

Amirtharaj P

Al Khobar, Saudi Arabia / Mannargudi, TamilNadu, India.

Transferrable Iqama

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Objective

Detail-oriented Procurement Engineer with 1+ year of hands-on experience in procurement operations and 7+ years of expertise in documentation, project coordination, and construction records management. Skilled in RFQs, supplier negotiation, price comparison, LPO preparation, invoice verification, and material tracking. Strong background in ISO-compliant document control, Aconex, technical submittals, production documentation, and site documentation. Proven ability to support procurement departments while managing complete document workflows for contracting and construction projects.

Experience

- Procurement Engineer** March 2025 - Present
Riyara Buildtech Arabian Company, Dammam , Saudi Arabia
 - Manage full procurement cycle including RFQs, quotation evaluation, price comparison sheets, and LPO preparation.
 - Communicate with suppliers for pricing, negotiations, delivery schedules, and materials follow-up.
 - Verify supplier invoices and process payment requests accurately.
 - Maintain purchase logs, material tracking sheets, and procurement records.
 - Support project teams with timely material sourcing and delivery coordination.
 - Ensure compliance with internal procurement policies and documentation standards.
 - Assist in budgeting, cost tracking, and market research for competitive sourcing.
- Documentation & Procurement Coordinator** January 2022 - April 2024
Unimix Readymix And Cement Products, Riyadh, Saudi Arabia
 - Coordinated with the purchasing team for raw material requirements such as cement, aggregates, pigments, and additives for block and kerbstone production.
 - Prepared material requirement reports based on daily production planning to support procurement and ensure continuous plant operation.
 - Monitored raw material consumption and stock levels to avoid production interruptions in the MASA automated block-making plant.
 - Coordinated with warehouse, production, and maintenance teams for timely availability of materials and plant spare parts.
 - Maintained production, maintenance, and material usage documentation in compliance with ISO standards and internal audits.
- Site Engineer** July 2017 - December 2021
Dharani Hi-tech Projects Private Limited, Mannargudi Tamilnadu
 - Supervised 30+ residential and infrastructure projects, ensuring compliance with structural drawings, quality standards, and safety regulations.
 - Conducted daily site inspections, identified and resolved technical issues, and ensured smooth project workflow.
 - Coordinated with project managers, consultants, and subcontractors to achieve efficient execution.
 - Managed material procurement, reducing wastage by 10% through effective planning.
 - Led engineering teams and site workers, completing projects on schedule and within budget.
 - Prepared and maintained site-related documentation including daily progress reports, material logs, inspection records, and client submission files.

Core Competencies

- **Procurement & Purchasing**

1. RFQs & Vendor Sourcing
2. Quotation Analysis
3. LPO Preparation
4. Price Comparison Sheets
5. Invoice Verification
6. Payment Request Preparation
7. Supplier/Delivery Follow-up
8. Market Research
9. Material Planning Coordination
10. Cost Tracking & Budget Support

- **Document Control**

1. ISO-Compliant Documentation
2. Filing Systems (Digital & Physical)
3. Version Control & Revision Management
4. Technical Submittals
5. Work Completion Reports
6. Project Document Tracking
7. Zoho Management
8. Material Logs & Reports
9. Audit Preparation & Compliance
10. Data Accuracy & Record Security

- **Technical & Software Skills**

1. Aconex
2. MS Office (Excel, Word, PowerPoint)
3. Zoho CRM
4. AutoCAD (Basic)
5. MS Project
6. PDF Management Tools

Education

- **Dhaanish Ahmed College Of Engineering**
Bachelor Of Engineering - Civil Engineering

2013-2017

Languages

- English, Hindi (Speaking), Arabic (Speaking) Tamil.

TRAINING AND CERTIFICATION

- Aconex Accredited Level Professional - Oracle Learning
- Participated in technical placement training on 'Quantity Surveying, Quality Control & Assurance, Billing, Planning & Budgeting, Construction Technique & Management Information System (MIS) held in our college conducted by Civil Engineering Employment Training (CEET).
- Mastering Bittumen For Better Roads And Innovative Applications in Coursera
- Construction Management On-Site – LinkedIn Learning

Personal Details

- Date of Birth : 18/09/1995
- Marital Status : Single
- Nationality : Indian
- Gender : Male
- Iqama : Transferrable