

# CURRICULUM VITAE

A.MOHAMED MARUF,  
Mobile: +97155 7276064

E-Mail:maruf.mohamed@gmail.com  
Deira, Dubai-UAE.

## Objective

Seeking for an opportunity innovative & challenging employment that will utilize my education and professional skills and offer me an advancement opportunity.

## Summary of Professional Experiences:

- Around 16+ Years of International Procurement, MRO Buyer, Supply Chain & Logistics Coordination.
- Sales Support of Oil & Gas field Equipments, Heavy Industries Materials and Tools.
- Petrorabigh-jv Saudi ARAMCO Approved Sr. Buyer (#7153405).
- Abu Dhabi Gas Industries (GASCO) - Ruwais Certified Project Manager (# 4070)
- Abu Dhabi Gas Industries (GASCO) -Habshan& Bab Certified PTW Originator (# 934300)

## Professional Experiences:

### **1. Organization : Abu Dhabi Construction Company LLC (ADCC)**

**Period : April 2019 to Oct 2019.**

**Designation : Sr. Procurement Engineer.**

#### **Responsibilities:**

- Controlling of Entire Project (Off Shore & Maintenance materials) as per Procurement Procedure, Include of Mechanical Spares, Electrical & Instrumentation materials as per requirement.
- Preparation of Purchase Order (PO) and expediting of deliver the PO's materials as per our schedule.
- INCOTERMS Standard procedure follow up and Customs supporting.
- Vendor Qualification and Prepare Approved Vendor List.
- Technical & Commercial clarification and Material Approval Required product (MAR) from Client.
- Delivery Advise, Technical review of Certification, Equivalent Product Approval, Payment & Vendor issues.
- Material Management using Oracle & ISO Audit as the Procedure.

#### **Achievements:**

- ADMA-OPCO Off Shore Painting, Scaffolding and Insulation Projects (IS1 and IS2) Procurement Standard.

### **2. Organization : Petrorabigh Refinery Supplementary (UBSCO), Rabigh, Saudi Arabia.**

**Period : March 2018 to Dec 2018.**

**Designation : Sr. Buyer (Shut down).**

#### **Responsibilities:**

- As a Sr. Buyer worked in MRO (Maintenance Repair Operation) Department in Petrochemical Refining Unit (Saudi ARAMCO Complex) and involved Purchase requisition (PR) to Purchase order (PO) using SAP.
- Request for Quotation (RFQ), Prepare the Comparison Sheet and Technical & Commercial details reviewing.
- Maintenance Spare parts like Equipment Spare, Electrical & Instrumentation Control Spare, Process Raw material purchasing as per **ARAMCO** Standard.
- Process Raw materials of Polymer, Monomer and Ethylene Plant feed stock like Catalyst, Acid, Base Chemical as per Normal and Agreement PO preparation.
- Bulk Chemical Handling procedure and preparation of Purchase Agreement and Safety Procedure.

- Long Lead delivery product scheduling and Equivalent Product Approval as per the Technical details.
- Emergency PR to PO and Urgent PR to PO preparation using SAP as per Procedure.
- Emergency delivery, receipt quality inspection, customer changes, Payment terms & Vendor issues.

**Achievements:**

Rabigh Refining & Petrochemical Co (PETRORABIGH)-JV SAUDI ARAMCO Approved Sr. Buyer.(#7153405). SAP Material Management Modules (SAP MM).

**3. Organization : Anglo Eastern Engineering FZE, Jebel Ali Free Zone, Dubai-UAE.**

**Period : April 2014 to July 2017**

**Designation : Sr. Procurement Officer**

**Responsibilities:**

- International Procurement of Authorized Manufacturers like Japan, UK, USA, China and India.
- All types of Steel & Pipes Products, Non Standard materials and Plant support Equipment Purchase.
- Mechanical Fabrication Industries Technical & Commercial report to Procurement and Operation Manager.
- Monitor cycle time of Procurement activities from Material Requisition to issuance of Procurement Order.
- Material Management Controlling for inwards & outwards materials using ERP.
- Internal Audit, ISO Audit, ASME Procurement Audit involvement and Reporting.
- Preparing Procurement Plan, Procurement Procedures and related documents specific to project uses.
- Procurement report as per Projects, Weekly & Monthly reported to the Management.
- Negotiate the Supplier Quotation, avoid delay of materials receiving as per the Process requirement.

