

ESAI EUGENE TEMBENG

PO Box 32013, Doha, Qatar | +97466084243 | mediator2030@gmail.com
Incorporate member of the Project Management Institute (PMI) with PMI ID: 4110038

OBJECTIVE

To be the best in whatever I do.

PROFESSIONAL PROFILE

A dedicated, loyal and driven professional with extensive experience gained within key roles, including a current position as Lead Procurement Officer. Focused upon delivering work of the highest professional standards to ensure the completion of all tasks and assignments to deadline and required quality levels. Consistently demonstrates the ability to Snr. teams of staff within their daily roles, while efficiently managing key client accounts. Possesses excellent business communication skills and can consult professionally at all levels. Contributes to the team and is supportive and concerned about others and the team. Works collaboratively and uses influence to gain resolution of issue and is responsive to staff, consultants and client's needs. Also, seeks ways to add value to the project and business unit generally. Also strives for achievement of business goals always putting safety first. Shows initiative in / seeks to minimize waste in resources and processes.

KEY ACHIEVEMENTS

- Development of pricing list based on historical and competitive costs to identify cost savings opportunities and variances.
- Developed, Analyzed and Constantly Updated categorized Supplier chain database, service, material, and vendor costs to provide key legacy rates for future supplier selection decision information.
- Review financial goals and provide metrics to understand and report on initiatives and cost structure.
- Effectively conducted supplier negotiations with clear outcomes as authorized

EMPLOYMENT HISTORY IN REVERSE ORDER

Company Name: Berdal Trading & Contracting Co Qatar
Position: Lead Procurement Officer (July 2018 – present)
Project: MEP & Construction for 194 optimized warehousing units for SMEs of total area 517,376m2 Built up Area (Circa \$40 Million)

Main Responsibilities

- Prepare & Issue Letter of Intent / Letter of Award / purchase order (in case of material PR) to vendors after obtaining necessary approvals
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- Prepare approval form & liaise with legal division to draft the contract in case of service PR. Coordinate with user department, vendor, finance, etc., to finalize & sign the contract for service PR.
- Monitor vendor's performance by verifying that the vendor complies with all the terms and conditions of the purchase order/ contract.
- Maintain an accurate & complete file record of all correspondence, approvals, evaluation reports, contract/ purchase orders, etc., and archive files as per company policy & procedures.
- Perform safekeeping of Bank Guarantees & Insurance Documents and monitor the validity to follow-up with vendors for its renewal if required.
- Create vendors in ERP after obtaining all documents such as certificate of incorporation, trade license, etc and maintain registered vendors list.
- Expand vendor database through market research and invite potential vendors for registration.
- Expedite with vendor for timely delivery of materials & services.
- Coordinate with user departments & vendors for logistic delivery of materials & services.
- Record Goods Receipt Note for materials in ERP after obtaining delivery note from user department.

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- Coordinate with legal division & user departments, as required, if any disputes arises with vendors concerning quality, price & delivery of materials & services and submit the resolution to respective committee/ approving authority for their decision.
- Prepare necessary reports as required by management time-to-time relevant to the job.
- Perform procurement transactions in ERP wherever applicable.
- Perform the procurement activities as per the company policy & procedures.
- Liaise with respective functional department & procurement in headquarters for purchases of materials & services beyond hub limit.

Company Name: Berdal Trading and Contracting Co

Position: Senior Procurement Officer. June 2013 –June 2018

Project: Keppel FMO (Hamad International Airport Facility Maintenance Contract-Circa QAR35.9 Million)

Main Responsibilities

- Prepare tender documents. Coordinate with legal division for model contract (terms & conditions), user departments for any clarifications, etc.
- Float tender to approved bidders after obtaining approvals, receive proposals, forward technical proposal to user department for evaluation.
- Coordinate with user departments to obtain technical evaluation report.
- Coordinate with vendors for necessary information related to proposals & clarifications if any.
- Perform commercial evaluation & prepare proposal summary.
- Negotiate commercial terms & conditions and price with vendors as per the company policy & procedures to safeguard company's interest.
- Prepare submission to respective committee/ approval authority for approval of technical evaluation, commercial evaluation, and recommendation to award.
- Liaise with vendors to negotiate, optimize and manage payment terms for the purchase Orders Agreement,
- Preparation of requisition of consumables and tooling
- Liaise with vendors to negotiate PO, select supplier on the criteria of price, service support to the team and availability.
- Issuing Request for quote (RFQ)enquiry and Assist in the interpretation and analysis of Scopes of Work (SOW) to the prospective Subcontractors
- Assist Tendering in the documentation preparation of all phases of the bid process.
- Interpretation of Bill of Quantities (BOQ) in order to extract individual items or lower level structures or components for purchase
- Source and develop relationships with vendors both in the local and international market place to enhance on-time deliveries and be proactive on long lead items and potential shortages to ensure customer satisfaction
- Develop and execute material sourcing strategies and negotiate integrated, robust but flexible supplier local / international contracts optimizing quality, delivery and price in support of all facility operations.
- Accurate collation of all procurement documentation and information necessary to proactively liaise with other departments regarding forecasting, planning and supply.
- Support the development of a quality management strategy and appropriate systems and processes in accordance to the ISO 9001 and 14001 accreditations
- Receive purchase requisition for materials & services and verify its completeness & clarify with user department if required.
- Develop most suitable procurement strategy & select the most appropriate bidders in coordination with the user departments and obtain necessary approvals

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Company Name: Mohammad Al-Mojil Group (MMG-Saudi Arabia)
Position: Procurement Officer.

Projects : Saudi Aramco, Riyadh Refinery Falre Header Replacement (T&I 2009)
Saudi Aramco, Ras Tanura Refinery Heater Tubes Replacement (2010)
Engineering Procurement and Construction Services at Saudi Aramco - WASIT
ISF (2011-2013)

Main responsibilities

- Planning, Forecasting of Procurement based on past movement, present stock & future forecast
- Consolidation of Products from various Manufacturers regional wise
- Secure & Maintain updated Price List of all Manufacturers / Suppliers/ Principles and POCs
- Rotational Stock & Delivery Timeliness Reports Negotiating with Supplier
- Follow up on the fabrication lead time
- Arrangement of Factory Visits and Offsite Inspection
- Arrangement and negotiation with freight Agents
- Identify Freight Logistics specialized in specific areas & have Agreements with reputed companies at competitive rates

ACADEMIC HISTORY

- ❖ B-Tech (Hons) Banking & Finance Management at University of Buea - Cameroon October 2009 to April 2012
- ❖ Master of Business Administration at University of Qatar (Aug2018-till Present)

MEMBERSHIPS

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REFERENCES

PRINCE AHMAD OLAITAN BASHURON	Mr. OBIHAN NDUDI PATRICK
Chief Executive Officer (CEO) -	Snr Quantity Surveyor
BERDAL TRADING & CONTRACTING CO -	Hyundai Engineering & Construction
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