

CURRICULUM VITAE

ANFAL V MEERAN

PROCUREMENT ENGINEER

Mail id: anfalm444@gmail.com

OBJECTIVES

Highly motivated Procurement Engineer with 5 years of experience in procurement and supply chain management, specializing in industrial and infrastructure projects. Proven expertise in managing vendor relationships, sourcing materials, negotiating contracts, and ensuring efficient procurement processes. Seeking to leverage my expertise in a challenging role to contribute to organizational success.

PROFESSIONAL WORK EXPERIENCE

<i>COMPANY</i>	Shapoorji Pallonji & Company Private Limited (SPCPL), Saudi Arabia
<i>PROJECT</i>	ROSHN Infrastructure Works
<i>DURATION</i>	2022-Present
<i>PROJECT SUMMARY</i>	Executed the design and construction of 1,999 residential units (villas, duplexes, townhouses) with full infrastructure development, including roads, utilities, and landscaping, as part of the Sedra Community project, emphasizing sustainable urban planning and modern residential design.
<i>POSITION</i>	PROCUREMENT ENGINEER

DUTIES & RESPONSIBILITIES

- Liaising with vendors to obtain quotes, negotiate prices, and place orders for goods or services.
- Generating purchase orders accurately and timely based on requisitions from various departments or managers.
- Monitoring and maintaining inventory levels to ensure adequate stock levels while minimizing excess inventory.
- Researching potential vendors, products, and services to identify cost-effective purchasing opportunities and alternatives.
- Maintaining detailed records of purchases, including invoices, receipts, and contracts, to track expenses and ensure compliance with procurement policies.

- Comparing prices, specifications, and terms from different suppliers to make informed purchasing decisions.
- Building and maintaining relationships with suppliers to facilitate smooth transactions, resolve issues, and negotiate favorable terms.
- Collaborating with quality assurance teams to ensure purchased products meet quality standards and specifications.
- Coordinating with logistics and warehouse teams to schedule deliveries, track shipments, and resolve any delivery discrepancies.
- Monitoring and tracking purchasing expenses against budgets and financial targets, identifying cost-saving opportunities.
- Ensuring compliance with organizational purchasing policies, as well as legal and regulatory requirements.
- Providing support to procurement managers in developing and implementing procurement strategies to optimize purchasing processes and achieve organizational goals.
- Resolving any issues or discrepancies that may arise during the procurement process, such as late deliveries or damaged goods.

COMPANY

AL-SHALAWI HOLDING, JUBAIL, SAUDI ARABIA

PROJECT

FINAL SITE DEVELOPMENT - AL MUTRAFIYAH

DURATION

2019-2022

PROJECT SUMMARY

The Scope of the Project was to Develop the final site works of a residential area located in Mutrafiah, the scope was included with landscaping, hardscaping, and construction of recreational areas.

POSITION

PROCUREMENT OFFICER

DUTIES & RESPONSIBILITIES

- Draft and Distribute RFQ/RFPs to Potential Vendors, outlining the specifications and requirements for the Projects.
- Prepare the Commercial Comparison and Cost Evaluation sheets.
- Prepare, Submit the Vendor Pre – Qualification and Materials Technical Submittals to the client for approval.
- Preparation of Purchase Order and follow-up the material deliveries.
- Coordinate with the Warehouse and other departments for smooth procurement process.
- Update the detailed Procurement Logs weekly and send to the higher management.
- Monitor the Purchase orders and prepare the Payment Requests as per the Terms and obtain the approval from the higher management for timely release.

- Proper Documentation of Material approvals, Purchase Order, Delivery schedules.
- Tracking and Monitoring Long Lead and critical items
- Liaise with project management teams and vendors to ensure alignment with project timelines and quality standards.

EDUCATION

- BACHELOR OF TECHNOLOGY (B.TECH) IN MECHANICAL ENGINEERING
Mahatma Gandhi University, India
Year of Graduation: 2018
- Diploma in Procurement - CIPS (L4) UK (On going)
- Certification in CIPS

SKILLS

- Procurement & Supply Chain Management
- Vendor Assessment & Negotiation
- Cost Evaluation & Budgeting
- Inventory Management & Logistics Coordination

SOFTWARE SKILLS

Microsoft Office, Primavera P6, Auto CADD

LANGUAGES

English, Hindi, Malayalam, Tamil, Arabic (Basic)

PERSONAL INFORMATION

Passport No : T 4668014
 Iqama No : 2613253943(Transferable)
 Gender : Male
 Nationality : Indian
 Marital Status : Un-Married
 Contact No : +966 (0) 593737509

ACKNOWLEDGEMENT

I hereby declare that the above given information is true to the best of my knowledge and Belief.

ANFAL V MEERAN

Date: 20-07-2025

Place: RIYADH