

MOHSIN SHABIR

Address:

AL-Khobar, Saudi Arabia

Phone:

050-514-3810

Email:

m.shabir88@outlook.com

Summary

Five years of professional experience in the field of procurement for projects with Saudi Aramco. Highly skilled in vendor selection, Procurement planning and procedures, ERP System, Cost Reduction, Vendor relationship, Sub-Contracts, Vendor Negotiation, Documents Controlling, Maintaining Database, Managing On time delivery of materials and services. Dedicated and committed to Growing and expanding businesses.

Skill Highlights

- Project management
- Vendor Selection
- Sub-Contracts
- Vendor Negotiation
- Microsoft Office
- Payment Scheduling
- Procurement Planning
- Document Controlling
- Cost Reduction
- Database Management
- ERP Software
- Strong Reporting

Experience

Alascon Company Limited

Procurement Officer(Aug 2017 – Apr 2023)

Projects:

- **Saudi Aramco Utilities Department Building Maintenance Contract (LFC)**
Aug 2017 – Apr 2023
- **Saudi Aramco Office Services Department Building Maintenance Contract (LFC)**
Aug 2017 – Apr 2023
- **Saudi Aramco Computer Data Center Building Maintenance Contract (LFC)**
Aug 2017 – Apr 2023
- **Saudi Aramco Abqaiq School Fire Protection Upgrade GSO (Lump Sum)**
June 2022 – Apr 2023
- **Saudi Aramco EXPEC & Tower AC Plant Demolition of Chillers, Cooling Tower, Pumps and associated equipment, Dhahran**
Oct 2020 – May 2021
- **Saudi Aramco Manifa producing Department Building Trade Contract (LFC)**
Aug 2017 – Feb 2021
- **SA Khursaniyah Gas Plant Maintenance Contract (LFC)**
Aug 2017 – Jan 2021
- **SA Power Operations Department Maintenance Contract (LFC) –**
Aug 2017 – Jan 2020

Responsibilities:

- Procurement of Long Form Contract (LFC) & GSO (Lump Sum) Saudi Aramco Projects.
- Document Controlling of CRPO'S, demands & delivery.
- Data Entry related to CRPOs.
- Receive demands and maintain demand tracking list.
- Verification of Each Material Demand against CRPO.
- Analyze all suppliers or Contractor to select the most suitable suppliers or Contractor.
- Negotiate with suppliers on lead-time, cost, and quality to obtain the maximum benefit for the company.
- Maintain the BOQ with Updates from suppliers until after awarding the contract.
- Receiving the competitive price quotes.
- Prepare schedule of comparison.
- Establish delivery terms, time, and stages of inspection for the supply with Project management Team
- Negotiate the best payment terms and contract conditions, maintaining high Level of integrity.
- Keep accurate records to justify the process and any other related decisions made in this regard.
- Preparing Purchase orders in the ERP System.
- Issuance of Purchase Order.
- Tracking and expediting of Shipment delivery at Site.
- Third Party Job Coordination.
- Obtaining Required Access and Gate Pass for Materials and Vendors.
- Maintain Time Sheet/ Hours for TUR CRPOs
- Material Demands for Base crew Manpower
- Keep updated with market developments and assist in Vendor development.
- Assist Tendering and Costing Department as required.
- Maintain Purchase record and other important data.
- Prepare and Submit Payment Requisitions in accounts.
- Follow-up for Payments with Finance to fulfill payment terms agreed with supplier.
- Reporting to Management.

Education

Bachelor of Science: **Computer Science**- 2017
COMSATS University, Sahiwal - Pakistan

Languages

English – Proficient
Urdu - Native
Arabic - Beginner

Certifications

Procurement Management Certification - Udemy

Serial No: 045333



Registration No: CIIT/SP13-BCS-088/SWL

By the Authority of the Board of Governors

COMSATS Institute of Information Technology

MOHSIN SHABIR s/o MUHAMMAD SHABIR ZAFAR

Of

Sahiwal Campus

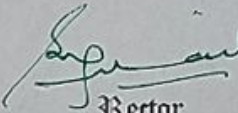
has been conferred upon the degree of


Bachelor of Science in Computer Science

Given on this Fifteenth day of March two thousand and Seventeen at Islamabad

Date of Issuance: 15th March 2017


Controller of Examinations


Rector


Registrar



COMSATS Institute of Information Technology

TRANSCRIPT

0043709

Date: 15-Mar-2017

Certified that MOHSIN SHABIR s/o MUHAMMAD SHABIR ZAFAR Registration No. CIIT/SP13-BCS-088/SWL Department of Computer Science has completed and passed all the requisite courses / examinations for the degree of Bachelor of Science in Computer Science on 30th January 2017 from Sahiwal Campus.



