

# AAISHA

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## **CAREER OBJECTIVE:**

To work in a challenging and responsible position where I can apply, and improve my knowledge and skills to contribute to a dynamic and growth-oriented organization. To utilize the skills acquired to achieve the targets set by the organization time to time.

## **Work Experience:**

Currently working with **ALI MOUSA & SONS CONTRACTING**

**Jan. 2022 - Present**

## **Job Role: Electrical Procurement Engineer**

Dedicated Procurement Engineer with more than 5 years of experience (overall GCC exp. More than 7 years) determining technical procurement requirements implementing process and performing evaluations to ensure compliance with technical specifications and code requirements. Strong analytical skills with a working knowledge of Purchasing and Technical.

## **Responsibilities of Procurement Engineers include:**

- Analyze all suppliers in order to select the most suitable suppliers who are able to deliver high quality products at competitive pricing.
- Handle Consultant/ clients queries and help them to meet their requirements. Provide them PQ, material and technical submittal with full complied specification as well as venders.
- Receiving Approved MR from relevant departments, prepare material requisition in ePROMISE, send site to get sign, check in store availability of material, meanwhile send request of quotation.
- Opening of Quotations in presence of Engineering Department.
- Negotiate with suppliers on lead-time, cost and quality so as to obtain the maximum benefit for the company.
- Preparing of Tabulation sheet of Received Quotations send to management department to get approval for LPO and then prepare LPO in ePROMISE/ Contact/ agreement with suppliers and also prepare material received summary report.
- To procure equipment, materials & systems complying to project Quality and Specification requirements.
- Prior to ordering, to check all ex-stock availability in central stores and sub stores.
- To ensure timely delivery of equipment, material & systems to support site installation works as per approved work program.
- Excess materials from sites shall be returned back to central stores on monthly basis.
- Manage suppliers to meet objectives related to cost, delivery performance, schedule and quality.
- Manage the most common risk i.e. Inaccurate internal needs analysis, The risks of poor vendor selection include, Disorganized vendor management, Delays in procurement etc.
- Liaise with suppliers on delivery schedule so as to ensure on-time deliveries of final product.
- Review and manage the supplier base to ensure consistency with the sourcing strategy.

- Create monthly performance reviews and reports focusing on overall sourcing requirements.
- Ensure commercial, legal and contractual compliances in all the procurement transactions.
- Maintain company reputation & credibility by fair dealings and prompt payment.
- Train team on effective procurement processes and strategy.
- Coordinate with vendor on continuous quality improvement.
- Develop and maintain good relationship with suppliers and subcontractors.
- To monitor and control the cost and schedule variances in respect of procurement of the materials for the project.
- Ensure that all work has been completed in a safe manner with company health and safety police.

**MEP Procurement/ Electrical/ Estimation Engineer at Al Asalah Electromechanical Contracting**

- Field of Experience: MEP Contracting (4 Years)

**Sep. 2017 - Sep. 2021**

**MEP Procurement Engineer**

The key responsibility includes handling efficiently all the procurement activities related to Electrical, HVAC, Plumbing, Drainage, Fire Fighting, ELV System, Spare parts, Consumables etc.

Responsibilities of Procurement Engineers (Mechanical / Electrical / MEP) include:

- Receiving Approved Purchase Requisition through site with specification, drawing, proprietary item.
- Floating RFQ to different Vendors.
- Receiving Quotation of material from Vendor in time.
- Opening of Quotations in presence of Engineering Department.
- Preparing of Tabulation sheet of Received Quotations.
- Presenting the Tabulation sheet in front of Engineering Department.
- Taking Recommendations of material from User Department.
- Negotiation with Vendors over Price, Freight and delivery of the material.
- Participating in Negotiation meetings with appropriate authorities.
- Prepare approval as per Engineering Department Decision.
- Generating Purchase Order.
- Follow up with vendor for timely delivery of materials.
- Develop Competitive Pricing mechanism for bulk and low per unit value material.
- Ensure the completion of the Request for Quote Process.
- Tracking of payments for goods ordered
- Coordinate with warehouse for Returnable material//Non-Returnable Material (Debit note) through proper material Gate Passes and follow-up with vendor for Returnable material.
- Co-ordinate with all concern departments.

**Estimation Engineer**

- Study/ Review of tender documents, scope of work, drawings, BOQ, specifications, client's requirement and etc. from the tender documents for the proper estimating works.
- Responsible for providing complete quantity take-off and comparing with tender quantities
- Prepare & send RFQ for all the items to all the approved/ approved equal suppliers/ sub-contractor to obtain required quotations.
- Preparing Price comparison sheet for each system and final cost summary.
- Check all the addendums and communications received from the client, ensuring that all items are being clarified and considered in the pricing.

