



# CURRICULUM VITAE

## MEP PROCUREMENT EXECUTIVE

### OBJECTIVE

To strive for excellence & develop myself into a top-notch professional by working in a dynamic learning environment, so as to contribute wholly to the organization.

*Currently looking for a suitable position with a reputable company*

Professional Title

Gopi Sherial

### CONTACT



Dubai, UAE

+971 55 328 7088

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### Educational Qualification

(BSC MPCs-in complete),  
10+2 from Nandipet (SSJ College)  
SSC from Velmal (ZPH School), India

### COMPUTER KNOWLEDGE

MS Office, Outlook & Internet, ERP,  
(Tally & Insight application), Focus  
etc...

### PERSONAL DETAILS

**DOB:** 15th February 1986

**Father's Name:** Chandra Shekar

**Sex:** Male

**Nationality:** Indian

**Marital Status:** Married

**Languages:**

English, Hindi, Arabic & Telugu

**Driving License No.:**

2025209 (LMV-Manual)

**Visa Status :** Employment Visa

**Notice Period:** One Month

### PASSPORT DETAILS

**Passport No :** U8084019

**Date of Issue :** 07.12.2020

**Date of Expiry:** 06.12.2030

**Place of Issue:** Hyderabad

### UAE EXPERIENCE (Total 10 Years)

**Company Name – Al Zarooni Electromechanical LLC (MEP Contractor)**

From – 01<sup>st</sup> February 2022 to till now.

Duties & Responsibilities – **As Procurement Executive**

- ➔ Placing an enquiry (RFQ) of all items for Mechanical, Electrical and Plumbing & Power & Hand Tools, Consumables.
- ➔ Conduct price and commercial negotiation to optimize the purchases within the budgeted amount.
- ➔ Arrange Pre-award technical meetings involving the Engineering, Project Manager and supplier representatives to freeze the technical requirement.
- ➔ Raising Purchase order in **ERP/TALLY** against each material request from respected site.
- ➔ Managed deliver schedules and status of goods.
- ➔ Budgeting –Preparing monthly budget as per the requirement of project (At site).
- ➔ Stock updating on regular basis & Central Store & site stock checking.
- ➔ Making all arrangement for necessary payment for all suppliers. Responsible for handling of ISO audit.

➔ **Company Name – Al Zarooni Electromechanical LLC (MEP Contractor)**

From – 12<sup>th</sup> December 2016 to till 22<sup>nd</sup> October 2019

Duties & Responsibilities – **As Procurement & Sales Executive**

**Company Name – Elemec Electromechanical Contracting LLC (MEP Contractor)**

From – 13<sup>th</sup> March 2013 to 21<sup>st</sup> March 2016

Duties & Responsibilities – **As Procurement Officer.**

**Company Name – Abu Dhabi National Hotels LLC**

From – 2008 to 2012

Duties & Responsibilities – **As Procurement Asst.**

### STRENGTHS

Self Motivated, Hardworking, Sincere, Enthusiastic, Positive Attitude, Punctuality and Dependable.