

# ABDUL RAHOOF KHAN

## Procurement Engineer

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### CAREER OBJECTIVE

To do my best and achieve professional as well as personal goals at a very trustworthy responsible position in any organization wherever I work. I am confident, coupled with diplomacy, wit and determination to do well and would surely be beneficial to any organization. I believe that our altitude in life is decided by our attitude towards our work. I want to keep this in mind while undertaking anything in life.

### PROFILE SUMMARY

- Procurement Engineer with more than 8 years of experience in civil and mechanical projects.
- Procuring Material, Equipment and Subcontract Services (civil & mechanical)
- Successfully handled and completed large scale projects for various clients.
- Comparative Bid Analysis, price negotiation & order finalization.
- Delivery, material handling, inspections and approvals as per requirement.

### AREAS OF EXPERTISE

#### Professional:

- \* Procurement / Contracts Management.
- \* Engineering drawing & specification.
- \* Market Research
- \* Supply Chain Management.
- \* Vendor Qualification.
- \* Project Management

### ORGANISATIONAL EXPERIENCE

#### **Procurement Engineer (August 2019 – August 2021)**

*HYUNDAI Engineering and Construction (Dubai)*

**Project:** Ain Dubai (World's largest ferry wheel)

#### **Job Responsibility:**

- Brief study of drawing specification, vendor list and quantity take off to float inquiries for quotation.
- Attend meeting / site walk with employer's representative consultant (ERC) for the certification of the project progress payment.
- Assessment for client variation for any change order.
- Valuation / Analyzing the monthly work done and arranging payments certification for sub-contractor / suppliers. (subcontractor worked with: Consort, Lakshmi metals, Vulcan Industries, Union fiber, softcell-poland, hydrofab-india, Inoxnet – turkey)
- Assessment of subcontractor's variation claims resolving the dispute in the quantities.
- Preparation of final work done and settlement of final account with client, subcontractors and supplier.

- Collecting quotation and negotiation price to manage & ensure that the cost should not exceed the initial budget.
- Ensure commercial, legal and contractual compliances in all the procurement transaction.
- Storage and handling on site, prior to use, during installation and closure of any surplus/defective materials after the completion of project.
- Client acceptance / rejection, warranties and other related follow up matters with supplier till completion of project.
- Arrange and participate in meetings between suppliers and company engineers and other personnel to facilitate standardization and economical procurement.
- Issuance of purchase order.
- Tracking and expediting of shipment.
- Handle delivery and inspection of items, assist in insurance claims, if any.

### **Procurement Engineer (May 2017 – May 2019)**

*S A M Middle East Contracting & Facility/property Management (Abu Dhabi)*

#### **Job Responsibility:**

- Procurement of project materials, consumables, fixed assets, equipment and sub contract services from International and local vendors/Supplier as per requirement.
- Approved vendor identification, floating enquiries and selecting competitive offers.
- Reviewing Contracts, analyzing BOQ and specification to understand key requirements.
- Cost estimation of Materials, Manpower and Services for the project.
- Reviewing Project schedule to ensure equipment/materials availability at Project Site.
- Preparation of Procurement Schedule/ Log and status as per project Schedule.
- Preparation and submission of RAM (Request for Material Approval) to client.
- Receiving requisitions and expediting Procurement activities within the budget.
- Techno-commercial offer evaluation and submitting Work/Purchase proposals to client.
- Issuing Purchase Orders and Subcontract agreements as per contract requirements.
  - Monitoring & Following up production and deliveries status with logistics & vendors.
- Appointing TPI & following the inspections, reports & release notes of the materials.
- Co-ordinate material delivery and equipment mobilization to project Site.
- Monitoring delivery progress and confirm material availability as per scheduled work plans.
- Ensure that sub contract works are carried out as per client project specification, procurement contracts, project schedules and budgets.
- Co-ordinate with Project team/Client, Suppliers & Sub-Contractors for effective services.
- Contributes to profits and revenue; works with integrity and ethically.
- Evaluating the vendors, searching for new manufacturers & stockiest over the world.
- Generating vendor database for the materials and services.
- Follow-up invoicing and payment status to Suppliers/Subcontractors.

## **Facilities Supervisor (May 2015 - April 2017)**

*Aston Real Estate/Property Management (Abu Dhabi)*

- Plan, direct, coordinate and estimate budget for single facility and hiring personnel.
- Oversee procurement and maintenance and upgrade overall facility as required.
- Establish and administer policies and procedures for events.
- Coordinate and manage activities and events with other UGA departments and external clients.
- Ensure facilities meet needs of multiple individual projects and coordinate with IT staff for technological needs.
- Monitor facility usage, operations and equipment maintenance.
- Prepare and implement annual budget for building use and facility maintenance
- Update and maintain usage records and invoice clients accordingly.
- Maintain accurate records of equipment functioning status and other systems in building.
- Develop schedule for regular evaluation of facilities.
- Participate in development of policies and procedures affecting usage supplies and facilities.
- Ensure all equipment and other facilities are functioning well.
- Initiate interventions to solve problems in facilities.
- Develop and execute system for regular cleaning, repair and maintenance of facilities.

## **Site supervisor (June 2012 – Jan 2015)**

*TC One Builders in Calicut, Kerala - India*

- Assessing and managing safety hazards in work place.
- Arranging for necessary equipment's.
- Oversee loss prevention throughout construction.
- Quality control.
- Handling overall construction activities of the project from initial to final stage.
- Experience in preparing enquiry and order documents.

## **PERSONAL ATTRIBUTES**

- Good Negotiation skills and commercial awareness.
- Excellent communication and Interpersonal skills.
- Coordinating and organizational skills.
- Highly analytical with good problem solving.

## **PROJECT**

As part of my final year curriculum,

Assessment of energy requirement in our college and suggesting suitable alternatives which reduces the cost of energy consumption.

## **EDUCATION**

- Completed B-TECH in Mechanical Engineering from IIMT College of Engineering in the year of 2011.
- HSE (12<sup>th</sup>) from J D T ISLAM HSS in the year of 2007.

## **TECHNICAL SKILLS**

Proficient In:-

- Microsoft excel.
- Microsoft word.
- Power point presentation.
- AutoCAD.

## **PERSONAL INFORMATION**

- DOB: 09/11/1988.
- Gender: Male.
- Religion: Islam.
- Nationality: Indian.
- Civil Status: Married.
- Driving License: UAE, Indi.a
- Address: Tamannas, East nadakkavu (P.O), Calicut-673006, Kerala – India.

## **LANGUAGES**

- |             |           |          |
|-------------|-----------|----------|
| • English   | • Hindi   | • Arabic |
| • Malayalam | • Kannada | • Urdu   |

## **REFERENCE**

Available on request with supporting documents.

## **OTHER**

I am flexible enough to adapt new concepts quickly while working under pressure & I am able to adopt myself to any working environment; I personally believe that our altitude in life is decided by our attitude towards work.