

# NAZEER SHAJAHAN

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## EXPERIENCE SUMMARY

A competent professional with **10 years** of rich experience in Procurement & Purchase who can ensure all purchasing activities support and strengthen the strategic objectives of a company. I'm able to work in a constantly changing environment, establish strategic relationships with key suppliers and ensure all contract terms represent best practice and maximum commercial benefit for my employer.

## STRENGTH

- Gulf Experienced Professional
- **Knowledge of Procurement/Purchase process, Negotiation, Vendor Management and procedures**
- Strong Communication Skills
- Experienced in **MS Outlook, Excel, Word, & high typewriting speed**
- Experienced in using **ORACLE-ERP**
- Experienced in using **RED SKY – ERP**
- Experienced in using Micro Soft **DYNAMICS 365 BUSINESS CENTRAL-ERP**
- **UAE Valid Driving license holder**

## PROFESSIONAL EXPERIENCE

- I. **Name of the Employer :** AL MARIAH UNITED GROUP, UAE  
**Position :** Senior Procurement & Purchase Officer  
**Duration :** 28<sup>th</sup> MARCH 2021 to Till the Date

### RESPONSIBILITIES & DUTIES:

- MEP, Civil & other engineering materials procure/ purchasing for M/s. Al Mariah United Group
- Locate vendors of materials, equipment, supplies and interview them in order to determine product availability and terms of purchase/service.
- Reviewing Purchase Requests & Coordinate with requester and make sure the right material needed. Find out the sample of material to be purchased if necessary.
- Sending Inquiries to the suppliers/sub-contractors.
- Obtaining & follow up for quotations and doing comparison analysis for order awarding.
- Co-ordination with suppliers regarding Material Submittals & samples
- preparing & sending LPO to Suppliers & coordination with sites and suppliers regarding material delivery.
- Ensure that the correct materials are ordered for the project.
- Maintain appropriated records to ensure that procurement process, decision, and contractual agreement are accurately documented for accountability and audit purpose.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Perform other duties in the related field as assigned by Manager.

## MEP MATERIALS PROCURED RANGE [AS PER SPECIFICATION & REQUIREMENTS]:

1. **Plumbing Items:** UPVC pipes & fittings, Valves, drainage accessories (Catch basin, gully trap, floor drain, shower drain/balcony drain, floor clean Manhole covers, Oil interceptor etc.), PP-R Pipes & Fittings, insulation, Sanitary wares, Bath Tubes, Faucets, Vanity Cabinets & Accessories, PPR pipes & fittings, Pex pipes & fittings, HDPE Pipes & fittings, Water Pumps (Booster pumps, Sump pumps, Transfer pumps, Circulation pumps, Sewage pumps etc.) Water Tank, **Fabricated Materials:** Pipes & Fittings, fabricated flanges, Sand Trap Buckets, fabricated items Etc.
2. **Electrical items:** Switchgears, Generator set, light fittings, Power Cables & wires, Wiring accessories, G.I conduits & fittings, PVC conduits & fittings, Light Fittings, Earthing & lighting, isolator, VFD, Power Panels, socket & outlet, switches, Automatic Transfer Switch Panel, Access Control System, CCTV, Telephone system, Intercom system, SMATV etc.
3. **Fire Fighting Materials:** Seamless Pipes & fittings for Fire Fighting, Fire Pumps, Valves, Flanges, FM200 Systems, Fire Extinguishers, Horse Reels, Fire Cabinet etc.
4. **Fire Alarm Materials:** Smoke Detectors, Fire Alarm Panels, Fire Alarm Cables etc.
5. **Chiller Materials:** Chiller, Chiller Parts, Chiller Compressor & parts etc.
6. **HVAC Materials:** Ducts, Grills, Diffusers, Air Handlers, HVAC Fans , Volume Control Dampers, Dampers, fire Dampers, Panel Boards, HVAC insulations, Instruments & control valves, Compressor & Compressor Parts, A/c Gas, Bearing, Siemens Actuator, Honeywell Actuator, Thermostat, Valves for HVAC piping, Hangers & Support, Flow Instruments, Hydraulic piping & Pumps, Heat Pumps, Radiators, , Oil furnaces, Cooling Coils, Thermostat, Package unit, Pipes & Fittings, Hangers & support for HVAC Piping & equipment, & Other Mechanical Items, Fire stop materials, Air Conditions etc.
7. **Sanitary items:** Wash Basin, Wash Basin Mixer, Bathtub Mixer, Shower Column, Robe Hook, Toilet Roll Holder, Towel Rail, Kitchen Sink, Kitchen Sink Mixer, Valves, Ablution Spray, Faucets, Vanity Cabinets & Accessories etc.
8. **Kitchen Equipment:** Kitchen Equipment & parts, Boiler parts, Washing Machine parts Etc.
9. **Consumable items:** Nut, Bolts, Screws, rods, Hand Gloves, Goggles, Dust Mask, Grinding Wheels, Thermo coal, Angles, C-channels, water hose pipe, Garbage waste bag, Safety Harness, permanent Marker, Emery Paper, Thinner, Screw Driver, Scaffolding Binding strip, Concrete Bit, Steel Bit, Scraper, Cork Sheets, Aluminum Ladder, Paint roller, Polythene sheets, Soft Brush With Handle, Correction Pen, Safety Coverall, Safety Shoes, Screws & Fisher, masking tape, sanding paper, White silicon, Wall Scraper, Measuring Tape, Tarpaulin Sheets, Hard Brush, Line Dory, Wire nail, PVC Gurmala, Dry wall screw, knipex, Hammer etc.
10. **ELV Systems:** CCTV Systems, CCTV Camera equipment, Access Control System, Telephone system, Intercom system, SMATV InterCall systems, Anti-Virus, Door Access Control, Audio video Systems etc.
11. **STATIONERY ITEMS:** Papers, Ball pen, Box file, Marker, Signature pen, Binder clip, Letter Head, C4 envelopes, file separator, Diary, Marker, Clear Bind Sheets, Embossed Binding Sheets, Sticky notes, Scissors, Cello Tapes, Tonners, CD Marker, Tonners for Printing Machines, Stamp pad Ink, Highlighter, Stapler, Staple pins etc.
12. **IT MATERIALS:** Computers, Computer spare parts, Printer, Photo Copying Machines, Printer spare parts, Toners, Hard disk, RAM, UPS, etc.

