



MOHAMMED MINHAI ARSHAD
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Career Objective:

To secure a position in the organization that offers challenge and opportunity for my career development and at the same time serve the organization to the best of my capabilities. I would like to gain new skills while utilizing my current area of expertise of procurement and employee satisfaction services with in a positive team environment.

Skill Summary:

Nearly more than 19.years of experience as skillful and dedicated Executive with extensive experience in the negotiation, coordination, planning, and support of procurement department. Goal-oriented individual with strong leadership capabilities. Organized, highly motivated, and detail-directed problem solver.Proven track record of accurately completing research, reporting, information management, marketing, and business-development efforts within budget requirements.

Highly focused and results-oriented in supporting complex, deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages. Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.

Project's Summary:

- 1- Saudi-Aramco: Oil & Gas, Civil Construction Projects (C.A.T).
 - 2-
 - 3-
 - 4-
 - 5-
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Educational Qualification:

B.A from Osmania University, NIZAMABAD (AP) India Diploma in Accounting Packages (**Tally, Focus, Peachtree**)

Adept knowledge of Word, Excel
Knowledge of Operating system Window7/ Window XP/ Vista, Timberline-powered by sage,
Diploma in S.A.P-Material Management, Orient, ERP-Oracel-11i, Knowledge of Type writing
with 30-wpm speed.

1-Employment History:

Currently I am working with .C.A.T (Contracting and Trading) as a Procurement Officer, is an international company, headquarter in Beirut (Lebanon) branches include Saudi Arabia & Qatar. Having projects through all the kingdom as a subcontractor for “Saudi-Aramco” the Saudi Arabia’s first oil & gas co, projects having for oil refineries, pipe line for gas & petrol, civil work, Own steel fabrication yard & auto motive work shop for all vehicles of the company.
From: 03.Oct.2015 to till dated 2015.

Duties & Responsibilities:

Responsible for all materials and equipment needs for the projects those are under my responsibility, projects include civil works, Mechanical Electrical & Plumbing works, and fabrication yard materials for the projects. Interpret purchase request, investigate supply sources and negotiate best terms and conditions in line with end user specifications. Developed strategic suppliers and negotiated contract agreements to reduce the number of vendors, resulting in cost savings due to reduced administrative costs as well as quantity price breaks. Interacted with all departments in the construction division, provide assistant to project staff, reduce new equipment purchases by managing all assets of the company, coordinating equipment needs for construction projects taking place throughout the kingdom, reducing fleet costs by establishing preferred vendors, improving tracking and scheduling processes and implementing a maintenance log. Materials needs for the projects like Black steel (rebar), epoxy coated rebar, carbon steel plate, stainless steel pipes, H. Beam, scaffolding materials, flanges, end lugs, plugs, blind plugs, reducer, conduit pipe, OPC cement, randroc cement (fosroc products), all kind of paints include interior use and exterior use, wall putty, pva primer, thinner, floor epoxy, welded wire mesh, all kind of safety items, all kind of lifting materials, sanitary items and accessories, all kind of office supply, a huge range of hardware, power tools like grander, catting machine, HP pressure pump, drain pipes (high pressure pipe, normal drain pipe), pressure gauge, timber, ordinary plywood, marine ply wood (two side film coated), G.O textile,

Project Handling: 1- 013- Khursaniya, 2- 021-Safaniya, 3- 025-Shayba, 4- 498-Central Store,

5- 010- Onshore potential (civil yard & fab dammam), 6- 053- Dammam camp, Jubail Camp, 07-

889- Half-moon camp 8- Stationery for All projects include main office (Dhahran bldg.)

2-Employment History:

Previously worked with Hanlim Engineering and Construction as

“Procurement Supervisor” from May.2013 to July.2015 (Ruwais-Jabal Dana)

Duties & Responsibilities

Interpret purchase request, investigate supply sources and negotiate best terms and conditions in line with end user specifications.

Work closely with projects & service departments in ensuring efficient, timely & cost-effective supply of materials & services. Sourcing new vendors for all the items and call for quotations & Evaluate the vendor performance based on the quality, delivery, price & service. Purchase duty of all Local materials for day to day site requirement and bulk storage as required. Controlling the material stock and usage on site with the help of store keepers.

Maintain a comprehensive knowledge of all procedure and purchasing terms and conditions. Purchase of all the construction material like cement, steel, blocks & wood, furniture, aluminum, glass, electrical material (cables and fittings) Air condition,

Computers, office supply (stationary), Pantry item, Preparing Work Maintaining Record on issued SPO basis”purchased material and hired equipment” keeping record material issuing from store for site, keeping assist record with availability.

Main Contractor’s: 1- Daewoo E & C, 2- Hodai E&C, 3- Kepco E & C,

3-Employment History

Previously worked with “Obayashi Corporation” in Dubai Metro Project which is under Road &Transport Authority of the Dubai Government as a Purchase Officer from Dec-2007–2012.

Duties & Responsibilities

Interpret purchase request, investigate supply sources and negotiate best terms and conditions in line with end user specifications.

Work closely with projects & service departments in ensuring efficient, timely & cost-effective supply of materials & services

Sourcing new vendors for all the items and call for quotations & Evaluate the vendor performance based on the quality, delivery, price & service.

Purchase duty of all Local materials for day to day site requirement and bulk storage as required.

Controlling the material stock and usage on site with the help of store keepers.

Maintain a comprehensive knowledge of all procedure and purchasing terms and conditions. Purchase of all the construction material like cement, steel, blocks & wood, furniture, aluminum, glass, electrical material (cables and fittings) Air condition,

Porta Cabins (Open Hall), Security Cabins, Concrete Barriers, Plastic Barriers, steel mesh(BRC)for slab concreting, computers, office supply (stationary), Pantry item, Preparing Work Maintaining Record on issued SPO basis ”purchased material and hired equipment” keeping record material issuing from store for site, keeping assist record with availability.

Experience in Sourcing Hard Type Landscaping & Road Work Materials

Also Sourcing materials for landscaping works, sourcing new vendors and call for the quotations, evaluate the vendor performance based on the quality, delivery, price & crevice.

Materials such as (Interlocking rectangular, Uni type, Heel kerb, Upstand kerbstone, Road base, Black Sand, White wash sand, Sweet (Dune Sand) All kind aggregate ,Manhole covers, Gratings, Hand rail, Guard rail, asphalt, mix wet mekadam, prime coat , tack coat, GRPBasket Set, PVC drain pipe, Angels

For channel grating, top entry gully, side entry gully for west water exit.

4-Employment History

Arcoma Commercial Agencies L.L.C (SHJ)

Position: Local Purchase Executive

Sharjah (From Jan. 2005 to Jan. 2007)

(Dealing in building material, paints, Water proofing materials, Joint Sealant)

5-Employment History:

Al-Mohaimeed Modern Trading Est.

Position: Purchase Executive

Saudi Arabia (**From: May 1998 to October 2004**)

Worked for more than 6 years @ Al Mohaimeed Modern Trading Est. – Riyadh,

Dealing in Building Materials, Plumbing, Electrical, Electronics, and Automobiles.

Personal Details:

Civil Status : Married

Dependent's : 3 (1.femal, 2.male)

Nationality : Indian

Languages : Arabic (Read, Speak Fluently) English, Urdu.

Driving License : GCC Valid Driving License

Current Salary : 7000.SR + Food + Accommodation + Transportation

Expected : T B D