**Achievements:**

ASME Audit, API Procedure and Inspection.

Enterprises Resource Planning Implementation and Operation.

**4. Organization : Emirates Petrochemical Services Est, Abu Dhabi-UAE.**

**Period : Nov 2012 to Aug 2013**

**Designation : Project Engineer.**

**Responsibilities:**

- To represent the Company and enhance relationships in dealing with Clients and Consultants. Oversee all aspects of the day-to-day management of materials; monitors and coordinates work performed by Maintenance, Erection, Painting & Scaffolding construction firms.
- Prepare the Weekly/Monthly Procurement status report to the Management. To identify and scope any additional works and technical upgrades not covered in the contract to enhance the project deliverables, customer satisfaction and improve Company revenue.

**Achievements:**

Hydrogen Sulphide (H<sub>2</sub>S) Zone Flare line and Unit Painting, Scaffolding and Insulation Projects.

**5. Organization : Oil & Gas Construction Company LLC (OGASCO), Abu Dhabi-UAE.**

**Period : August 2010 to September 2012**

**Designation : Procurement cum Material Inspector**

**Responsibilities:**

- Attending weekly progress meeting with Management to provide latest input on procurement activity & Issue the RFQ to the selected vendors.
- Responsible for preparing Letter of Intent before issuing final Purchase Order. Liaise and involved with Engineering team during Technical Bid Evaluation.
- Pre-qualification of Bidders/Suppliers for the entire package especially for the major long lead items.
- Prepare the Weekly/Monthly Procurement status report to the Management.

**Achievements:**

PETROFAC HSSE TRAINING for Brown Field Project (ASAB) & Petrofac Approved QC inspector (ADCO-Asab Project).

**6. Organization** : **IBDA Business Consulting FZCO, Hamriyah Free Zone, Sharjah, UAE.**  
**Period** : **March 2008 to July 2010**  
**Designation** : **Procurement Engineer**

**Responsibilities:**

- Reviewing and analyze initial Material status report with project schedule.
- Responsible to issue the enquiry and purchase order to the selected Bidders/Suppliers.
- Liaise and involved with engineering team during Technical Bid Evaluation.
- Responsible to negotiate with the Bidders/Suppliers according to the terms and condition as per agreed.
- Prepare PO Contract to ensure all specification requirements, terms and conditions are clearly addressed.

**Achievements:**

ETA Star Steel, Star Cement Plant entire project material procurement in HAFZE and RAK.

**7. Organization** : **Emirates Petrochemical Services Est, Abu Dhabi-UAE.**  
**Period** : **Nov 2012 to Aug 2013**  
**Designation** : **Project Engineer.**

**Achievements:**

Permit to Work (PTW) system Originator, GASCO Approved Site Supervisor.

**8. Organization** : **Corodex Trading Company (Marine Division), Dubai, UAE.**  
**Period** : **April 2004 to July 2005**  
**Designation** : **Material Coordinator.**

**Responsibilities:**

- Monitor and expedite the material delivery from Vendor/Supplier to the job site.
- Prepare IGIR, Quality control Inspection of all the Incoming Goods and Outward Goods.

**Achievements:**

**Dubai Electricity & Water Authority (DEWA) L & K Station HSE Training.**  
**Abu Dhabi Water Electricity Authority (ADWEA) HSE Training.**

**EDUCATIONAL QUALIFICATION:**

Bachelor of Engineering (Chemical) from Mohamed Sathak Engineering College, Kilakari, Ramnad (Dt)- Tamil Nadu-INDIA. May-2003 Passed in **First Class with Distinction.**

**Computer Knowledge:**

Software Packages : SAP MM, ERP Compiere 3.2, Oracle & Focus Soft Net.

<b>PERSONAL DETAILS</b>
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Father's Name	: M.ABDUL RAHIM.
Date of Birth	: 05-06-1982
Nationality	: Indian
Religion	: Islam
Personal Status	: Married.
Languages Known	: English, Hindi, Tamil & Malayalam
Driving License	: UAE Light Vehicle.
Passport No	: R5759374
Visa Status	: Visit Visa