**CURRICULUM VITAE**

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**Mohammed Zikriya**

**Procurement Manager**

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Work Experience in Gulf : 14+ years

* Company : **M/s SRACO- Dammam, KSA**

Designation : **Procurement Manager**

Period : 02.12.2018 till date

Projects Completed/ : Haradh & Hawiyah Field Gas Compression project, Anak

Hospital etc.

* Company : **M/s New Centre Trading & Engg. Services, Qatar**

Designation : **Procurement Manager**

Period : 20.07.2017 to 15.11.18

Projects Completed/ : HMC- Projects, Hospital Projects, Qatar University & Qatar

Foundation Project.

* Company : **M/s Radiant Engineering Enterprises., Qatar**

Designation : **Procurement Manager**

Period : 23.05.2016 till 15.06.2017

Projects Completed/ : Hilton Hotel – 42 Floors Tower with Townhouse

Ongoing A & B and Podium, Souq Najada- Project & Mall of

Qatar- Hotel and Building.

* Company : **M/s El Seif Engineering Contracting Co., K.S.A**

Designation : **Procurement Manager**

Period : 19.01.2011 till 26.01.2016

Projects Completed : SABIC, HHR (Harmain High Speed Railways), 5 Star

Hotels @ Hail & Tabouk, KAP2A & KAP2B, etc., K.S.A.

* Company : **M/s Voltas Ltd. (Tata Enterprise), Qatar**

Designation : **Procurement Manager**

Period : 26.08.2008 to 13.11.2010.

Projects Completed : Sidra Medical & Research Centre, New Doha

International Airport, Barwa Accommodation etc.

* Company : **M/s Emirates Trading Agency, UAE**

Designation : **Assistant Procurement Manager.**

Period : 16.08.2007 to 13.08.2008.

Projects Completed : Eleven towers at Business Bay, One @ Business, Burj

Tower, OTCI, Dubai Metro, Discovery Gardens, Multi

Storey Towers, Shopping Malls, Jabel Ali International

Airport and DAFZA etc.

* Company : **M/s Oman Shapoorji Construction Co.LLC, Oman**

Designation : **Procurement Engineer**

Period : 10.01.2004 to 15.08.2007.

Projects Completed : Commercial/ Residential, Building in Al-Khuwair(G+7

floors + Penthouse), Commercial/ Residential,

Building in Al-Khuwair(G+5 floors + Penthouse), Construction of Mosque & Dining Hall at Wadi Kabir, Proposed New Entrance to the Royal Box in Bausher Stadium, Seeb Internaltional Airport-Additional Departure Gates Building, Medical & Hair Dresser’s Room/ Green Asphalt & Car Park Development, Township for Sohar fertilizer at LIWA-Gadafan- Sohar, Commercial/ Residential, Building No.3 & 4,Al Khuwair, Commercial/ Residential, Building On Plot No.725,Al Khuwair.

Work Experience in India : 3 Years

* Company : **Power Engineers (Tata Project limited) Power**

**Plant-ACC, Wadi-585225, Dist. Gulbarga**

Designation : **Procurement Engineer.**

Period : 02.11.2000 to 30.12.2003

Projects Completed : Construction of Steam Power Plant.

**Duties & Responsibilities:**

* Study of contract documents, specifications, bill of quantities, costing sheets/ pricing concept.
* Preparation of Material procurement schedule
* Floating enquiries inviting offers for different materials (like equipments, piping etc.).
* Evaluation of offers received & making comparison (technical & commercial).
* Material selection, checking compatibility with specification and costing provision.
* Arranging material approval sheets for Consultants/ Clients approval for HVAC, Plumbing & Electrical services.
* Price negotiation with suppliers/ subcontractors for all the materials being approved.
* Preparation of work orders/ purchase orders for the supplier/ subcontractors.
* Monitoring of proper flow of material in the site at regular intervals & execution of contracts to match project schedules.
* Development of vendors in terms of quality, delivery and cost to meet project/ contract requirements (local as well as international vendors).
* Following ISO standards & Quality Procedures for procurement process.
* Regular interaction with the consultant/ client for product approvals.
* Attending progress review meetings/ technical meetings.
* Regular interactions with the site project directors, project managers, construction managers, project engineers etc.
* Monitoring the status of project at all stages with regard to material & services.
* Co-ordination amongst all M & E services.
* Satisfying site in-charge/ staff by arranging in time material at site.
* Sorting out issues related to payment, delay in deliveries and logistics.
* Managing stores and logistics to monitor proper flow of materials during project execution stage.
* Comparing ongoing project with the target project & detail study of the project to avoid delays in future projects.
* Responsible for workload forecast reporting and coordination of staffing needs
* Responsible for implementation and development of relevant sections of Contract & Procurement and Business Line strategic plans.
* Complying with corporate policies and procedures.
* Participating in project reviews to ensure quality of procurement execution and timely resolution of issues.
* Administrating performance management program for direct and indirect reports, including establishment of yearly goals, rating calibration, personnel development and training plans.
* Meeting external entities, including subcontractors, suppliers, and business partners to establish strategic relationships.
* Supervising work of others, support staff and operational functions.

EDUCATIONAL QUALIFICATION

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| Bachelor of Engg. (Mech) | Gulbarga University, India | 2000 |

COMPUTER SKILLS:

Autocad, REVIT & ABS(Autodesk Building System), Primavera and MS-Project, MS office.

OTHER TECHNICAL QUALIFICATION:

* Undergone vocational training at ‘ABB-ABL, Shahbad, and Dist.Gulbarga.
* Undergone six months correspondence course in Quality control & ISO-9000 from ‘NILEM’, Institute located in Chennai.
* Undergone six months training in “Primavera” & MS-Project from Micro-Cad Institute, Hyderabad.

PASSPORT DETAILS:

Passport No.:J5520668, Date of Issue: 18.04.2011, Date of Expiry: 17.04.2021, Place of Issue: Riyadh

DRIVING LICENSE:

International driving license of K.S.A & Qatar.