

# Arshad Ali Sultan Mohammed Mirza

## Accomplished Procurement Manager

*Result-oriented professional, offering experience in **Procurement Operations, Purchase Operations and Material Management** targeting assignments in **Construction, Real Estate & Trading Goods sector**; scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step*

**Location Preference: Dubai, Sharjah, Abu-Dhabi (UAE)**



## Contact

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## Career Summary

- Pursuing Chartered Institute of Purchasing and Supply (CIPS)
- Certified Purchasing Professional (CPP),
- Certified Purchase Professional Manager (CPPM), from the American Purchasing Society, USA, a forward-focused Senior Procurement Engineer enthusiast with nearly 14 years 6 Months of experience in implementing the systems, policies & procedures projected towards organizational goals to maximize profitability
- Currently associated with **Bond Interiors LLC, Dubai, as a Procurement Manager (Fit out & Interiors)**
- Managed internal and external resources, to ensure that goods and materials were not only procured within the framework of the Supply Agreement but controlled to meet manufacturing schedule requirements.
- Worked with global supply chain to develop an inventory management system that not only optimized cash flow but ensured manufacturing operations were both efficient and effective.
- **SAP Super User for [Salini impregilo], Inc. Worldwide.**
- Expertise in dealing with International supplier's (USA, Europe, China, Malaysia), and negotiating with vendors for procurement of numerous components / raw materials; engaged in supervising overall processes at the vendor's end as well as providing valuable suggestions
- Using Software applications i.e., SAP, SAP Ariba, Vendor Management, and CTRIX.

## Member's & Award



- Achievement of Excellence in Procurement Awards in 2010 & 2011

## Education & Credentials

- B.Tech. in Civil Engineering, India from Green Ford Engineering College, William Carey University in 2006
- Diploma in Civil Engineering, India from Quli Qutub Shah Polytechnic College.
- Secondary School from Indian High School, Dammam, Saudi Arabia.

## Technical Qualifications

- Diploma in AutoCAD (Latest Versions) from Autodesk Authorized Centre, India in 2006
- Diploma in 3ds Max, (Latest Versions) from Autodesk Authorized Centre, India in 2006

## Core Competencies

### Purchase Operations

### Procurement Operations

### Material Management

### Team Management

### Vendor Management

### Supply Chain Operations

### Reporting & Documentation

### Liaison & Coordination

## Skill Set

### Motivator

### Communicator

### Change Agent

### Collaborator

### Analytical

### Leader

## Professional Experience

Since Mar'21: Bond Interiors LLC, UAE as **Procurement Manager (Fit-out)**

### Key Result Areas:

- Responsible for all and complete procurement activities for Fit out, construction & FF&E.
- Devising and using fruitful procurement and sourcing strategies
- Discovering profitable suppliers and initiate procurement partnerships
- Negotiating with external vendors to secure advantageous terms
- Approve the ordering of necessary goods and services
- Finalize purchase details of orders and deliveries
- Examine and test existing contracts
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company
- Foresee alterations in the comparative negotiating ability of suppliers and clients
- Expect unfavorable events through analysis of data and prepare control strategies
- Perform risk management for supply contracts and agreements
- Control spend and build a culture of long-term saving on procurement costs

## Major Projects

- Bay Central Villas, Dubai Marina, (Civil, Fit out, Joinery, & Furnishing)
- Sunrise Bay Tower, Emaar Beach Front, Palm Jumeriah, (Joinery & Furnishing)
- Horizon Tower, Dubai Marina, (Civil, Fit out, Joinery, & Furnishing)
- Trident Tower, Palm Jumeriah, (Civil, Fit out, Joinery, & Furnishing)
- AL Waleed Paradise, JLT Cluster R, (Civil, Fit out, Joinery, & Furnishing)
- Lake View Tower, JLT, (Civil, Fit out, Joinery, & Furnishing)
- Rimal Tower, JBR, (Civil, Fit out, Joinery, & Furnishing)

