

# SHAKIR HUSSAIN

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## PROCUREMENT & SUPPLY CHAIN PROFESSIONAL

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### PROFESSIONAL OVERVIEW

- ⇒ **7+ years** of Cross functional work experience in the arena of Procurement/Purchasing across GCC& India in the **MEP Construction/Infrastructure Industries**; encompassing procurement of various complex Electro-Mechanical & Consumable Items, Services etc.
- ⇒ Worked as a MEP Procurement Officer with **M/S Al Sabbah Electro Mechanical** reporting to the Procurement Manager; Preceding assignments undertaken as purchasing officer etc.
- ⇒ Well versed & conversant with **Incoterms-2000/2010,ISO-9001:2008,ISO-14001:2004**, Strategic sourcing, Vendor Development, Vendor Management, Expediting, Cost Control & Monitoring, Supply Chain Management, Inventory Management, Logistics Management, Finance Management, Risk Management, Legal Management, Credit Extensions, LetterOfCredits, Performance Bonds, Bank Guarantees, Security Cheque's, **Value Engineering Proposals**, Credit Analysis etc.
- ⇒ **Hands on experience on Various Prestigious Projects** categorizing in to High-rise Buildings/Malls, Resorts & Water Parks/Hospitals/Schools/Roads & Tunnels/Substations & Grid Stations/Water Transmission & Distribution Networks/Pumping Stations/Oil & Gas Pipeline Construction/Steam Injection/Gathering Station & Expansion/Depletion & Compression Projects.
- ⇒ Resourceful in deploying various methodologies to analyse various processes, recommending modifications to minimize escalations, reduce rejection, realize operational efficiencies, control variability, costs & reduce cycle-time. Involved in Preparation of Dept. Budgets & MIS reports. Possess excellent Communication, Presentation, Interpersonal, Negotiation& Team development, analytical, decision making & problem solving skills,;with client interaction expertise. Very amiable & extrovert, with the ability to interact effectively with people at all level of organization.

### PROCUREMENT PORTFOLIO

#### MEP MATERIALS:

Cables & Wires; Switches and Sockets; Cable Glands & lugs, Cable Trays, Trunking & ladders, Light Fittings; UPVC, PPR, PVC, HDPE, GI, MS Pipes and Fittings ; Valves and Fittings; Ducting Accessories; Dampers, grills & diffusers.

#### CIVIL & GENERAL:

Safety & PPE Items; Steel, Cement, concrete; dune Sand, Gravel, Kerbstone, Interlocking tiles; Fencing; Office furniture; sign boards; Stickers & Labels; Computer Peripherals, Laptops, Desktops, CCTV Camera's, Printers All Brands as per site or client requirement

### EMPLOYMENT HISTORY

**M/s. MEP Enterprises Doha-Qatar**

**Nov' 2017 to Till Date**

#### Procurement Engineer MEP

##### **Job Responsibilities:**

- Receives Material Requisition from site & checks for its completeness in terms of data required to procure the right material ; otherwise reverts back to the site/operation to seek the proper data
- Prepares techno-commercial clear RFQ documents in line with the companies Procurement policies & Procedures
- Develops a strategy for sourcing & floats the RFQ to the specified & non specified vendors & ensure timely quotations from them.

- Maintain accurate records of purchases and pricing
- Create and maintain good relationships with vendors/suppliers
- Making professional decisions in a fast-paced environment
- Maintain records of purchases, pricing, and other important data
- Review and analyze all vendors/suppliers, supply, and price options
- Develops plans for purchasing equipment, services and supplies
- Negotiate the best deal for pricing and supply contracts
- ensure that the products and supplies are high quality
- Create and maintain inventory of all incoming and current supplies
- Maintain and update list of suppliers and their qualifications, delivery times, and potential future development
- Working with team members and Procurement Manager to complete duties as needed
- Train team on effective procurement processes and strategy.
- Coordinate with vendor on continuous quality improvement

