

Shafeek Nazar

Material Management | Procurement | Contract Management

Senior Management Professional, offering **8.5 years** of rich & extensive experience in managing **Procurement & Sourcing Operations / Vendor Development**, that directly results in efficiency improvements & cost savings

LinkedIn : www.linkedin.com/in/shafeek-nazar-bbb59560/



+917736391103

KERALA, INDIA

shafeek.naz@gmail.com

Key Skills

Sourcing & Procurement

MEP & Civil Materials

Vendor / Supplier Development & Performance Review

Logistics Services & Transportation

Warehouse/Inventory Management

Budgeting & Cost Optimization(ZBC)

Contract Management

Category Management

Supply Network Optimization

MIS & Reports

Procurement IMS

Expediting LLI

Profile Summary

- Offering **8.5 years** of experience in **procuring, global sourcing, material management, techno-commercial operations, client relationship management, and site engineering in Metals and Construction industry**
- Well versed with Milestone invoicing , PO analysis & arrangement of Materials , Supply chain management .**
- Materials handled : MEP , Civil Construction , Pipes (UPVC , GRE ,SS, SDSS, CS, INCONEL , ALLOY) Piping Bulk , Structural Steels , IT , Instrumentations , Electricals , CAPEX/ OPEX , Paints , Valves , Mechanical Consumables etc.**
- Well Understanding of Engineering Procurement, EPC Projects & Standards including API, BS, DIN, ASME, ASTM & NACE , BIS , CIVIL & MEP Standards.
- Well versed with **supply chain & distribution** focusing on regional and country logistics network to design innovative solutions, reduce operational costs and improve delivery times while maintaining high service levels
- Built & maintained supplier / vendor relations; evaluated vendors, managed buyer processes, and analyzed reports
- Cost Saving Specialist:** formulated innovative strategies & displayed effective negotiation proficiency for attaining combined cost savings
- Skilled in ensuring optimum inventory levels to avoid stock out situation within minimum cost; effective in implementing warehouse rationalization strategies to optimize distribution network & reduce complexity & costs

Career Timeline

Arabian Industries
LLC , UAE as
Sr Procurement
Engineer

Dohat AL Khaleej LLC,
Muscat, OMAN as Sr.
Procurement /
Contracts Engineer

Powertech
systems, INDIA
as Sales
Engineer

AL Qaryan Group For
Trading & Contracting
EST., KSA as
Operations & Purchase

Sanex Steels,
INDIA, as Project
Engineer

2018-2020

2015-2018

2015-2016 (6m)

2011-2014

2010-2011

Soft Skills



Communicator



Thinker



Collaborator



Innovator



Intuitive

Education

- B.Tech. (Mechanical Production Engineering) from Kerala University, Kerala, Sree Chithira Thirunal College of Engineering, Pappanamcode

Certifications

- Piping Engineering from College of Engineering, TVM
- Materials Supervisor Saudi ARAMCO Badge No -255934
- Certified Purchasing Professional, from American Purchasing Society (APS)
- Certified Professional Purchasing Manager from American Purchasing Society (APS)
- Saudi Council of Engineers Certified

Work Experience

2018-2020 with Arabian Industries LLC, Abu Dhabi, UAE as Sr. Procurement Engineer

Key Result Areas:

- Managing procurement of materials & services as per the material requisitions upto the delivery of the materials; developing a vendor base and maintaining the AVL in liaison with QAQCM
- Taking client approvals & preparing TBE; engage in preparation PO in MODSOFT /EPICOR
- Liaising with the subcontractors for the optimisation of the offers for the Contracts like Equipment Hire, Manpower, Construction, Installation and Commissioning
- Maintaining & managing quality assessment of the purchase in coordination with the QAQC department; organizing meeting with the clients to resolve NCR and to make the necessary Procurement Strategies

Highlights:

