



FAKHRE ALAM

Procurement Engineer
MEP/Infrastructure/Solar

About Me

Experienced Procurement Engineer with a B.E in Mechanical Engineering and 7 years of international experience. Skilled in cost-saving opportunities, negotiating with suppliers, and managing contracts. A proactive problem solver with a strong ability to work under pressure and deliver quality work.



+971 58 120 4773



Fakhrealam.aqas@gmail.com



International city Dubai, UAE.

EXPERTISE

- Management Skills
- Creativity
- Team Building
- Negotiation
- Critical Thinking
- Leadership

WORK EXPERIENCE

Procurement Engineer

Al Zarooni Electromechanical, Dubai, UAE
(March 2018 - Current)

MEP Projects:

- 1). Galadari Engineering Workshop at DIC.
Main Contractor: RAQ Contracting.
Project Value 15 Million
- 2). Fedex Sort and Clearance Facility at Dubai South Al Makhtom International Airport.
Main Contractor: RAQ Contracting.
Project Value 35 Million.

Solar/Energy Saving Project:

- 1). EPC for 3.7 Mega Watt at Different DEWA Facilities. in Dubai.
- 2). Replacement of conventional Light fittings with LED Lights at Dubai International Airport T1, T2, T3.

Infrastructure Projects:

- 1). EPC for RTA Street Light Works at DIC.
Main Contractor: L & T
- 2). EPC for DEWA 132 KV Cables duct Bank Works at DIC.
Main Contractor: L & T
- 3). Laying of 11 KV cables with Related Civil and Electrical works for EMPOWER district cooling plants at different locations in Dubai.

LANGUAGES

- English
- Urdu

OTHER TOOLS

- UAE Driving License
- MS Word
- MS Excel
- ERP

Responsibilities:

- Taking Project BOQ, Drawings, Specifications, Vendor List, and Employer Requirements from the Estimation and Commercial team.
- Review project specifications and vendor quotations to ensure meet project requirements.
- Check up on all Tender Drawings, BOQ, and Specifications.
- Identify & ensure materials descriptions from the materials requisitions are in accordance with tenders' requirements.
- Sending Enquiries to Vendors as per approved drawings, and project specifications.
- Preparing detailed Cost Comparison Technical for materials as per BOQ.
- Negotiating with vendors to avail best possible discount prices and payment terms.
- Negotiation of sales agreements to purchase the required with Suppliers & Subcontractors through company Policy & terms and conditions,
- Arrange meetings with suppliers to facilitate standardization and economical procurement.
- Created and prepared PO/Letter of Intent (LOI), Subcontract Agreements Request for Quotation (RFQ) and Invitation to Bid (ITB), Commercial Bid Analysis, and Purchase Orders.
- Make Material Submission for consultant along with compliance statement and as per project specification.
- Receiving invoices from vendors and submitting it to the accounts department for payment process.
- Coordinator between Projects requirements and Suppliers, Subcontractors, and Company Materials Store.
- Follow up on material delivery & documentation requirements.
- Administered purchase orders including order status and change order processing.
- Ensured order correctness and review invoices.
- Take procurement activities and material delivery coordination for the complete project.
- Coordination with site team and contractor.
- Import/Export of Material from Europe and China for different projects.
- Arrangement of Custom Clearance with logistic requirements for imported materials.
- Letter of Credit, Bank guarantees for import/export.

Procurement Engineer

**Al Qala Al Shamikha Technical Contracting,
Sharjah**

(May 2016 - February 2018)

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EDUCATION

**Sarhad University of Science & Information
Technology, Peshawar**

B.E Mechanical
2009-2013

Peshawar Model Degree College, Peshawar

FSc Pre-Engineering
2007-2009

REFERENCES

Reference 1:

Name: Kamran Aslam
Designation: Senior Mechanical Engineer James L Williams
Middle East
Contact: 00971 50 985 6744

Reference 2:

Name: Muhammad Ismail
Designation: Project Engineer Absolute Integrated
Technology LLC
Contact: 00971 56 532 6424