

RESUME



Personal Data:

Name: Kamran Pasha
Father's Name: M. Kamal Pasha
Religion: Islam
Date of Birth: 15-10-1986
Languages known:
English, Arabic, Urdu, Punjabi

Driving license: Kuwait driving
license No. 286101504087
(Valid till - 23/11/2024)

Passport No. AZ3840333
Nationality: Pakistani
Marital Status: Married

VISA: 18' TRANSFERABLE

Address:

Ibn Khaldoon street Hawally
Kuwait.

Contact Details:

Mobile No. +965/60007480
kamran.pasha1986@gmail.com

Objective:

To secure a challenging career that provides me a personal and professional growth with ample opportunities to learn, to become successful in the field of Procurement.

Present position:

Working as Senior Procurement & Material Engineer for M/s KCC Engineering & Contracting Co. (KCCEC)

Qualifications:

B.SC Mechanical engineering
(Mirpur) A.J.K- Pakistan (2008)

Intermediate Pre-Engineering
Lahore Board-Pakistan (2004)

Matriculation
Lahore Board-Pakistan (2002)

Approvals & Registrations:

- Registered from Kuwait Society of Engineering (Kuwait)
- Registered from Pakistan Engineering Council ((PEC)
- Registered from higher education commission Pakistan (HEC)

Training Summary:

- Enterprise resource planning (ERP) software training
- Product training of Grundfos pumps Dubai
- Product training of Grundfos pumps selection Dubai
- Product training of Drager Dubai
- Product training of BAUER Air Compressor Kuwait
- Product training of IDE Air Compressor Kuwait
- Product training of SCBA Kuwait

Profile Summary:

- Expertise to develop procurement software Enterprise resource planning (ERP)
- Lead procurement activities for major projects, including sourcing, negotiating contracts, and managing supplier relationships
- Expertise in developing vendors, reducing the cost of procurement of material in terms of quality, delivery & cost
- More than 14 years of experience in Procurement & Contracts in EPC, O&G, maintenance and construction projects.
- Expertise to procure from local and international markets –Mechanical, Electrical, Civil material, structural steel, Building material, Construction material, safety material, PPE and Machine spare components as per requirement
- Maintains supply chain store and records.
- Have a list of active credit suppliers due to long term relationship.

Employment History:

<u>Organization Name</u>	<u>Designation</u>	<u>Period</u>
KCC Engineering & Contracting Co. (KCCEC)	Senior Procurement/Material Engineer	Sep2019 to till date
Al Arfaj Engineering Co.	Procurement & Material Engineer	Jan 2017 to Sep 2019
Safety & Fire Experts-Kuwait	Procurement & Material Engineer	Sep 2009 to Jan 2017

Professional Experience:

KCC Engineering & Contracting Co. (KCCEC)

Post: Snr. Procurement & Material Engineer

Experience: 04 years 9 Months (still continue)

Responsibilities:

- Utilize company procurement software Enterprise resource planning (ERP) to generate purchase requisitions as well as create and prepare reports based on material data Excellent experience in local and international purchase.
- Providing over all coordination of materials department including materials planning, Procurement, Expediting, Traffic & logistics and warehousing.
- Study contract specification and determine material type, classification and grade in accordance with international standards.
- Develop procurement strategies to optimize costs, quality, and delivery timelines
- Creating/managing purchase orders, contracts, placing orders, processing returns, resolving discrepancies, and reporting.
- Source, evaluate, and negotiate contracts with suppliers and contractors to secure favourable terms.
- Collaborate closely with project managers to understand material needs, delivery schedules, and budget constraints.

