

# Abubakkar Siddique Ali

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## CAREER OBJECTIVE

I am looking for a long term association with a growing, reputed and reward oriented organization, which recognize and reward top performers.

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## EXPERIENCE SNAPSHOT

<b>Job Title</b>	<b>Sourcing &amp; Technical Engineer</b> <b>Noor Al Ma'Ali Intl Trading EST</b> <b>Dammam, Kingdom of Saudi Arabia</b>	<b>Oct 2016 – Dec 2018</b>
<b>Job Title</b>	<b>Sourcing and Purchasing Engineer</b> <b>Arcene Supply Services LLP.</b> <b>Bangalore, India</b>	<b>Mar 2015– Sept 2016</b>
<b>Job Title</b>	<b>Sourcing Engineer</b> <b>SNSKAR Systems India PVT.LTD</b> <b>Bangalore, India.</b>	<b>Aug 2014 – Feb 2015</b>

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## Job profile and responsibilities:

**Job Title**            **Sourcing and Technical Engineer**  
From Oct 2016 – Dec 2018  
**Noor Al Ma'Ali Intl Trading Est**  
Dammam, Kingdom of Saudi Arabia.

## RESPONSIBILITIES

- ✓ Coordinating with MEP, Civil and Housekeeping service providers to run the show smoothly.
- ✓ Assist the Site/Project Engineer in all day-to-day operations in the sites.
- ✓ Responsible for development and administration of the awarded contract.
- ✓ Responses, Purchases, Contracts, correspondence and related follow up.
- ✓ Expedites Outstanding Purchase orders to ensure the delivery requirements are met.
- ✓ Interviews current suppliers to improve level of services and new suppliers to develop and establish new source of supply.
- ✓ Coordinating and resolving problems with user department and suppliers.
- ✓ Prepare Technical Specs for request for proposals, including terms and conditions and evaluation criteria.
- ✓ Prepare and develop bid documents and suppliers bid list to obtain competitive quotation on commodities and services.
- ✓ Providing support to Site/Project engineers, supervisors and technicians as required
- ✓ Materials requisition making and coordinating with purchase dept.
- ✓ Material receipt, checking the material quality & quantity with coordination Engineer/manager and technicians.
- ✓ Maintaining log sheet for all services and monitoring daily.

- ✓ Forwarding the list of complaints to the service provider.
- ✓ Following with supplier and updating in the system.
- ✓ Reviewing the supplier quotation.
- ✓ Comparing supplier quote with another similar supplier for best rate and quality of work.
- ✓ Reviewing the attached supporting documents with quotation
- ✓ Processing to the management for the final approval.
- ✓ Issuing LPO for supplier.
- ✓ Maintaining Vendor Quotation.
- ✓ Maintaining Vendors list and prices.
- ✓ Negotiation vendor quotation
- ✓ Following for work completion and service report.
- ✓ Assists Shipping and Receiving with shipments/Transportation related discrepancies and variances
- ✓ Performs other related duties such as special assignments and annual major objectives.
- ✓ Coordinating with NMIT audit department.
- ✓ Ensuring all the facilities mandatory things are updated and monitored properly.
- ✓ Supporting to quality management team, supervisors and technicians as required.
- ✓ Checking monthly PPM and forwarding supplier invoice for payment.
- ✓ Quotation making and forwarding to client, gaining approval.
- ✓ Supplier analysis and negotiations
- ✓ Scheduling and updating site activities.
- ✓ Solve all HR related issues in the sites by liaising with our Head Office.

**Job Title**                    **Sourcing and Purchasing Engineer**  
 From Mar 2015 to Sept 2016  
**Arcene Supply Services LLP**  
 Bangalore, India

**RESPONSIBILITIES**

- ✓ Quotation making and forwarding to client, gaining approval.
- ✓ Initiate & Process invoices & follow-up of payment collections.
- ✓ Sourcing for suppliers.
- ✓ Supplier analysis and negotiations
- ✓ Planning and arrangement of material delivery.
- ✓ Scheduling and updating site activities.
- ✓ Preparation of Costing & Quotations with the coordination of Supervisors & Purchase Department.
- ✓ Providing of esteemed cost for call out jobs.
- ✓ Make report about materials to submit to main store and purchase dept.
- ✓ Solve all HR related issues in the sites by liaising with our Head Office.

**Job Title****Sourcing Engineer**

From March 2014 to Feb 2015

**SNSKAR Systems India PVT.LTD**

Bangalore, India

**RESPONSIBILITIES**

- ✓ Quotation making and forwarding to client, gaining approval.
  - ✓ Sourcing for suppliers.
  - ✓ Initiate & Process invoices & follow-up of payment collections.
  - ✓ Receive, Dispatch and maintains materials, supplies.
  - ✓ Arranges and coordinates delivery of purchased supplies and materials
  - ✓ Co-ordinate with Engineers for their work.
  - ✓ Keeping & maintaining records of Engineers.
  - ✓ Keeping & maintaining record of all incoming and outgoing documents.
  - ✓ Keeping log for each files and folder including details of the clients.
  - ✓ Preparing weekly and monthly reports regarding the sales.
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**EDUCATION****Bachelor of Mechanical Engineering**

Vishweshwariah Technological University, Karnataka, India

**Certification in Soft Skill Training**

Infosys, India

**I.T SKILLS**

- Excellent skills in MS Office,
- Windows and internet applications.
- ERP System
- SAP business one
- Experience in working with MS Outlook

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**STRENGTHS**

- Gulf experienced Project coordinator
- Document Control systems know how
- Manpower and Heavy Equipment Handling
- Facilities management system.
- Outsourcing and Technical Solution Expert
- Customer Service & Client Relationship skills

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**PERSONAL DATA**

Nationality	:	Indian
Religion	:	Islam
Marital Status	:	Single
Passport Number	:	M0854498
Visa Status	:	Visit Visa
Indian driving License Holder	:	Yes
Languages	:	English, Hindi, Arabic, Kannada, Tamil & Malayalam.
Reference	:	Available upon request

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**Declaration**

I hereby declare that the above furnished details are true to the best of my knowledge

India

**you're faithfully**  
**(Abubakkar Siddique Ali)**