

# CURRICULUM VITAE

**SAEED SHAMSEEN**  
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Post applied for:

**Objective: ► 14 years experience in procurement field of Construction and Building industry with strong negotiation skills and excellent knowledge of UAE markets in connection with purchasing procedures, functions, processes, techniques methods and operations.**

## Personal Details:

**Name** : **SAEED SHAMSEEN**  
**Date of Birth** : 20-07-1976(Age 41)  
**Nationality** : LEBANESE  
**Sex** : Male  
**Marital Status** : Married  
**Visa Status** : UAE residence visa valid up to 12/08/2018  
**Languages** : **Arabic, English (Read , Speak & write)**

## Educational Qualification:

1. **B.A of BUSINESS AND MANAGEMENT-2002 UNIVERSITY OF BALAMAND LEBANON**

## Technical Potentialities in Purchasing:

- Preparation of Local Purchase Orders on the basis of material order from the related departments with clear cut indications regarding the terms and conditions namely by Payment terms, Packaging conditions, Place and time of Delivering materials, Consultant Approval conditions, consequences of failure of timely delivery and etc.,
- Confirming the stock as well as quantity availability from the stores of the ordered items,
- Checking out the requirement of the status of materials ordered, whether it is urgent or otherwise,
- Sending Enquiries to various suppliers for the items requested, getting product lists, Introductions letter and Credit Facility forms so as to evaluate the supplier by price vise as well as the quality of materials.
- Getting quotations from various suppliers of the ordered items so as to evaluate the best price and best supplier,
- Confirmation of LPO on the basis of approval of the concerned authorities,
- Best utilization of Petty Cash,
- Purchasing of Materials subject to International Standards namely by British Standards, American Standards coupled with certification of origin, candid information with regard to the manufacturers, catalogues and etc.,

- Closing of Invoices of the purchased materials compared with the Delivery notes/Dispatch advice to the Accounts Departments or concerned authorities.
- In addition to the above, I have practical experience in preparation of invoices with discount prices, calculations and valuable knowledge with regards to the **accounts**.
- Evaluating and Rating suppliers, Keen interest in sourcing out price of various materials with various suppliers for evaluation of best supplier
- Communication techniques so as to get the best price coupled with timely delivery.
- New approaches to strategic purchasing management, up to date information regarding the principles of purchasing law, engaging the contracting process through alternatives and choices in special purchase instruments and strategies
- Preparation of sub contract orders with clear cut technical information.

In it's fullest, to work with utmost sincerity for the enhancement and development of your esteemed and prestigious organization having the basic principle of purchasing of materials with **low cost, high quality in it's right time, and to execute every nook and corner of purchasing functions, procedures, techniques, methods and operations with perfection**

## **Nature and Brief of Experience:**

### **Experience in UAE**

**Senior Purchaser From JUNE 2009 to till date**

#### **1. ARABIAN CONSTRUCTION COMPANY(ACC), UAE.**

##### **Job Description:**

- ▶ A Leading Design & Build Contractor involved in the turnkey construction of steel buildings.
- ▶ Introduced complete system for the Procurement of Materials. Sub Contractors submittals, Sub-Contract Finalization.
- ▶ Procuring the material for the whole company's Construction related materials right from mobilization till the successful completion of the project.
- ▶ Co-ordinate with the Planning Dept and the sites for the schedule of Materials and Sub Contractor's Agreement.
- ▶ Responsible for the All Local Purchase Orders for all Projects.
- ▶ Purchase of building materials e.g. Cement Block, Sand & Aggregate, Deformed steel, Structural steel, Timber, Paint, Tools & Hardware, Tiles, Construction Chemical water proofing product, plumbing sites of the company from local market and from overseas for certain specified product which were not available with local market.
- ▶ Daily reporting to the General Manager about the market fluctuations.
- ▶ Maintaining monthly statement of accounts of all the suppliers.
- ▶ Taking quotations from the Suppliers, Sub-Contractors, Study of offers, comparison of prices analyzing and finalizing the prices.
- ▶ Prepare and submit Monthly Payment Bill to the Consultant/Client and prepare monthly payment certificates for the supplier and the sub contractors etc.
- ▶ Checking and passing the monthly payment certificates of Sub Contractors, in co-ordination with the operations Manager/ Construction Manager.
- ▶ Preparation of Sub- Contract agreements.

Moreover, I have excellent knowledge in **MEP** materials in terms of HVAC, plumbing, firefighting, chilled water systems materials, BI, GI, PVC, Acoustics, Drainage and pressure pipes, Insulation (hot water and domestic water), all type of valves (Ball valve, Globe Valve, Pressure reducing valve, Double regulating valve, safety valve), Pumps (submersible, transfer, booster, circulation), Dampers (Fire, Round and Volume Control), Air Handling Units, Fan Coil units, Gas system materials and all kind of General Items, etc.,

**Besides, I have sound knowledge and information with regard to UAE markets and suppliers enriched with in-hand ready references about the materials availability for timely deliveries with cost effective and immediate purpose serving technique.**

### **Experience in UAE**

**Purchase manager From November 2007 to SEPTEMBER 2008**

#### **2. CORE CONSTRUCTION COMPANY LLC, DUBAI, UAE**

##### **Job Description :**

On behalf of the departmental heads, responsible for transaction of procurement function which includes the followings.

- Co-ordinate with supplier and obtain quotation.
- Evaluate the quotations and prepare purchase order/work order.
- Follow up with the supplier to expedite timely delivery of materials.
- Maintain the relevant quality record.
- Evaluate the performance of supplier on an annual basis for critical items.
- Maintain records for the realization of quality objectives.
- Responsible for all correspondences regarding Procurement.
- Co-coordinated with the departmental head, project manager, site engineer to ensure that correct specification, terms and condition are indicated in the orders.

**Purchasing manger from September 2003 to September 2007**

#### **3. AL ghafly general contracting ,ABU DHABI,UAE**

##### **Job Description:**

♣procured various workspace materials namely by FMCG goods, plumbing, electrical, Electronics, Vehicles, Personal and Power tools, Hard wares, Tractors, Engines, Swathers, Tires and Tubes, Carpentry materials and etc.,

- ♣ Preparation of Procurement document and register.
- ♣ Expediting purchase request register administrative files & vendor & action files.
- ♣ Updating and controlling of all logs i.e. Check and invoice control etc.
- ♣ Monitoring of serval material purchase and services agreement and interface requesting department and vendor to ensure timely issuance of material and receiving reports evaluate the performance of supplier on an annual basis for critical items.
- ♣ Verification of invoices against price lists prior to release for payment.
- ♣ Perparation of monthly/quarterly work load report and section leave schedule.

In accordance to the above nature and brief of experience in my carrier, I assure of my best and utmost sincere services towards your esteemed and prestigious organization always and at any point of time with punctuality and perfection.

Expecting your kind reply to prove my mettle.

**SAEED FAROUK SHAMSEEN**