**M/s. Mega Tec Electro Mechanical Engineering & Contracting Doha-Qatar**

**Nov' 2016 to Till Date**

Procurement Engineer MEP

**Job Responsibilities:**

- Receives Material Requisition from site & checks for its completeness in terms of data required to procure the right material ; otherwise reverts back to the site/operation to seek the proper data
- Prepares techno-commercial clear RFQ documents in line with the companies Procurement policies & Procedures
- Develops a strategy for sourcing & floats the RFQ to the specified & non specified vendors & ensure timely quotations from them.
- Upon receipt of the quotation ;evaluates them & prepares a techno-commercially clear Comparison sheet
- Negotiates with the Suppliers/Subcontractors in line with the hierarchy set by the management & thereafter follows for the approval of comparison sheet by the management
- Responsible for Procurement activities for timely & accurate purchases, delivery & payments
- Analyze all suppliers in order to select the most suitable suppliers who are able to deliver high quality products at competitive pricing.
- Negotiate with suppliers on lead-time, cost and quality so as to obtain the maximum benefit for the company.
- Manage suppliers to meet objectives related to cost, delivery performance, schedule and quality.
- Develop purchasing or sourcing strategies based on portfolio analyses and supplier referencing study.
- Define and maintain documented category and supplier strategies using market and competitive data.
- Liaise with suppliers on delivery schedule so as to ensure on-time deliveries of final product.
- Develop, implement and drive the procurement strategies in order to meet cost savings targets.
- Review and manage the supplier base to ensure consistency with the sourcing strategy.
- Perform regular performance review with suppliers to drive continuous improvements.
- Create monthly performance reviews and reports focusing on overall sourcing requirements.
- Ensure commercial, legal and contractual compliances in all the procurement transactions.

- Adopt appropriate supplier management methodologies and procurement strategies in purchasing to secure better prices.
- Train team on effective procurement processes and strategy.
- Coordinate with vendor on continuous quality improvement

**M/s Al Sabbah Electro Mechanical, Abu Dhabi-UAE**  
**(A Member of the Al FARA'A Group of Companies)**

**Nov'12 – Aug'16**

Al Sabbah Electro Mechanical (MEP arm of the Al Fara'a Group [www.semco.com](http://www.semco.com)) is a certified ISO 9001:2008 certified company. Al Fara'a Group's Mechanical, Electrical & Plumbing (MEP) arm, proud to be a leading provider of Procurement services in the fields of Electrical, plumbing, firefighting, HVAC systems and Oil & Gas. The Company is also certified to ISO 9001, ISO 14001 and ISO 18001.

**Job Responsibilities:**

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- Negotiates with the Suppliers/Subcontractors in line with the hierarchy set by the management & thereafter follows for the approval of comparison sheet by the management
- Prepares PO's in Contra Soft ERP system; monitor & follow up on pending approvals.
- payments
- Ensure's purchase Order submission to concerned suppliers / sub-contractors to ensure P.O. is received
- Liaise with supplier / sub-contractor for non-deliveries, quality or breached terms & conditions.
- Liaise with accounts for advance payment; provide payment transfer details to foreign suppliers
- Supervise on the arrangement & provision of all required shipping documents (COO, B/L, Invoice and packing list), from foreign suppliers, for dispatch of material shipments to designated area
- Seek shipping / freight forwarding companies from supplying countries & negotiate price / fees etc.
- Escalate pending deliveries to procurement manager, recommend alternative suppliers to minimize delays
- Responsible for all communication to the project team members and will provide the required procurement status reports
- Oversee all required expediting and tracking for the purchased goods and services during the entire procurement cycle
- Develop & maintain good relationship with suppliers & negotiate better shipment terms
- Oversee timely submission of reports consisting relevant information for the management while maintaining accuracy
- Responsible for Procurement activities for timely & accurate purchases, delivery & payments

**M/s Amasy Computers, Sharjah-UAE**

**May'11 to Apr'12**

**Job Responsibilities:**

- Purchase and sales of IT items as per Company requirement and Customer specification from reputed Supplier.
- Understanding customers' diverse, specific business needs and applying product knowledge to meet those needs;
- Negotiating with the vendor's for the best price, delivery, payment terms & so on as per policy guidelines set by the company's Management systems procedures(MSP's)
- Prepares accurate/comprehensive purchase orders/agreement in the ERP system, follow up for drawings / data sheets from vendors for approval from Client / consultant