- Responsible for reviewing the offers thoroughly as per required specifications of items/goods being purchased.
- Negotiate with external vendors & subcontractors to secure advantageous terms, prices and payment terms and other criteria.
- Check the suppliers & contractors' quotations and puts his comments and feedback as necessary and matching with the company's benefits.
- Analyzing market trends and negotiating prices and contracts with suppliers to ensure cost-effective procurement of materials.
- Develop and implement procurement, contracts, and logistics policies and procedures and ensure their implementation to provide an operational framework for various sub-functions to deliver the material.
- Streamline the R2P process to enhance efficiencies, including identifying and resolving bottlenecks.
- Monitored the status of the request for proposal, request for information, purchase orders and change orders until rejected, approved or submitted.
- Reviewing existing contracts with suppliers and contractors to ensure on-going feasibility.
- Executing, directing and coordinating purchasing activities for all active projects.
- Finalizing the TPI agency and issuing service request as project requirement if required.
- In case if any rejection materials make report, inform to vendor and management and find the solution
- Ensure that all orders are coming on the right requested timing
- Establish strong relationships with strategic suppliers and negotiate with vendors regarding purchase requirements, price, quality, transportation, and delivery.
- Ensure a systematic category procurement process is developed from requirement gathering, supplier research, supplier selection, contracting and supplier performance management.
- Keep the communication level with the Suppliers to a high level to build and maintain long-term, fruitful relationships with them. This ensures that the organization's supply chain is managed efficiently.
- Build and maintain long-term strategic relationships with internal and external suppliers.
- Maintain and update a list of suppliers and their qualifications, delivery times, and potential future development
- Deliver a weekly purchase order report to management that indicates the vendor invoice number for all closed purchase orders
- Work with relevant internal teams to inspect inventory for conformance with specifications and requirements.
- Coordinate major purchasing activities with other Supply Chain teams including resolving of claims & contracts; assist Account Payables with invoice discrepancies where required.
- Manage and develop Chain team members.
- Managing the procurement department staff-including hiring, training, and disciplining employees-to ensure that they are performing their jobs effectively
- Maintain supply chain inventory and records.
- Ensure warehouses are being maintained per standards
- Guide the reviews of freight costs and logistics processes. Manage necessary changes to improve processes, user experience and freight costs.
- Working with all levels of management and executive team, collaborations, problem-solving, and change management.

Al Arfaj Engineering Co. –Kuwait

Post: Procurement Engineer

Experience: 02 Years 09 months

Responsibilities:

- Creating purchase orders, placing orders, processing returns, resolving discrepancies, and reporting.
- Develop and implement effective procurement strategies to meet the specific requirements of projects.

- Perform commercial and contractual analysis, schedule evaluation of quotations, and incorporate technical evaluations.
- Responsible for reviewing the offers thoroughly as per required specifications of items/goods being purchased.
- Interact with suppliers to discuss various project aspects like expenses, material quality, and lead time for project enhancement.
- Evaluate available suppliers to select the most appropriate one to purchase cost-effective materials and project supplies to meet organizational requirements.
- Tracks the status of requisitions, contracts, and orders
- Solicit and evaluate quotations from vendors, and carry out negotiations for favourable pricing and terms.
- Prepare bid summaries with technical and price comparisons for review.
- Prepare purchase orders for materials and agreements for supplier/subcontractors.
- Prepare technical submittals for all construction materials.
- Proactively follow up with placed orders, shipment schedules and deliveries, customs clearance, verify delivery and approve payments.
- Good exposure to international and domestic procurement and familiar with port and customs procedures and documentation.
- Procurement planning in coordination with Project Managers.
- Excellent knowledge of Kuwait building/construction material market and good contacts with manufacturers, traders.
- Providing technical advice about the suitability of the material.
- Diagnosing the faults.
- Developing, modifying and evaluating material.
- Advising on, planning and organising inspections, maintenance and repairs.
- Undertaking the relevant search.
- Interact with suppliers to discuss various project aspects like expenses, material quality, and lead time for project enhancement.
- Evaluate available suppliers to select the most appropriate one to purchase cost-effective materials and project supplies to meet organizational requirements.
- Assist Project Manager in basic planning and development of project scheduling with reference to issue dates of requisitions and purchase order placement.
- Receive and log incoming materials and assist in maintaining the inventory database by entering information for all incoming materials.
- Manage assigned commodities and suppliers to meet organization's objectives related to quality, cost, delivery performance and schedule.
- Manages various transactional activities related to systems and processes.
- Resolved technical issues between vendors, production and engineering and negotiated best possible price for materials. Identified target suppliers, established expectations, action plans and results to deliver required improvements and sustainability.
- Liaising and coordinating with finance dept. for Letter of credit (LC) finalization, shipping documents in case of CAD payments and managing supplier accounts/payment management, resolving supplier's document related issue.
- Reviewed suppliers for quality, cost, and responsiveness, making changes where necessary to create a more streamlined process for the company.
- Preparation of material consumption report (Inventory spares, non inventory spares, critical spares)
- Controlling and replenishing of spares by follow up with store and purchase dept.
- Natural focus on quality, discipline, and accurate results for engineering customers

Safety & fire Experts Co. –Kuwait

Post: Procurement Engineer

Experience: 07 years & 04 months

Responsibilities:

- Undertake the sending RFQ, evaluation of the quote, negotiate on the T & C, get the necessary approval and release the PO.
- Review quotations, negotiate prices and provide a cost-benefit analysis to drive cost savings.
- Overall responsibility to procure materials (project specific or otherwise) to the correct quality and within the budget allocated and time frame.
- Review BOQ, budget and specifications for any new awarded tender to produce procurement list.
- Arrange comparable quotes for commercial manager's review.
- Evaluates equipment suppliers and negotiate purchasing agreements for material.
- Prepare and obtain signature of the Purchase Order or Contract according authorization matrix.
- Follow up with suppliers on responses for technical queries, co-ordination with Engineering, Project & Quality Team to confirm the suitability and proceed with negotiation, finalization and issuance of orders.
- Arrange material submittals for consultant's approval from the supplier.
- Ensure that the correct materials are ordered for the project.
- Monitors any adjustments to equipment needs to maintain the optimum supply of equipment based on availability and price to complete projects on time and on budget.
- Ensures that purchases comply with technical, commercial, legal and contractual obligations.
- Liaise with contracts/and suppliers/subcontractors to ensure the delivery of the materials within the required timeframe.
- Monitor the stock levels of standard materials and ensure that the required items are purchased when the stock levels are low.
- Maintain continuous communication with suppliers/subcontractors and Contracts Manager.
- Sign off suppliers invoices
- Follow up on suppliers/subcontractors payments and ensure the suppliers are getting paid on time.
- Follow up for timely delivery of materials and coordinate with site team and subcontractors.
- Coordinate with shipping companies on logistics part of the order
- Assist the proposal team for the getting the quote during the proposal stage of the project
- Good exposure to all facets of Supply chain management and excellent exposure to L/C negotiations, port & customs procedure and export import documentation

Projects Reference List:

Description	Client	Area
Upgradation of Gas and condensate network at South Kuwait	KOC	Construction
JLO Blending Manifold Mechanical Works	KOC	Construction
New Area Substation and Upgradation of Existing Substations in West Kuwait Area	KOC	Construction
Construction of 11 kv Elevated Main Intake Substation B4, B5 & MG2 S & EK area Electrical Works	KOC	Construction

Construction, Completion, Furnishing and Maintenance of general admiration of the financial & admirative affairs of the MOI-SPA 229	MOI	Construction
4th Standby Contract for Projects Services for Projects Department	KNPC	Standby Project
5th Standby Contract for Projects Services for Projects Department	KNPC	Standby Project
Construction, Completion and Maintenance of 2 line of fresh water 1200 mm diameter from water distribution gathering of new mina	MEW	Construction
General Maintenance of roads and squares in Mubarak Al - Kabir Governorate - Sabah Al - Salem	MEW	Construction
Umm Al Hayman for Wastewater Treatment, DBO EPC Contract	MPW	Construction
Construction, completion, and maintenance of the road work and infrastructure networks for 3260 blocks and electricity substations in South Abdullah Al Mubarak Project	MPW	Construction
Construction & Completion Maintenance of Roads, Bridges, Storm Water Drainage Sewer & Other Services for Roads Connecting Mina Abdullah & Wafra Street Lighting Works for Detour	MPW	Construction
Annual Maintenance work for Mechanical Equipment at Doha east Power station.	MEW	Maintenance
Annual maintenance for instrumentation & control system for Doha east power station	MEW	Maintenance
Civil Maintenance Works at Power and Water Distillation Station - Shuwaikh	MEW	Maintenance
O &M Services of OCGT Units for Plant # (2) at Sabiya power station	MEW	Maintenance
Replacement, Installation & Maintenance of Electricity & Water Meters and Disconnection for Hawally, Mubarak Al Kabeer & Ahmadi Governorates	MEW	Maintenance
Maintenance of roads and squares in the Capital Governorate (Sulaibikhat and Doha)	MEW	Maintenance
Annual Maintenance. Work - Umm Al-Hayman, Riqqa, Egaila	MPW	Maintenance
DBO O&M Early operation & maint. Of existing Waste Water Treatment Facilities	MPW	Maintenance
Maintenance Works & Technical Services in PIC Plants and Premises	PIC	Maintenance
Maintenance of buildings and civil works in Ahmadi Hospital	KOC	Maintenance
Maintenance, operation and installation of Ministry of Justice building	Ministry of Justice	Maintenance
SCBA maintenance contract in Kuwait fire department	KFD	Maintenance
Fire extinguisher maintenance contract in Kuwait fire department	KFD	Maintenance
SCBA maintenance contract in Ministry of defence	MOD	Maintenance

Area of Interest:

If asked I would like to prefer some of my areas of interest that are:

- Contracts/ negotiation
- Handling info/instructions/problem solving
- PR/developing relationships
- Planning/ implementing

Summary of Skills:

- Excellent leadership, communication, and interpersonal interactions skills.
- Advanced Microsoft Office skills and strong competency with tools.
- Demonstrated knowledge of procurement systems, processes, and procedures.
- Exhibits business expertise and an understanding of the external marketplace and customer requirements.
- Excellent negotiation and stakeholder management skills.
- Strong planning, leading and supervision competencies.

Activities:

- Love to work
- Reading Islamic Books
- Gardening
- Playing Cricket & Badminton