**CIVIL Materials procured range:** Tiles, Marbles & Granite materials, Ceramic/Carpet/Glass & PVC tiles, Steel, Machineries, Hardware items, Office equipment, Cement, Deformed steel bars, Block, Interlocks, Kerb stones, Wood, MS Steel & Stainless Steel Fabrication, Metals, Machinery items, Machinery spare parts, drainage accessories, Water stopper, Garbage Chute, Concrete Pavers Tiles, Potable Water Tank, Paint, Wooden items, polystyrene Sheet, Signboard, Precast concrete, GRP & GRC work, water proofing, Aluminum items & accessories, False ceiling & gypsum work materials, Fence, Block Accessories, ready-mix concrete, Consumable items, Loose Tools, Tools & Machineries items, Labors & Staff Uniforms, Recycle Bins, Furniture items, Tools Items, power tools, machinery & Scaffolding hiring/purchasing, Aluminum pipe cladding materials, Pest control & anti-termite, AAC & Masonry blocks, Porta cabins, Paint, Road marking, Labors & Staff Uniforms, Office equipment, Third Party Certificate for Equipment's, Tools Items, power tools, Aluminum pipe cladding materials, Pest control & anti-termite, Porta cabins, Paint, Chemicals, Cleaning Acid, Road marking, Precast materials, Machineries, etc.

**MATERIALS PROCURED RANGE RELATED PLANT DEPT.:** Spare parts purchasing for Vehicles & Machineries, Lubricants, oil, fuel etc. and Hiring & Buying Machineries as per requirements.

**SUB-CONTRACTORS WORKS RANGE:** Handling Sub Contractors for Electrical works, plumbing works, Fire Fighting works, Fire Alarm works, ELV works, BMS System, HVAC, LPG system, Pipe Cladding works, Water Treatment works, painting works, Water Proofing, Concrete, false Ceiling, flooring works, Painting etc.

**II.      Name of the Employer                   : REEM CAPITAL CONTRACTING LLC**  
**Position                                   : Senior Procurement & Purchase Officer**  
**Duration                                   : MARCH 2017 to 19/FEB/2021**

#### **RESPONSIBILITIES & DUTIES:**

- MEP, CIVIL & other engineering materials procure/ purchasing for M/s. Reem Capital Contracting LLC
- Review BOQ, budget, specifications, and drawings for any new awarded tender to prepare procurement list.
- Locate vendors of materials, equipment, supplies and interview them in order to determine product availability and terms of purchase/service.
- Reviewing Purchase Requests & Coordinate with requester and make sure the right material needed. Find out the sample of material to be purchased if necessary.
- Sending Inquiries to the suppliers/sub-contractors.
- Obtaining & follow up for quotations and doing comparison analysis for order awarding.
- Co-ordination with suppliers regarding Material Submittals & samples
- preparing & sending LPO to Suppliers & coordination with sites and suppliers regarding material delivery.
- Ensure that the correct materials are ordered for the project.
- Prepare reports regarding market conditions and manufacturing costs.
- Arrange for disposal of surplus materials.
- Maintain appropriated records to ensure that procurement process, decision, and contractual agreement are accurately documented for accountability and audit purpose.
- Analyze market and delivery systems in order to assess present and future material availability.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Participate in the development of specifications for equipment, products or substitute materials.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Perform other duties in the related field as assigned by Manager.