The details of the courses passed are as follows:

Course Code	Semester / Course Title	Cr.	LG	GP	Course Code	Semester / Course Title	Cr.	LG	GP
Spring 2013					Spring 2015				
CSC103	Introduction to Computers and Programming	4	C	8.0	CSC253 *	Computer Graphics	3	F	0.0
EEE121	Electric Circuits Analysis I	4	C+	9.2	CSC312	Automata Theory	3	C+	6.9
HUM100	English Comprehension and Composition	3	B-	8.1	CSC322	Operating Systems Concepts	3	B	9.0
HUM110	Islamic Studies	3	B-	8.1	CSC339	Computer Communication and Networks	4	C	8.0
MGT101	Introduction to Management	3	C+	6.9	CSC392	Software Engineering II	3	B-	8.1
MTH104	Calculus and Analytic Geometry	3	C-	5.1	Fall 2015				
Fall 2013					CSC253	Computer Graphics (<i>Repeated</i>)	3	B-	8.1
CSC102	Discrete Structures	3	B	9.0	CSC336	Web Engineering	4	C+	9.2
CSC241	Object Oriented Programming	4	C	8.0	CSC494	Software Project Management	3	B-	8.1
EEE231	Electronics I	4	B-	10.8	EEE440	Computer Architecture	3	C	6.0
HUM102	Report Writing Skills	3	B-	8.1	MGT131	Financial Accounting	3	C+	6.9
HUM111	Pakistan Studies	3	B	9.0	MTH375	Numerical Computations	3	B+	9.9
MTH105	Multivariable Calculus	3	B	9.0	Spring 2016				
Spring 2014					CSC201	Design and Analysis of Algorithms	3	C	6.0
CSC211	Data Structures	4	B	12.0	CSC441	Compiler Construction	4	C+	9.2
CSC271	Database Systems	4	C+	9.2	CSC455	Computer Vision	3	C-	5.1
EEE241	Digital Logic Design	4	C	8.0	CSC456	Human Computer Interaction	3	B-	8.1
HUM103	Communication Skills	3	B	9.0	CSC462	Artificial Intelligence	3	B+	9.9
MTH242	Differential Equations	3	C+	6.9	Fall 2016				
Fall 2014					CSC110	Professional Practices (IT)	3	C+	6.9
CSC221	Computer Organization and Assembly Language	4	B-	10.8	CSC446	Advanced Object Oriented Programming	3	C+	6.9
CSC291	Software Engineering I	3	B	9.0	CSC499	Project	6	A-	22.2
MTH231	Linear Algebra	3	C+	6.9	MGT350	Human Resource Management	3	C+	6.9
MTH262	Statistics and Probability Theory	3	C	6.0					

Total Credit Hours Registered: 137
 * Discounted Credit Hours: 3
 Net Credit Hours Passed: 134
 Total GP: 338.5
 CGPA: 2.53
 Aggregate Weighted %: 68.69

echo
 Controller of Examinations

Date: 02/October/2023

التاريخ: 1445/03/17

شهادة خبرة

Experience Certificate

To Whom It May Concern

لمن يهمه الأمر

This is to certify that **Mr. Moshin Shabir, Pakistani**, Nationality, ID No: **2439944550** has worked for Alascon Company Ltd, in Saudi Arabia, from **11/08/2017** until **13/04/2023**, in the position of a **Procurement Officer**.

تشهد شركة الاسكون المحدودة بأن السيد / محسن شابر بهوية رقم (2439944550) باكستاني الجنسية عمل لدينا بوظيفة مشتريات من تاريخ 11/08/2017 حتى تاريخ 13/04/2023

And the company granted him this service certificate to use it for any purpose that serves him without the slightest commitment or financial responsibility on the company.

وقد منحت الشركة شهادة الخدمة هذه لاستخدامها لأي غرض يخدمه دون أدنى التزام أو مسؤولية مالية على الشركة.



قسم الموارد البشرية



Manifa Maintenance Division
Maintenance Support Unit

Certificate of Appreciation

presented to

MOHSIN SHABIR

ALASCON COMPANY LTD.

ID#8276846

In recognition and appreciation of his effective role as a Procurement Engineer during the Manifa Producing Department Building Trade Contract.

Mohammed A. Aljawi, Maintenance Engineer
Maintenance Support Unit

5/9/2021
Date of issue

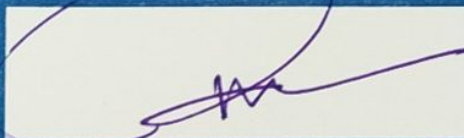
certificate of appreciation

This is to certify

Mohsin Shabir / Badge # 8276846

Procurement Engr / Supervisor, ALASCON Company Ltd.

CAOSD/FMG would like to express appreciation to you for the hard work and dedication during the execution of TCR # 5 project, W.O. # 50090429 Modification of Center Stair Case into Emergency stairway at Tower Bldg. # 730 Core Area , Dhahran.

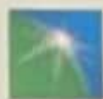


Khalid S. Ajaji

FMG Group Leader (A)

Central Area Office Services Division/ Facility Mngement Group



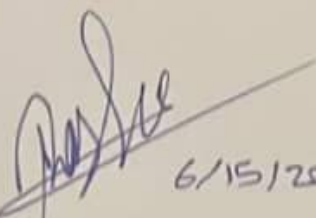


certificate of appreciation

This is to recognize

Mohsin Shabir #8276846

For his significant contribution to support the Staffing Services Department (SSD) Operations Center building #1715 renovation. Mohsin's efforts, dedication and professionalism are admirable and his valuable efforts had a very positive impact.



6/15/2023

Rasha A. Al-Fajhan, Manager

Internal Staffing & Operations Support Division





Certificate no: UC-caa5756c-8bb0-4995-b4b1-5f0e36c015dd
Certificate url: ude.my/UC-caa5756c-8bb0-4995-b4b1-5f0e36c015dd
Reference Number: 0004

CERTIFICATE OF COMPLETION

Procurement Management

Instructors **Avik Munshi, PMP®**

Mohsin Shabir

Date **March 6, 2022**

Length **6 total hours**