



## SIRAJUDDIN SHAIKH

### Position Applied: Procurement Coordinator

#### Personal Details

**Date of Birth:** 06/05/1986  
**Nationality:** Indian  
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#### Qualifications

- IRCA certified ISO 9001:2015 Lead Auditor
- Ethical Procurement and Supply – CIPS
- Chartered Procurement and Supply Professional – CIPS
- Graduated from Mumbai University – 2007  
With **Distinction, Secured 76%.**

#### Experience:

**Duration:** Nov 2016 – Feb 2019  
**Contractor:** Hyundai Engineering & Construction Company  
**Client:** SCOP (State Company for Oil Projects)  
**Position:** Procurement QC Coordinator



- As Procurement QC Coordinator, I'm responsible to direct 3rd party inspection agency to conduct the inspection activity as per ITP and project specifications.
- Review of purchase requisition before submitting to client for approval to check compliance against client's requirements.
- Evaluation of suppliers, checking their status of their approval in which category they are approved.
- Submitting all technical specification, inspection requirements to the selected supplier.
- Arrangement of Pre-inspection meeting and submission of reports as per requirement.
- Scheduling of inspection as per ITP (Surveillance, Witness and Hold Point)
- Follow-up for the inspection report and supporting documents.
- Collection of all test report as per ITP from vendor & Laboratory.
- Submission of inspection report along with supporting documents to client.
- Submitting weekly inspection schedule to SCOP including detail of vendor, level of inspection, PO, inspector details, open and closed NCR/SOR, material status as per requirement.
- Managing and supporting Inspection coordinators.
- Issuing of NCR/SQI to subcon/vendors for any irregularities and notifying client within 72 hrs.
- Arrange the inspection of purchased items to assure the client that the equipment and materials being supplied are in strict accordance with the provisions of their purchase order, requisitions, specifications and standards.
- Notifying Inspection activities to client.
- Responsible for coordinating Inspection activities as required by the approved ITP.
- Assign inspectors to avoid unnecessary cost or schedule delays.
- Maintain inspection files and records needed for documentation.
- Monitor progress to ensure project delivery dates and technical requirements are met.

**Duration:** July 2015 – Oct 2016

**Duration:** Apr 2009 – Sep 2011

**Contractor:** B. G. Shirke Construction Technology Ltd.

**Client:** MHADA (Maharashtra Housing & Developing Authority)

**Position:** Procurement Coordinator



- Identification of new suppliers for different goods and services.
- Request for Vendors Prequalification.
- Arrange the meeting with suppliers/vendors.
- Request for Technical and Commercial Proposals as per Scope of Work.
- Control deliveries (terms, products, etc.)
- Improved and maintained a good relationship with suppliers.
- Prepared weekly reports and send to client every week.
- Coordinated with inspectors and TPI assigned for the inspection activities for the P. O. material.
- Organizing all cash purchases for main office as well as projects.
- Preparing all kind of logs and documents related to procurement department
- Monitoring the filing system for all documents and purchase orders
- Assisting Procurement Manager in performing procurement functions.
- Handling other assignments as directed by manager.

**Duration:** June 2012 – May 2015

**Contractor:** Petron Emirates Contracting & Manufacturing Co. LLC

**Client:** Abu Dhabi Gas Industries Ltd (GASCO).

**Position:** Logistics & Procurement Coordinator



- Coordinated with suppliers regarding order discrepancies, shipment shortages and transactional errors.
- Assist the senior buyer in bid evaluations and vendor selections.
- Developed purchase orders by managing product availability, quality and price options.
- Monitored procurement inventories and kept track of all supply dates and scheduled shipments.
- Evaluated all purchase orders and ensure their accordance with the packaging guidelines
- Coordinated and assisted in sourcing and acquisition of goods and services.
- Scheduled and planned transport.
- Shipped and received chemicals, waters, equipment and by product to/from various locations worldwide.
- Managed shipment schedules to maximize productivity and cut costs.
- Lead logistics staff in resolving reception and invoice discrepancies.
- Track and update open Purchase Orders from approval to closure.
- Facilitate the transfer of assets and inventory between regions.
- Communicated with vendors regarding inventory needs.
- Tracked inventory shipments.
- Removed poor performing items from future buys.
- Assisted in transfer of materials for warehousing functions.
- Documented and maintained client inquiries and purchase orders, revisions.
- Reviewed client orders to maintain internal document systems.

**Duration:** Nov 2011 – Apr 2012  
**Contractor:** Al-Balha Trading & Marketing Co.  
**Position:** Material Coordinator



- Directed physical count and inspection of arrived materials
- Reviewed purchase order, delivery notes for completeness and accuracy
- Forwarded original delivery note with a copy of material receiving report to accounting for processing of invoices.
- Documented record of unsatisfactory over, short and damage conditions of material received.
- Ensured security of equipment and supplies kept in storage areas
- Disposes-off surplus project materials as approved by management
- Leading efficiently a team of warehouse personnel.
- Managed warehouse space effectively in accordance with industry standards
- Handled and stored hazardous materials in accordance with MSDS and company safety policy.
- Tracking of Manpower Resources
- Maintaining Gate Pass for Visitors, Personnel's, Guest to visit inside the Plant.
- Coordinate with Material Receiver at the time of receiving Material from vendor.
- Coordinate with Vendor for place Material Order.
- Internal official work like, emails, communication by phone etc..
- Coordinate with Local Purchaser for Materials.
- Coordinate with Admin for Plant ID for personnel's.
- Internal Coordination with employees.
- Rejecting and returning unacceptable materials
- Working closely with Stores personnel and advise them of requirements.
- Determining requirements for daily, weekly and monthly based materials for products and its delivery time and production.
- Coordinating with Procurement QC to arrange inspections and release materials.

**Duration:** Apr 2007 – Feb 2009  
**Contractor:** Dolphin Offshore Enterprises (India) Ltd.  
**Position:** Procurement Officer / Coordinator



- Responsible for order placement according to purchase request.
- Preparing the RFQ's for purchasing material.
- Obtaining quotation from vendors according to the requirement.
- Generate purchase orders and send for approval of management.
- Expedite confirmation approval of Material Requisition and PO.
- Control and aim to maintain agreed milestone, delivery date's, if possible work for an option for advancement of delivery dates.
- Submit a regular Material Status Report (MSR) that highlights problematic and critical material.
- Highlight and report in case of any difference to PO quantity or price.
- Ensuring the adequate supply of all required materials and components.
- Delivering cost savings for the company.
- Managing the procurement supplier relationships for the company.
- Regularly communicating suppliers to renegotiate prices.
- Resolving disputes and claims with vendors and suppliers.
- Developing relationships with distributors.
- Assist and coordinate with Procurement Manager in the tasks assigned.
- Responding to and coordinating all internal meeting requests.