

## Resume – Mr. Bipin Vinayak Vagal

- Currently seeking options in Procurement, Contracts & Materials Management

### Major Strengths

- 20 + years working experience in the field of Procurement, Contracts, Warehouse & Materials Management Functions.
- Self – starter, Strong inter-personal skills & effective communication at all levels.
- Ability to plan & set objectives and achieve them through strategic approach.
- Procurement of Materials – Mechanical, Electrical, Instrumental, Construction for Projects Locally & Overseas.
- Familiar and Operates most industry standard software such as System Application and Processing (SAP).
- Overseeing Material Procurement in Construction / Refinery projects and maintenance of various Petrochemical, Plant, Oil and Gas Plant and Industrial Plant.
- Sub – Contracts Drafting & Execution as per Project Requirements.

### Professional Experience

- **Employer:** M/s Northern Offshore UK Ltd – UAE **Dec 2019–May 31 2020**  
**Position:** Buyer / Focal Point – Project Purchasing  
**Client:** ADNOC & QATAR GAS  
**Project Cost:** USD 4.5 Billion  
**Role: Supply Chain Management,**  
Purchasing of critical materials, equipment's, Vendor qualification, Warehouse management, Project team coordination, Finance & Auditing.
- **Employer:** M/s Worley Parsons Oman Engineering – Oman. **Nov 2015 –Mar 2017**  
**Position:** Sr. Buyer / Material Controller (Contracts)  
**Client:** PDO – Oman - Project – RHIP Harweel.  
**Project Cost:** USD 3.2 Billion  
**Multiple Roles Undertaken**
  - **Project Materials Purchase:** Floating Enquiries to approved vendors – local & overseas, Technical Evaluation of Quotes with Engineering, Commercial Evaluation of Quotes with clients, Negotiations according to fit the procurement budget, Placing of Orders as per delivery schedule / requirement for project, expediting of Purchase Orders with suppliers for timely deliveries, Paying inspection visits at manufacturers facilities to ensure the quality and timely execution of PO / Contracts ,Sub-Contracting works and managing the execution.
  - **Contracts Specialist:** Preparing contracts & execution of the same, Mitigating risks and assessing performance of sub-contractors.
    - ACQUISITION: Created advertisements for bids, then reviewed and selected the bid most suitable to the timeframe and budget. Researched the price of materials, labor cost, and overhead expenses to analyse the bids received. Assessed whether contractors were adhering to contract parameters, laws, and regulations

- PROCUREMENT AND CONTRACT MANAGEMENT: Prepared purchase agreements, contracts, and leases to acquire the most cost-effective services and terms. Compared prices, discounts, delivery dates, and handling charges. Negotiated prices and services. Managed contracts and activities related to electrical, plumbing, HVAC, excavation, and masonry work.
  - BUSINESS AND BUDGET MANAGEMENT: Coordinated integral business components pertaining to purchasing, estimating, contracts, construction, and architecture.
  - INTERPRET REGULATIONS AND TECHNICAL MATERIAL: Reviewed legal documentation to ensure that projects complied with government, and local building codes. Identified staffing requirements based on technical materials and documentation.
  - **Materials & Warehouse Management:** Preservation procedures for Electrical & Instrumental Materials, Warehouse safety and precautions management, Maintaining of Inventory, Maintaining the stock of spares of equipment's required during commissioning.
- **Employer :** M/s Worley Parsons – U.A.E **July 2013 – April 2015**  
**Position:** Logistic & Procurement Officer  
**Client:** LUKOIL Mid-East Limited- Project - West Qurna2 – IRAQ.  
**Project Cost:** USD 4.2 Millions  
**Role :** Verification & Follow Up for Import Purchase Logistics Documentation, Cost effective Procurement for Project requirement, Sub Contract drafting and execution for the freight forwarder / shipping companies / 4 PL logistics providers ,Execution of safe and timely proceedings of the materials required in project, Purchase of critical items / tools for pre-commissioning & commissioning, Local purchase for urgent requirement during SHUT – DOWN activities ,Negotiations for budget procurement as per company policies, Sourcing from international vendors which are relevant and screening them for quality procurement, Inspection visits to supplier's facilities and scheduling the deliveries in time, SAP management – MIS reporting to Management.
  - **Employer:** M/s Worley Parsons Oman Engineering – Oman **Mar 2012- Jul 2013.**  
**Position:** Sr. Buyer.  
**Client:** PDO - AL NOOR MGI Project – Oman.  
**Project Cost:** USD 2.6 Millions  
**Role:** Understanding the client's requirements and planning cost effective procurement. Sourcing the local and overseas suppliers for relevant products. Market study and tender floating for Bulk items. Meeting and Negotiations with prospective suppliers. Delivering to the client, for timely completion of project. Managing Payments and closure of Purchase Order / Contracts.
  - **Employer:** M/s Worley Parsons Arabian Industries (JV), - Oman **Oct 2006 – July 2012.**  
**Position:** Buyer in Procurement Department  
**Client:** Petroleum Development of Oman – Project EMC Contract.–South Oman.  
**Project Cost:** USD 5 Billions  
**Role:** Assisting the Management in Planning and Executing the Procurement of the Materials – Piping / Electrical / Mechanical / Instrumental .Sub-Contracting works for service industries in Construction sector. Managing the Contracts and leasing with Sub Contractors for effective execution of the Contracts Preparing necessary documentation and arranging for required permits/ licenses / seeking government approvals.