Mar'13 – DEC 2020: Salini Impregilo S.P.A Co, UAE & KSA AS **Sr. Procurement Engineer (Civil & Fit-out)**

### Key Result Areas:

- Engaged in timely, accurate, and complete pricing of materials for estimation purposes; coordinating and consolidating requests for materials among multiple projects to negotiate the most advantageous terms.
- Follow-up with Purchase Assistant on progress on LPO Preparation till get approval from the higher Management.
- Evaluate all bid tabulations and purchase orders to ensure accuracy.
- Monitor all supplier performances and ensure timely delivery.
- Communicate with all vendors and resolve any issue related to purchases / delivery of materials / payments etc.
- Vendor sourcing.
- Conducting periodical market survey on the price variation on major items.
- Find cost effective, alternative materials for major items and arranging samples of the same and get it approved from the end user to save cost.
- Assisting the Purchase Manager to prepare departmental budget.
- Obtain quotations and finalizing purchasing procedure for major contracts through Tendering Process.
- Resolving hygiene related issues reported from the Hygiene department.

## Major Projects

- Meydan One Mall Project, Dubai, UAE – CURRENTLY HOLD.
- ABU DHABI – REEM ILAND – UMM AL FINA PROJECT –
- Al Maktoum Airport, DWC, DUBAI

## Previous Experience

**Mar'10 – Feb'13: Mazen Al Saeed Holding Group Co., Al Khobar, KSA as Procurement Officer.**

**Role:**

- Ensures delivery of approved materials requests/purchase orders for materials, supplies and services at best value and within company established quality standards.
- Sees to it that requisitions are processed in accordance with established company policies and control procedures.
- Coordinate with Storekeeper in order to ensure availability of critical stock items.
- Analyze and negotiate purchasing contracts within the budget subject to the approval of Line Manager.
- Develops and maintains adequate sources of supply in accordance with the company's requirements, specifications and standards.
- Maintains close follow up and liaison with suppliers in accordance with established procedures to assure timely delivery of materials, supplies and services.
- Sees to it that purchasing records are properly maintained.

**Mar'07 – Dec'09: Al Shaya International Trading Co (Office Furniture & Home Furniture Division).  
Dubai, UAE as Purchasing Coordinator**

**Role:**

- Managed, led and supervised the Buyers & Data Entry Operators within their daily task in alignment with the company policies and procedures
- Provided full evaluation and analysis of priced quotations received from the suppliers to ensure best value for the business
- Negotiated prices with suppliers whenever possible and prepared a price comparison, forwarded the same for approval as per Purchasing Authority Matrix
- Coordinated with the suppliers to fulfill purchasing formalities and ensure timely delivery of material contact suppliers in order to schedule or expedite deliveries and resolve shortages, missed or late deliveries, and other problems

## I.T Skills

<b>Operating Systems:</b>	Windows 95, 98, ME, 2000, Server 2003, Win XP, Vista, Windows 7 & Windows 10
<b>Office Suite:</b>	MS Office 2003, 2007, & 2010 (Word, Excel and PowerPoint)
<b>Designing/CAD Applications:</b>	AutoCAD 2002-2013, ArchiCAD 10/11, 3DS Max, Micro station
<b>Project Planning:</b>	Primavera 5/6, Microsoft Project

## Personal Details

<b>Date of Birth:</b>	2 <sup>nd</sup> July 1986
<b>Marital Status:</b>	Married
<b>Address:</b>	BUR-DUBAI, DUBAI - UAE
<b>Languages Known:</b>	Arabic / Italian / English / Urdu
<b>Visa Status:</b>	Employment - Transferable.
<b>Notice Period:</b>	Immediately
<b>Location Preferences:</b>	United Arab Emirates
<b>Nationality:</b>	Indian
<b>Passport Details:</b>	Z4974153 (Issued at RIYADH - Valid up to 25/06/2028)
<b>Number of Dependents:</b>	03