- Ideated & implemented procurement procedures, IMPS & IMPS Formats; expanded the vendor base with the successful P.Q Evaluation as per QA Procedures
- Assisted in the Pre bid during the tendering stage; won award for some of the projects like GASCO & ZADCO
- Made procurement plan for the LLIs and Sub Contracting Jobs & Achieving the PMP (Procurement Mile Stone Planning)
- Maximized & enhanced project margin and added value to the construction process by proactive involvement in procurement, cost management and reporting; measured, valued, submitted and negotiated contract variations
- Supported the Commercial Contractual Team for developing monthly statements & clearance of purchase orders in sync with execution of project schedule
- Analysed subcontractor liability reports & took corrective actions
- Formulated contract final account statement; created and submitted variation orders and EOTs
- Performed head tracking of the subcontractor personnel for the HSE trainings (data collected from HSE lead); ensuring that the subcontractors associated with the job are contractually HSE qualified
- Played a pivotal role in preparation of Milestone Payment Certificate (MPC) along with the submission to the client
- Trained & counselled construction team regarding contractual requirements; prepared cost benefit analysis in coordination with the proposal and execution team
- Created draft contracts for subcontracting, supplies, in situ supplies and hire requested by the Procurement, Equipment & Logistics Department; allocated draft contracts to each new job order that meet the contractual requirements
- Evaluated the risks and opportunities in contracts related to offers/tenders/projects
- Engaged in giving presentations for the PSR & scheduling for the Procurement for the Specific projects
- Administered CAPEX /OPEX Purchase value more than a Million Dirham; prepared TBE to finalize the Subcontractor's and subsequently to the contracts and agreements
- Finalized agreements with critical subcontractors and monitored the project schedules as per terms in the agreement
- Drafted the critical agreement and negotiated with the Sub Contractors to finalize the same
- Implemented & migrated all the Supply Chain related modules to the New ERP system (EPICOR Ver 10) from, as part of the corporate company process
- Conducted frequent audit in the Stores or warehouse and maintained the Safety Stock levels for the regular moving materials
- Procured wide variety of materials through procurement process like Pipes & Fittings, Structural, Valves, Electrical, Instrumentation, Mechanical, CAPEX & OPEX Materials

Previous Experience

2015- 2018 with Dohat AL Khaleej LLC, Muscat, Oman as Sr. Procurement / Sub -Contracts Engineer

Key Result Areas:

- Identified the sourcing and critical commercial legal conditions of client tender and bids; engaged in Asset Management through TAMS, to enhance the efficient operations and operating vehicles & equipment
- Managed SWOT analysis, periodical risk assessment, and closing of NCR in a timely and efficient manner
- Structured & implemented procurement strategies; established strategic direction for Procurement Department, mapped business opportunities and formulated strategic plans; steered efforts for enhancing the supply chain process and maintaining product quality standards while reducing costs
- Forecasted long-term material requirements and supervising inventory management through the conceptualization & implementation of sourcing strategies to meet the company's business growth and sourcing requirements
- Identified alternate sources of supply against single-sourced categories; ensured cost competitiveness and development of a robust business continuity plan
- Streamlined the system & procedures, established effective inventory control for slow, non-moving & obsolete material & ensuring ready availability of materials to meet the targets; instituted metrics to document cost savings, purchase requisition turnaround, and number of Purchase Orders (POs) issued
- Steered end-to-end sourcing which includes identification of opportunity, releasing Request for Quotation (RFQ)/ Request for Information (RFI)/ Request for Proposal (RFP), Commercial & Contract negotiations, placing contracts and management of supplier & contract as per the organization's policies and governance framework
- Developed alternate vendor base to achieve cost reduction, increase revenues, streamline process workflow and to create a

- team work environment to enhance productivity innovatively for in-house and vendor's parts
- Ensured compliance with warehousing, material management, and shipping requirements by studying existing and new legislation; enforced adherence to requirements and advising the management on needed actions
- Implemented purchase / procurement strategies and ensuring their alignment with requirements; placed the purchase order & following up for delivery
- Maintained a strong communication chain between the different divisions in order to receive inquiries about the status of materials, requisition, dispatch and delivery status
- Followed-up with Accounts Team for payment process; working closely with Quality department and ITP documents revisions
- Tracked in the vehicle's and Equipment's using software MT GPS Serve Ver 3.0

Highlights:

- Implemented procurement initiatives to reduce indents on site and managed fully computerized & ERP (Orion Ver-6.0.8) based procurement
- Negotiated for best possible price for materials by performing purchase requisition, material return, cash GRN, and cost of materials in ERP system
- Procured Equipment/ Materials for oil & gas, civil, fabrication, protective coating division from the global vendors worth USD 100,000/-
- Conceptualized tactical procurement in CO for assessing and recruiting suppliers based on quality, selection, service, availability, reliability, production, and distribution capabilities; attained lowest cost & delivery time to get best freight rate and shipping types
- Generated TAMS for monitoring the equipment movement within the system and developed the maintenance system of vehicle & equipment under one umbrella
- Monitored front-end ERP System for material stock monitoring, creation of asset codes, TPI & TPC of equipments, instruments and so on within TAT

2011-2014 with Al Qryan Group For Trading & Contracting EST., Dammam, KSA as Operations & Purchase Engineer

Key Result Areas:

- Engaged in periodic analysis, inventory control, and ISO related works by communicating with employees; examined Material Test Certificate (MTC), Purchase Orders (P.O), Isometric/2D drawings, and required material in accordance with selected vendors, price, and technical specifications
- Evaluated quotation, BOQ, and drawings for pipes/fittings/structural steel by quantitative and qualitative analysis; sustained & developed comprehensive environmental and safety conditions to meet quality standards like 5S safety rules and created MRP report at required intervals
- Adhered to international standards of Structural steel profiles like S275JR & S355 and managed in-pipe fittings both forged and butt welded like ASTM A234, ASTM A105 & so on

