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FALCON ID # 41038

Maintenance / Senior / Contracts Engineer

Residential Country : United Arab Emirates Nationality : India
Resume Title : Contracts & Procurement Engineer Notice Period : 1 Days

EDUCATION

Qualification	Institute / College /university	Year	Country
B E / B Tech		0000	Not Mention

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Contracts & Procurement Engineer	Reputed Company	United Arab Emirates	07/2013	/
Project Engineer - Distribution	Easun Reyrolle Limited	India	09/2011	07/2013
Electrical Engineer ? Mep Works	J.b Electricals ? Class 1 Contracting Company	India	07/2010	09/2011

ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

CURRENT WORK EXPERIENCE COMPANY : Emirates Technical Associates – Power Projects Division, Abu Dhabi DESIGNATION : Contracts & Procurement Engineer PERIOD : July 2013 - Till Now PROJECTS INVOLVED:

1. CLIENT : Abu Dhabi Gas Industries Ltd (GASCO), Abu Dhabi

PROJECT : GASCO - 5283 - Power Generation Units Retirement Projects (Asab / Buhasa & Habshan / Bab Package)

2. CLIENT : TRANSCO , ADDC & AADC, Abu Dhabi

PROJECT : N-7277.1 - Supply and Installation of 220/33kV Grid Station for Al Ain Power House and Associated Works N-6976B - Supply and Installation of 132/22kV at South Shamkha Area

3. CLIENT : KAHRAMAA, Qatar

PROJECT : GTC/488A/2012 - 66/11kV Substation at Al Mashaaf, Khore South East and Rayyan South areas. PREVIOUS WORK EXPERIENCE

1. COMPANY : Easun Reyrolle Limited, Bangalore

DESIGNATION : Project Engineer - Distribution EXPERIENCE : September 2011 – July 2013

PROJECTS INVOLVED : Automatic Meter Reading (AMR) Projects: BESCOM- Karnataka (RAPDRP), UPCL-Dehradun.

2. COMPANY : J.B Electricals – Class 1 contracting company

DESIGNATION : Electrical Engineer – MEP Works EXPERIENCE : July 2010 – September 2011

PROJECTS INVOLVED : Supply and Installation of LT & HT Electricals components in Opto Hotel, Pepper mint Hotel, Bangalore. Installation of Compact S/S in HAL Engine Division, Bangalore

Roles & Responsibility Experience as Procurement Engineer

- Studying / understanding the Scope, Terms & Conditions, Pre-tender and Post-tender clarification after the award of the contract.
- Preparation of Project Specific Vendor list for the approval of the client
- Preparation of Project Specific Procurement and Subcontract Procedure for approval of the client.
- Pre-qualification of the Potential Suppliers not appearing in the Approved Vendor List
- Involve in preparing budget for the execution of the project and maintain Job Cost Analysis for various contract to monitor the project is under control commercially.
- Receive and analysis the Material / Purchase requisition / design output and float enquiries to various approved vendors and obtain the quotation on time.
- Evaluate Technical & Commercial proposal received from vendor and prepare technical comparison to ensure that the quotation is in line with the project specification requirement
- Review commercial offers of various vendors by means of previous experience, attractive payment, credit facilities and delivery term, good technical background etc., Prepare price comparison, submit for management review and ensure that materials are to be procured at best price within the budget, to increase the profitability of the project.
- Conducting Bid for vendors. Preparing and releasing Contract agreement / Purchase order for the selected vendor by incorporating relevant technical and commercial clauses.
- Review and submitting material submittal for bulk materials to the Consultant / Client for approval.
- Expedite the Consultant for the timely review, approval and return of engineering data submitted in order to initiate the manufacturing process by the supplier.
- Issuing the unpriced order copy to design and project site team for project development.
- Monitoring the project progress and placing orders for purchase requisition raised from site team or for any variation orders.
- Maintaining procurement register to monitor the status of delivery of materials.

Experience as Contracts Engineer

- Review the comments received from client / consultant and follow with vendor to provide necessary solutions to close the comment.
- Follow up to get bank guarantee (advance & performance) from vendor and coordinating in establishing of letter of credits (LC) on time.
- Attend meeting with vendor along with design team to negotiate any commercial impacts for deviation as per client requirement during approval stage.
- Monitoring the approval of design documents / Issuing manufacturing clearance based on the approval.
- Monitoring the approval of Factory Acceptance Testing Schedule & raising Inspection Notification to Client/Consultant accordingly.
- Issuing Dispatch clearance to vendor, preparing & submitting the Acceptance certificate to O/E upon receipt of FAT Reports approval.
- Appointing Third Party Inspection, Clearing and Forwarding agencies.
- Arrange the custom duty on time to avoid demurrage charges.
- Expediting the vendors for delivery to meet the project completion schedule.
- Coordinating with Site team for smooth delivery of materials.
- Follow ups for the shipment documents details with the vendor to advice for insurance during shipping
- Coordinating with the freight forwarder for smooth clearance of materials from ports.
- Submitting the necessary documents (acceptance certificate, Material Inspection form, and Delivery Note) to account departments to raise the Receive Cum Damage Report (RCDR) and forward the same for O/E Approval.
- Receiving vendor invoice and processing the invoice along with necessary documents and follow

up with accounts department for providing the vendor payment on time as per contract to maintain good relationship with vendor.

- Preparing letter for any defect items during warranty period and for delay in issuing bank guarantee, delay in design progress.
- Preparation of status such as material delivery, warranty period and bank guarantee for various contracts.
- Maintain Vendor performance register to validate the efficiency of the vendor.
- Issuing the unpriced order copy to design and project site team for project development. Notifying Project Manager / Contract Manager for any dues and lack in project execution.
- Attending meeting with the client to discuss the procurement status and for any variation in contracts after award of contract.
- Raise claim on the vendor for the delayed delivery as per contract terms and condition and also raise claim for the extension of time.

Experience as Spare Parts Coordinator

- Follow up with Supplier to get the Manufacturer recommended spare parts list for each equipment to supply to Client's End User for operation after completion of commissioning as per contract terms and conditions.
- Preparation of Spare Parts list along with the relevant catalogues, technical details etc, to submit to Client for approval.
- Reviewing the comments received from client and prepares response for the comments by following with the supplier.
- After the receipt of approval from client, placing order to supplier and follow up for the delivery.
- Ensuring the delivery of spare parts will be done immediately after the end of warranty period for smooth operation of a plant.

Experience as Electrical Site Engineer

- Studying and analyzing of drawings such as single line diagram, power diagram, Lighting diagram, data & telephone diagram etc., as per the BOQ & Purchase order copies.
- Execution of projects as per the approved diagrams from consultants.
- Responsible for accountability of materials, labours & execution
- Submission of work completion report to the clients

Additional Information :

EDUCATIONAL QUALIFICATION

- Distinction in Bachelor of Engineering (Electrical & Electronics Engineering) from National College of Engineering, Maruthakulam, Tirunelveli. (May '2010) - 77%.
- Higher Secondary Education from A.G. Matric. Hr. Sec. School, Tenkasi. (March 2006) – 73%
- Matriculation Board Examination from A.G. Matric. Hr. Sec. School, Tenkasi. (March 2004) – 89%