

THOMAS SEBASTIAN



POST APPLIED FOR - SENIOR PROCUREMENT ENGINEER

10 Year UAE WORK EXPERIENCE-MEP/ELECTROMECHANICAL

CAREER OBJECTIVE

To obtain a fulltime position in an organization that has a passion for technology, challenges my Abilities, Honest and allows me to grow into positions of greater responsibility with Entire Project MEP Materials/Supply Chain/Units/Subcontractors/Agreements overall controlling/Monitoring/Working with Project team incorporating with Company business Format and report to Company Management Superiors.

EXPERIENCE SUMMARY: TOTAL 10 + YEAR EXPERIENCED IN MEP FIELD

- Procurement/Project Engineer – Zener Steward Electromechanical, UAE - 3Years (2013-2015)
- Lead Procurement Engineer – ELMech Electromechanical, UAE - 2 Years (2015-2016)
- Senior Procurement Engineer – Haydon, MEP- Electromechanical, UAE - 1 Year (2017-2018)
- Senior Procurement Engineer – Woxfo Electromechanical, Dubai, UAE – (2018 TO Present)

MY DUTIES & RESPOSIBILITIES :

- Understand and appreciate the importance of Strategic Procurement and Supply Chain Management.
- Market knowledge in sourcing of entire Mechanical & Electrical systems, materials and services also entire Finalization of Full MEP Systems & Project Site Co-ordination.
- Communicating effectively both orally and in writing with other project functional group and Specialist sub-contracting with technical product knowledge Through Emails/Telecommunications/Enquiries/Meetings.
- Ensuring the procurement activities are performed in accordance with the contractual requirements, Company Rules & General Specifications, and within the Project schedule.
- Maintains company reputation & credibility by fair/Honest dealings and prompt payment.
- All procurement process comply with Project approved procedures and policies with respect to time, cost, and quality.
- Achieve significant improvements in service delivery and cost reduction Identifying and proposing value engineering options for cost effective procurement, Commercial negotiation (Price and Payment Terms) with suppliers/sub-contractors and finalizing the vendor within the allocated budgets.
- Preparation/review and issuance of Letter of Intents.
- Material Submittal review and coordination with projects/consultant till the final approval of the materials.
- Ensure that the materials are ordering on time based on the lead time.
- Review and initial approvals of Purchase orders and Subcontract Agreements.
- Follow up with the suppliers/ sub-contractors for the timely delivery of materials as per the project schedule.

- Selection/Procurement of materials from projects consumables to major Equipment's, labour sub-contracts , man power supply and specialized system sub-contractors.
- Preparation of weekly progress report/Budget vs cost analysis and presenting the same in management.
- Leading a team of Procurement Engineers and purchase assistants for carrying out procurement processes efficiently.
- Coordinating from the material selection till installation on site.
- Finalizing the subcontracts within allocated budget and better payment terms which is beneficial to the company.
- Maintaining suppliers and sub-contractor's log.

COMPLETED MAJOR PROJECTS :

- Mall of the Emirates 24 Vox Cinemas, MOE Expansion, Deira city center, Umm hurair Hospital, Kempinski Hotel, Reel Cinema, New York University, Trilogy, Latifa Hospital,
- Meydan Residence Project, Rosemont Hotel, Fields 1000 Villa Project,
- GV-11, Springs-11, Marsa Al seef, H2B hotel, Expo Village, Expo mobility, Vida Hotel, Museum of the future

CAREER SKILLS :

- Knowledge in MEP materials and Excellent Site Working Experience as Project MEP Co-ordinator and services installation, Experience in Infrastructure Procurement (MEP Part).
- Maintain an extensive knowledge of MEP materials and subcontracts/supplier markets
- Proficient in all Microsoft office version/software/applications
- Knowledge in AUTO CAD and HAP.
- Good communication skills.
- Risk mitigation and analysis.
- Can identify and work as per the priorities in projects.
- Can handle multiple jobs and works under pressure.
- Planning and execution.
- Active in teamwork and co-ordination with each other.
- Leadership skills - Currently leading a Project team of Engineers and procurement assistants.

MISCELLANEOUS INFORMATION :

- Languages: **English, Hindi, Tamil, Malayalam** (Fluently written & spoken),
- U.A.E. Driving License
- U.A.E. Visa (Current Company Visa)
- Willing to travel/relocate

EDUCATION

2008 – 2012 B.E Mechanical Engineering, P.M.U, Tanjore, India
 2008 - HSC State Board Kerala, National Higher Secondary school, India
 2006 – SSLC State Board Kerala, St. Mary's High School, India

PERSONAL DETAILS :

Father's Name : Sebastian
Date of Birth : 8th April 1991
Marital Status : Married
Permanent Address : Chittilappilly Pozholiparambil House
Irinjalakuda, Thrissur, Kerala, India

DECLARATION :

I hereby declare that the above written particulars are true the best of my knowledge and belief.

I will be held responsible for any deviation from the above mentioned details.

Dated: 20-january-2023

Thomas Sebastian