- Coordination with other staff to ensure that tender deadlines, procedures, and project requirements are met.
- Preparing Qualifications, Assumptions and Exclusions if any.
- Attend Pre-tender meetings and site visits.
- Responsible for implementing and maintaining the quality management system for Estimation work.

### **Electrical Engineer**

- Prepared shop drawing for projects.
- Preparation of Load schedule and SLD (Single line diagram).
- Drawing Approval from consultant, client, SEWA and DEWA.
- Calculating load, size of transformer, main incomer, ELCB, branch MCB of the Distribution Board (DB), Power, Lighting, cable sizing details, Voltage drop, Cable tray selection, Bus Bar sizing and Capacitor banks selection.
- Being an electrical engineer, I am aware of works related to even Mechanical, HVAC works which will help in co-ordination and to avoid repetitive works.
- Well versed with DEWA, SEWA and FEWA Regulations.
- Shop drawings submittals & Approvals to consultant and client.
- MIR (Material inspection request) submittals & Approvals to client and consultant.
- As built Drawings Preparation and submission to consultant as per installation at the site.
- To be fully aware of the project electrical specifications, drawings and BOQ, and ensure that all electrical site activities are conducted under controlled conditions as per shop drawings, specification and work plan.
- Attends Meeting with consultant and rectify all the comments to get the approval as per contract documents (inspection request, Variation Orders, Submittal, MOS etc...).
- Having regular meetings with client and consultant for smooth running of the project.
- Regularly visiting SEWA, FEWA office for clearing doubts and solving any queries

### **Sales cum Estimation Engineer at Start Switchgear Assembly LLC**

Field of Experience: Switchgear (2 Years)

**Sep. 2015 - Sep. 2017**

#### **Job Role: Estimation**

- Prepare estimates and costing for new / variation works as per spec and client requirement.
- Costing & Tendering Activities & Evaluation of Cost for all Panels.
- Create designs of Panel board's LV Panel, MDB, SMDB, and Distribution Board.
- Preparation of SLD & BOM of Switchgear on AutoCAD.
- Create and execute Engineering Change Notes, and enter into the ERP system.
- Co-ordinate with customer/Consultant to clarify any technical query/discussion keeping sales person in loop.
- Preparation of Technical submittal for Client/Consultant/DEWA/SEWA/FEWA/ADDC approval.

#### **Job Role: Sales**

- Search for new clients and maintain good relationship with all clients.
- Negotiate with clients to make the enquiry into local purchase orders.
- Collect enquiries and forward to estimation.
- Regular technical and commercial meetings with clients.
- Follow up with project team throughout the order till delivery.
- Achieve monthly targets and prepare sales report.

**PROJECT DETAILS:**

- |   |                               |                                     |
|---|-------------------------------|-------------------------------------|
| 1 | <b>Main Contractor</b>        | : Ardha al kannah Constructions     |
|   | <b>Position</b>               | : Procurement / Electrical Engineer |
|   | <b>Project Details</b>        | : G+2P+6TPY+P.H+RF at Sharjah       |
| 2 | <b>Main Contractor</b>        | : Ardha al kannah Constructions     |
|   | <b>Position</b>               | : Procurement / Electrical Engineer |
|   | <b>Project Details</b>        | : B+G+OFFICE+3TPY+RF Ajman          |
| 3 | <b>Main Contractor</b>        | : NARESCO                           |
|   | <b>Constructions Position</b> | : Procurement Engineer              |
|   | <b>Project Details</b>        | : G+4 Bldg at Jabel Ali Dubai       |
| 4 | <b>Main Contractor</b>        | : UNEC Constructions                |
|   | <b>Position</b>               | : Procurement Engineer              |
|   | <b>Project Details</b>        | : G+4 Bldg at Jabel Ali Dubai       |

**Educational Background:**

*M.Tech in Electrical Power and Energy System: - 65%*

Ajay Kumar Garg Engineering College, Ghaziabad, India

*B.Tech in Electrical and Electronics: - 72%*

Vivekananda Institute of Technology & Science, Ghaziabad, India

**Project / Training:**

- Project on "Power System Stability by FACTS" in *M.Tech*
- Training in Central Electronics Limited (CEL) on Axle Counter

**Awards & Achievements:**

- National and State level Award in Scout and Guide
- Best Leader Award

**Personal Strength:**

- Punctuality, sincerity, fast learning capacity, persevering towards goal and effective Leadership and good team player
- Excellent presentation, communication skills, negotiation skills and very good team worker
- Highly motivated, strong work ethics, ready for relocation.

**Software Known:**

- Microsoft Office, Auto Cad and Matlab

**Linguistic Proficiency:**

- English, Urdu and Hindi

**Personal Details:**

Date of Birth	01/07/1989
Nationality	Indian
Visa Status	Husband Visa

**PLACE:** Sharjah, UAE

AAISHA