- Cold-calling in order to create interest in products and services, generate new business leads and arrange meetings;
- Identifying and developing new business through networking and courtesy and follow-up calls;
- Preparing and delivering customer presentations and demonstrations of the software, articulately and confidently;
- Maintaining awareness and keeping abreast of constantly changing software and hardware systems and peripherals;
- Developing effective sales plans using sales methodology;
- Providing technical advice to customers on all aspects of the installation and use of computer systems and networks, both before and after the sale;
- Advising on software features and how they can be applied to assist in a variety of contexts, such as accounting, manufacturing or other specialist areas;
- Meeting sales targets set by managers and contributing to team targets
- Networking with existing customers in order to maintain links and promote additional products and upgrades;
- Handling hardware or software problems and faults and referring on to specialist technical colleagues
- Responding to tender documents, writing proposals, reports and supporting literature;
- Managing workload in order to organise and prioritise daily and weekly goal

#### **M/s Brigade Corporation India Limited Jul 2008–Apr 2011**

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- Carrying out and analysing RFPs and RFQs, negotiating rates with suppliers, maintaining relationships with both internal and external key stake holders.
- Prepare Clear Techno Commercial Comparative Statements ( Quotation Analysis)
- Negotiating with vendors for best prices, delivery, payment terms & so on to meet the requirement of the guidelines set by management system procedures(MSP's)
- Enable JIT (Just in Time) delivery.
- Spend Analysis.
- Manage Invoice and payment related issues / Expedite deliveries
- Perform Source Selection and present Fair Value analysis using prescribed value determination techniques. Evaluate and provide team analysis.
- Achieve the Targets, Measurements and TATs as required
- To meet Business Controls objectives of procurement, including ensuring audit readiness and bluebook compliance

#### **M/s Saudi Arabian Airlines Jan'05 to Feb'08**

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- Accountable to manage and facilitate all facets of procurement activities across a given product category.
- Answerable for implementing sourcing strategies to support Airlines objectives, providing the company competitive advantage in the areas of products and services.
- Develop a consolidated key supplier base to meet current and future commodity needs.
- Create and maintain mutually beneficial long-term partnerships with suppliers to foster feedback and continuous improvement.
- Understand, track, and forecast the key cost drivers and market factors.
- Develop cross-functional teams to understand company-wide needs and evaluate suppliers.
- Drive continuous improvement in all aspects of the procurement process.
- Developing strategies for assigned procurement area to include spend analysis, market and geographic considerations, strategic importance, etc.
- Managing & optimizing supplier performance, including continuous improvement, innovations, obsolescence, and reduction in total cost of ownership.
- Interface with internal user departments, including senior management, and suppliers on procurement projects.
- RFQ management and administration for high value and high priority requirements.
- Negotiation with suppliers on costs, commercial and contractual terms.
- Ensure conformance at all times of the organization to Procurement process.
- Use best endeavors to meet reasonable user delivery requirements.

- Work closely with the Contracts team to ensure appropriate agreements and negotiated terms are in place.
- Conduct due diligence to ensure best value, quality and delivery terms at all times for goods and services procured on behalf of the organization
- Manage multiple procurement projects in tandem, prioritized according to company's strategic, financial and operational requirements.
- Be accountable for decisions taken and project delivery.
- Plan, delegate and monitor staff work appropriately and assist colleagues in problem resolution.

### **EDUCATIONAL DETAILS**

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**1997 Board of Secondary**

**2003 Higher Diploma in Software engineering**

### **PERSONAL DETAILS**

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Date of Birth	:	22 <sup>nd</sup> Jun 1981
Linguistic Abilities	:	English, Hindi, Arabic, Urdu
Marital status	:	Married
Nationality	:	Indian
Passport Details	:	No. L3888079
Driving Licence	:	Indian Licence
Visa Details	:	Transferable Visa