## Successful Procurement & Purchased for below 11 projects

1. Jumeirah Golf Estates – Al-Andalus – Phase II (G+6+Roof) 2 Buildings - Jumeirah Golf Estates - Al-Andalus - Phase II - M/s. Jumeriah Golf Estates
2. ANWA - Residential Building – Ground Floor + 4 Podium + 44 Floors + Roof, Client - M/s. Anwa Real Estate Development LLC (Omniyat), Consultant - M/s. Naga Architects, Location - Dubai Maritime City, Dubai, UAE
3. Residential Building – Ground Floor + 4 Podium + 16 Floors + Roof - Jumeirah Village Circle, Dubai - Mr. Ahmed Matar Majed Taresh Alkhyeli
4. Al Barsha Development – 15 Nos. of Townhouses - Al Barsha, Dubai - M/s. Al Ghurair Real Estate LLC
5. Al Barsha Development – 17 Nos. of Townhouses - Al Barsha, Dubai - M/s. Al Ghurair Real Estate LLC
6. Al Barsha Development – 2 Basement + Ground Floor + 6 Floors – Apartment Building - Al Barsha, Dubai - M/s. Al Ghurair Real Estate LLC
7. Belgravia 3 – Residential Building Ground Floor + Podium + 4 Floors + Roof - Jumeirah Village Circle, Dubai, UAE - M/s. Ellington Properties Development LLC
8. Eaton Place – Residential Apartment Building – Ground Floor + Podium + 4 Floors + Roof - Jumeriah Village Circle, Dubai - M/s. Ellington Properties Development LLC
9. Umm Hurair & Hamriya Development – Apartment Building Ground Floor + 3 Floors - Umm Hurair, Dubai - M/s. Al Ghurair Real Estate LLC
10. Umm Hurair & Hamriya Development – Apartment Building Ground Floor + 3 Floors - Umm Hurair, Dubai - M/s. Al Ghurair Real Estate LLC
11. Commercial & Residential Building – 2 Basement + Ground Floor + 7 Floors + Health Club - Al Jadaf, Dubai - Mr. Abdulhamid Mohammed Saeed Al Ahmadi
12. Umm Hurair & Hamriya Development – Apartment Building Ground Floor + 3 Floors - Al Hamriya, Dubai - M/s. Al Ghurair Real Estate LLC

**METERIALS PROCURED RANGE:** Mechanical items, Electrical items, Plumbing item, Civil items, Sanitary items, Kitchen Equipments, I.T Items, Furniture Items, Consumable Items **etc.**

**III. Name of the Employer :** AL SAFEER GROUP OF COMPANIES, HEAD OFFICE, SHARJAH, UAE  
**Position :** Procurement & Purchase Officer  
**Duration :** JULY 2014 to Dec 2016

**METERIALS PROCURED RANGE:** MEP, CIVIL & other Materials

### RESPONSIBILITIES & DUTIES:

- Responsible to source, negotiate and procure materials/services from suppliers.
- Finding new suppliers and negotiate in terms of price, quality and delivery terms.
- Review BOQ, budget, specifications for required materials.
- Float inquiries, prepare comparison statement of quotations, highlighting deviations from the requirements including the delivery period.
- Coordination with Suppliers regarding samples & required documents.
- Preparing LPO & Coordination with Dept. and Suppliers Regarding Material Delivery.
- Ensure that the correct materials are ordered for the projects/Dept.
- Coordinate with requestors and make sure the right materials needed. Find out the sample of material to be purchased if necessary.
- To ensure the fullest cooperation to assist & support the Departments / Projects team and Follow up delivery of materials, solving issues etc.
- Maintain appropriated records to ensure that procurement process, decision, and contractual agreement are accurately documented for accountability and audit purpose

- Collecting monthly statement from suppliers, monthly wise making Budget, checking Invoices with LPO's & Statement of Accounts etc.
- Perform other duties in the related field as assigned by Manager.

**IV. Name of the Employer:** CONSIGN BUILDING CONTRACTING, THADICADU (PO), ANCHAL, KERALA, INDIA

- **Position** : Procurement & Purchase Officer
- **Duration** : APRIL 2011 to DEC 2013
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- **METERIALS PROCURED RANGE:** MEP, CIVIL & other Materials

#### SUMMARY OF EDUCATION

**Degree** Bachelor in Commerce (B. Com)  
**University** University of Kerala, India

#### COMPUTER & PROCUREMENT SKILLS

- Proficient in MS Word, MS Excel etc.
- Proficient in Windows Outlook
- Proficient in Micro Soft DYNAMIC-ERP
- Proficient in **RED SKY – ERP**
- Proficient in ORACLE-ERP
- Proficient in Tally ERP
- Typing Speed 45 Words per Minute & frequent user of computer since 2000.
- Proven Supplier sourcing, Vendor Management, Negotiation, Contract administration, Purchasing cycle & Organizational skills.

#### DRIVING LICENSE

UAE Valid Driving License holder

#### PERSONAL DATA

**Name** NAZEER SHAJAHAN  
**Father's Name** NAZEER  
**Religion** Islam, Muslim  
**Nationality & State** India – Kerala

#### LANGUAGE

**English** – Read/write/speak (Excellent)  
**Hindi** – Read/write/speak (Fluent)  
**Malayalam** – Read/write/speak (Native)  
**Tamil** – speak (Fluent)

**DECLARATION:** I hereby declare that the above furnished statements are true to the best of my knowledge. I assure that I fulfill the requirements of the organization needs.