Highlights:

- Assessed chemical composition and mechanical tests of different pipes grades on lower grades API 5L Gr. B & higher grades X-65 in SS 316L/304 through NDT testing by XRF analyzer
- Managed an inventory of large stock 70,000 MT pipes and 30,000 MT steel structures in GCC region in ERP
- Completed the project of National Pipe Company worth SAR 72M without LTI and of Saudi Aramco, Al Khafji Oil Field worth 2.3M\$ Dollar with MTD Agility

2010-2011 with Sanex Steels, Tamil Nadu, India as Project Engineer

Key Result Areas:

- Managed pusher type furnaces, rolling mills, rotary equipments like gears, motors and also for the TMT quenching machine and conveyor systems
- Directed erection of Steel, Re-Rolling Plant of 50,000 TPA in addition to managed machine alignment as per isometric & 2-D drawing
- Monitored the fitting of heavy machinery & kept a check on fabricated materials

Trainings

Pro -E, Modular Design Software, CAD INN, TVM

Cae Pipe, College of Engineering, TVM

Primavera, Project Planning & Management, CAD INN, TVM

IT Skills

MS- Office (Word, Excel & PowerPoint)

Proficient in ERP- EPICOR v 10 & ORACLE

Personal Details

Date of Birth: 13th April 1988
Nationality: Indian
Marital Status: Seperated
Passport No.: L5205751
Driving License Details: UAE /INDIA
Language: English, Hindi, Malayalam, Arabic, & Tamil

Projects Annexure

Arabian Industries LLC, Abu Dhabi

- Project:** EPC for the Replacement of CDS at ADCO Bab Field Project Worth AED 45.6 Million , Includes CS Pipe Line replacement with GRE/SDSS/INCONEL Pipes and the related Civil , Structural & Instrumentation –Initial Stage
Client: ADNOC Onshore (ADCO)
- Project:** Call off Contract for the Pipe Line Rehabilitation & Miscellaneous maintenance works related to pipe line of all the GASCO Sites –On Going
Client: ADNOC Gas Processing (GASCO)
- Project:** EPC for the Replacement of Cement Lined Cooling water lines Train2,3 &4 at UNIT4 Pipes and the related civil , structural , E& I Works –On Going
Client: ADNOC Offshore (ZADCO)
- Project:** Well Hook Up Blanket Call Off Order for the Entire ZADCO Region Project worth USD 39 Million. –On Going
Client: ADNOC Offshore (ZADCO)

DOHAT AL KHALEEJ LLC, Muscat, Oman

- Project:** Supply, Fabrication Erection & Installation of Hangers, EOT Crane Girders in Sohar
Client: ADNOC Offshore (ZADCO)
- Project:** LNG Pipe Internal & External Painting
Client: Larsen & Turbo (L&T)
- Project:** Vessel Maintenance/Supply & Fabrication of Steel Trestle Supports
Client: Towel Engineering
- Project:** Workshop MSCP repair at ORPIC refinery
Client: ORPIC
- Project:** ODC/flow line welding, erection Odcand civil contract
Client: Galfar engineering & contracting SAOG
- Project:** Civil work for LIWA 132KV GIS Building Project
Client: Bhawna engineering company
- Project:** Erection of light/medium/heavy duty structural steel (480 MT) & roofing sheet (1300 m2) EMR pipe rack, ESD valve platform, & compressor shelter
Client: Galfar engineering & contracting SAOG
- Project:** supply & fabrication of heavy duty steel structure (800 MT) as per EPCC contract
Client: Special technical services LLC
- Project:** Vessel & tank maintenance AMC worth OMR2 M
Client: Occidental Oman (Mukhaizna)
- Project:** AMC for Painting & Blasting
Client: OICC
- Project:** Removing & Installation of RC Valve for Vessels
Client: Oil Tanking
- Project:** Installation of TIAC System Project
Client: Pipe line Supplies LLC
- Project:** Supply & Fabrication of Hangers for LIWA PLASTICS Projects
Client: Bahwan Engineering Co. LLC
- Project:** Fire Tube Bundle Installation for Heater Treater
Client: Best Oil & Gas LLC
- Project:** Extension of Hazardous Waste Treatment Plant
Client: Sohar Alumniul
- Project:** Construction Work for Extension of Daleel Camp
Client: Daleel Petroleum LLC
- Project:** Construction of DAK Commercial Building
Client: Al Junaibi International LLC

AL QARYAN GROUP FOR TRADING & CONTRACTING EST., Dammam, KSA

- Completed the project in **National Pipe Company** (Group of Sumitomo Steel Corp) worth SAR 72 Million without LTI
- Completion of project **Saudi Aramco, Al Khafji** Oil Field with MTD - Agility

Shafeek Nazar

Kerala,India