIVISION

BANGALORE COMPLEX

HINDUSTAN AERONAUTICS LIMITED

Post Bag No 9310, Bangalore - 560 093.



Telephone : 22312753  
22312792

Fax : 91-80-22310180  
22311397

तार : एरोइंजन

Telegrams: "AERO ENGINE"

E/HR/709/726/2012

June 15, 2012

## CERTIFICATE

This is to certify that **Mr.MD ZISHAN HASHMI**, AME Student of Indian Aerospace & Engineering, Navi Mumbai, Maharashtra has successfully completed his on the Job Training in Strip, Assembly, Overhaul & View Inspection of Rolls – Royce Orpheus 70105 Turbo Jet Engine, Rolls-Royce Gnome Turbo Shaft Engine in Quality Department, Engine Division, Hindustan Aeronautics Limited (Bangalore Complex), Bengaluru-560 093, during the period from 15.12.2011 to 14.06.2012 on No-Pay No-Fee Basis.

  
(S.S.Chandel)

SENIOR MANAGER-HR(E)

पंजीकृत कार्यालय : 15/1, कब्बन रोड, बेंगलूर - 560 001.

Registered Office : 15/1, Cubbon Road, Bangalore - 560 001.

31093



HR-GR-24-337  
Date: 08 August 2024

شهادة خبرة  
Experience Certificate

This is to certify that Mr. **MOHAMMAD**  
**ZISHAN HASHMI** Iqama No / (2343071136).  
has been working with us from **13/03/ 2023** till  
**03/08/2024** As **Procurement Specialist**.

نفيد سعادتكم بأن السيد: **محمد زيشان هاشمي**  
والذي يحمل الإقامه رقم/ (2343071136).  
عمل لدينا في الفترة من **2023/03/13** م وحتى  
**2024/08/03**م بوظيفة أخصائي مشتريات.

and he left the job after clear his side and receiving  
all her rights.

وقد ترك العمل بعد اخلاء طرفه واستلامه كافة  
حقوقه.

Upon his request this certificate was issued  
without any responsibility upon us towards others  
rights hoping the best for his.  
best regards.

وقد منحت له هذه الافادة بناء على طلبه دون ادنى  
مسئولية علينا فيما يتعلق بحقوق الغير  
متمنيين له التوفيق.  
وتقبلوا تحياتنا.

إدارة الموارد البشرية والشؤون الإدارية

HR & Administrative Affairs Management

**iFAS**

شركة المنشآت الذكية للتشغيل والصيانة  
THE INNOVATIVE FACILITY MANAGEMENT & SERVICES

سجل تجاري: 4030604019 CR :  
P.O. BOX - 4657 Jeddah - 23425





الهيئة الملكية للجبيل وينبع  
(246/8) Royal Commission for Jubail & Yanbu



Construction & Development Company Ltd. (CDCL)  
P.O. Box 51009 - Jeddah 21543  
Kingdom of Saudi Arabia

Attention: **Mr. Rakan Ibrahim Al Tassan – Chairman**

Subject: Contract No. PIC F-T-8178,  
Construction and Equipping of High Institute for Elastomer Industries (HIEI);  
**PROPOSED PROCUREMENT MANAGER - CONDITIONALLY APPROVED AS  
PROCUREMENT OFFICER**

Reference: CDCL Letter No. YANBU- PIC F-T-8178-302, dated 29 July 2021

Gentlemen,

In response M/s. **Construction & Development Company Ltd. (CDCL)** request for the approval of **Mr. Mohamed Zishan Hashmi (Iqama No. 2343071136)** as proposed Procurement Manager for the subject Contract submitted via referenced letter has been reviewed/evaluated and interviewed by the Royal Commission (RC) Construction Department and is Rejected as a Procurement Manager because the candidate does not have the required total number of years of experience as per the Contract requirements. Moreover, the candidate's iqama profession is stated as technician.

However, we have no objection for **CDCL** to utilize **Mr. Mohamed Zishan Hashmi** as a **Procurement Officer** under the direct supervision of the Project Manager. The candidate shall be subject to a probationary period of ninety (90) days and within this probationary period the candidate must upgrade his Iqama status to Engineer. The Royal commission (RC) maintains the right to request for a replacement, if the opinion of Royal Commission, the performance of the Procurement Officer **Mr. Zishan** is determined to be unsatisfactory.

This is for your information and appropriate action.

**Engr. Simon E. Brennan**

Authorized Representative