- **Employer:** Bartawi Group of Contracting Company- UAE. **1999 to 2001**  
**Position:** Materials Controller  
**Client:** Dubai Municipality Projects – UAE.  
**Project Cost:** USD1.2 Millions  
**Role:** Project Procurement End to End and Materials Management functions for the entire Project requirement, to the entire satisfaction of the clients. Cost effective and quality products to source local & overseas. Delivery to respective sites to keep continuation avoiding delays. Logistics Documentation and execution for procured materials. Meetings with Contractors and timely execution of Contracts for the project.
- **Employer :** Taylor Woodrow International – Malaysia **1996 to 1998**  
**Position:** Materials Controller  
**Client:** Malaysian Government - LRT Project – Malaysia.  
**Project Cost:** USD3.2 Millions  
**Role:** Manage all purchases of materials, this includes supervising unloading of materials safely and in the appropriate storage area. Physically checking of materials received against deliver/cargo/tally notes, shipping documents, relevant purchase orders and invoices, preparing goods received notes for items received. Arranging deliver to end users. Manage the quality inspection and investigation for damages or loss of materials and raising discrepancy reports. Taking the custody of urgently required materials from stores stock items still held in the reception unit. Manage the hazardous materials within the stipulated warehouse procedures, process and strictly follow the HSE policies and guidelines.
- **Employer :** Taylor Woodrow International – Kingdom of Saudi Arabia **1992 to 1994**  
**Position:** Storekeeper  
**Client/Project:** Construction of Central Bank in Jeddah, Colgate Palmolive Plant in Jeddah & Cement Plant in Yanbu.  
**Project Cost :** 1.2 billion Saudi Riyals.  
**Role:** Purchase of materials receipts, issue, return and update of all warehouse records and files. Work in accordance within the HSE Requirements. Checks the issues and returns materials to ensure that they in acceptance condition and to report and follow up on the frustrated demands. Ensure preservation of material for shutdowns and all are identified / labelled and kept safe. Manage reports for damaged, obsolete, surplus and redundant materials and follow up on missing balance .Manage and reports on materials with shelf life. To follow the first in and first out principle. Works to the team effort by accomplishing required tasks and duties. Draft Sub Contracts and execute the same with the sub-contractors at site. Logistics Management – 4PL tracking the shipments globally and expediting for materials to reach at site, thus avoid delays in completion of projects. Verification of Customs Documents and also arranging, coordinating for various permissions required from the Ministries & Chamber of Commerce.

### **Trainings Attended**

- SAP Management Training Course Completed – PDO Oman.
- H2S Course completed - NTI Oman.
- Dangerous Goods Handling Training Course – PDO Oman.
- Total Safety Task Instruction, PDO Oman.
- Safety Training Course – PDO Oman.
- HSE Training Lifting/Slinging /Manual Handling and working at height. – PDO Oman.

### **Academic Qualifications**

- B.com – Graduate Degree from Mumbai University – India

### **Personal Details**

- Nationality : Indian
- Date of Birth : 4th January 1961
- Marital Status : Married
- Mobile : +971559810469
- Email id : bipin\_vagal@yahoo.com / bipinva@gmail.com
- Languages : Hindi, English, Marathi, Chinese, Gujarati & Arabic.

