

# mohammed elburai

## **Procurement Engineer (Manager)**

abu dhabi

[mohammedelburai3\\_tbe@indeedemail.com](mailto:mohammedelburai3_tbe@indeedemail.com)

+971505253912

Procurement Engineer (Manager), 33 years old, married, 12 years UAE Experience, holding valid UAE D/L; Transferable UAE Employment Visa, Palestinian, Abu Dhabi City Resident, 0505253912

Willing to relocate: Anywhere

## Work Experience

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### **Procurement Engineer (Manager)**

CIRTA Electro Mechanical & Maintenance - Abu Dhabi

May 2011 to Present

- Abu Dhabi - UAE:

- Estimate and set up cost parameters as well as budgets for purchases
- Discuss the best deal for pricing and supply contracts.
- Update and keep up a list of suppliers and their qualifications, delivery times as well as potential future development.
- Assist in preparing relevant documents for bidding purposes.
- Make sure all the delivery dates are met by vendors.
- Monitor all procurement activities to ensure they are in accordance with the project and company's procedures.
- Resource planning and material handling including specifications, testing procedures, material approval preferred.
- To consult with the engineering and design team to ensure that all aspects of the design are suitable for timely and cost-effective procurement
- To develop the project contracting strategy in accordance with Company and Client procedures
- To source suitable vendor budgetary information to allow development of project cost estimates and schedules
- To ensure that the overall project is delivered to meet the asset operational needs
- To ensure that all work is completed without compromise to quality and is delivered according to the project schedule
- Implement, control and update the project procurement plan.
- Negotiate contracts with suppliers to obtain best price and service.
- Craft negotiation strategies and close deals with optimal terms.
- Develop supplier database and establish annual purchasing contracts for lower value, high value items.
- Seek and partner with reliable vendors and suppliers.
- Develop workflow process in line with ERP software system.

### **Procurement & Admin Assistant**

MAN Enterprise - Abu Dhabi

February 2008 to May 2011

UAE.

## Education

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### **Bachelor of Computer Engineering in B.CE**

Islamic University of Gaza (IUG)

June 2007

Ahmad El-Shoukiri Secondary School

June 2002

## Skills

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EMPLOYEE RESOURCE GROUP (8 years), ENTERPRISE RESOURCE PLANNING (8 years), ERP (8 years), Excel (Less than 1 year), Microsoft Office (Less than 1 year)

## Certifications and Licenses

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### **Nebosh IGC3 & IOSH**

May 2018 to Present

## Additional Information

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### COMPUTER SKILLS

- Application Programs: Microsoft Office Package (Word, Excel, Power Point and Outlook).
- Using ERP System.
- Excellent dealing with Internet Browsing, Exploring, Downloading, and Troubleshooting.

### LANGUAGES

Tongue Language. Arabic

Excellent (Reading, Writing & Listening). English