

# Nomeer Imdad - CPP, CPPM

## PROCUREMENT PROFESSIONAL

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Abu Dhabi, United Arab Emirates



### PROFESSIONAL SUMMARY & CAREER OBJECTIVE

Corporate professional with more than 15 years of experience, an extremely dedicated, loyal & versatile professional, playing a proactive role in supply chain domain. A well-polished, courteous personality with excellent organizational skills. Highly self-motivated, target-driven and with exceptional multi-tasking skills. Learning new trends in oil & gas sector.

**Now, I am looking forward to making contribution in Project Procurement, an ambitious profile that offers a genuine opportunity for career progression.**

### AREA OF EXPERTISE AND SKILLS

#### Key Skills and Abilities

##### Excellent time management skills

Proven ability to effectively manage multiple responsibilities in a busy environment and to identify urgent tasks, ensuring they are prioritized and completed in a timely and accurate manner. Highly experienced at operating in high-pressure situations where I have been required to carry out complex tasks within a short timeframe. I have experience processing highly technical information, and I remain calm and maintain a high standard of work when under pressure.

▪ Vendor Evaluation & Management	▪ Business Correspondence
▪ Purchasing & Expediting	▪ Negotiations Skills
▪ Market Product Evolution	▪ Excellent Presentation Skills
▪ Excellent Communication	▪ Report Writing
▪ Cost Bid Evaluation	▪ Leadership
▪ INCOTERMS	▪ Planning & Organizing
▪ SAP Essentials	▪ ARIBA Purchasing

#### Major Clients Experienced

**ADNOC Onshore, AD Police GHQ, AD Army GHQ, CICPA (Critical Infrastructure & Coastal Protection Authority), Emirates Identity, ADNOC Gas Processing (AGP)**

#### Major Projects Handled with ADNOC

**EPC - ADNOC Onshore BIFP (Bab Integrated Facilities Project)**

**EPC - ADNOC Onshore Mender Field Development Phase – 1 Project**

**EPC - ADNOC Onshore FST (Flow Suction Tank Project)**

**EPC - ADNOC Gas Processing (AGP) (Habshan-5 De-bottlenecking for Associated Gas Project)**

**EPC - ADNOC Onshore Train 9 & Train 6 Project (2024)**

**EPCM - ADNOC Onshore SWING Project (2024)**

## EXPERIENCE

**CPECC - China Petroleum Engineering & Construction Corporation**  
**Abu Dhabi, United Arab Emirates.**



CPECC is a subsidiary of CNPC – China National Petroleum Company and is an EPC Contractor of Onshore & Offshore in Oil & Gas / Petrochemical / Power Industry with multibillion \$ dollar turnover and expanding operation regionally in Middle East and Globally.

Position: **Sr. PROCUREMENT OFFICER – Abu Dhabi, UAE**

Department: **Procurement**

Period: **Aug-2016 - Present**

Projects: ***TRAIN 6 & TRAIN9 (2024), SWING PROJECT (2024), AiP5 (2024), BIFP Project, Mender Project, FST Project with ADNOC On-shore & Habshan5 De-bottlenecking Project with AGP***

Currently, I am working with Procurement Department of CPECC Abu Dhabi and have been working on EPC Projects with ADNOC Onshore;

### Job Responsibilities;

- In-charge of Procuring all site Hardware and Construction (Technical & Non-Technical) material requirements including HVAC, Electricals, Paints, Cements, Tiles, Pumps, Steel Structures, Chemicals, Power machines etc.
- Procuring HSE (ADNOC ONSHORE Approved) PPE and equipment like Gas detectors, breathing apparatus etc.
- Responsible for procuring and delivering Diesel and Petrol for vehicles and generators from ADNOC Distribution and outsource if required
- Procuring Monthly/Quarterly Office Stationeries, Sanitary Items and Pantry items for Head Office and all project sites.
- Handling major packages like Project Sign Boards and IT Equipment, Electrical & Instrumentation Packages (Cable Trays, Steel Support Structures, Plates, Angles, Pipes etc.)
- Procuring bulk items for project camps like Furniture, Electricals and living items for project sites.
- Obtaining system approvals by preparing all documents from quotations to invoices through company **ERP system**.
- Preparing PO's and contracts as per the system requirement and processing between the two parties.
- Meeting and negotiating with Vendors.
- Managing vendor system by rotating vendors and record keeping.
- Reporting directly to Procurement Manager along with vendor discussions and meetings.
- Working on cost cutting and focusing on company profits.
- In-charge of all project related incoming supplies by purchasing and maintaining lists and records.
- Handling package from Ordering to Delivering with all processed documentation.
- Coordinating with all related department managers for correct material supply & feedback.
- Supporting site teams during the peak times of the Project by purchasing locally with Cash and local LPO's.
- Worked on SPIR (Spare Parts Interchangeability Record) to procure and deliver 2 Years spares related to all main packages. Meeting and negotiating Vendors and processing all the necessary work sheets with ADNOC PMC team.
- Updating the SPIR in ADNOC portal (**MAXIMO/SAP**) and supporting the Vendor to correctly perform the actions according to the procedures set by ADNOC.
- Preparing ADNOC Project procedures, including support in Procurement Procedure & 2 Year spares procedures.
- Preparing procedures of ERP system for new joining staff and providing training and support for the same.

**Eagle Eye Management Consultancy (with ABU DHABI POLICE GHQ), Abu Dhabi, UAE**

Position: **ADMINISTRATION & OPERATIONS SUPERVISOR**

Department: **Operations**

Period: **Feb 2015 – Jul 2016**

Job Responsibilities;

Preparing Projects and schedule plans for clients contracted with AD Police GHQ, working and completing projects in the given time frame

- Working on cost reduction by finding and negotiating for best possible rates to benefit the best profit to the company
- Maintain all office systems in accordance to the prescribed standards in order to ensure smooth functioning at all times
- Train new employees in administrative tasks within the department
- Arranging schedules for all arriving delegations for ongoing projects
- Preparing all project documentation from Tenders to Invoices
- Keeping high standards for client relationship and performing all correspondences through emails, calls or in person with queries and problems
- Handling and attending meetings with clients
- Attending and Welcoming arriving delegations from US/UK for ongoing projects with clients
- Providing administrative services at higher level management

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**Bloom Training & Consulting Institute LLC, Abu Dhabi UAE**

Position: **ADMINISTRATION & MARKETING SUPERVISOR**

Period: **Sep 2014 – Jan 2015**

Job Responsibilities;

Using excellent skills in developing and maintaining procedures and communication for end-users and managers to facilitate best practice use of reporting tools and capabilities.

- Proficiency in supporting project teams based on standard procedures and policies
- Monitored and evaluated program activities towards targeted goals.
- Follow company standards, policies and procedures
- Coordinate between sales team personnel, clients and vendors
- Meet and exceed set deadlines and sales targets (weekly, monthly, and annually)
- Actively contact and manage the customer database
- Build and maintain relationships with customers
- Supervising Marketing & Logistics officers

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**Jerans IT Solutions, Abu Dhabi UAE**

Position: **PROJECTS & OPERATIONS SUPERVISOR / ADMINISTRATIVE OFFICER**

Period: **Dec 2007 – Aug 2014**

Job Responsibilities;

- Documentation, record keeping, correspondence (preparing e-mails to clients, suppliers and partners), critical document management contracts, invoices, HR records)
- Provided administrative, financial, and logistical support to several different projects.
- Responsible for tracking expenditures and reconciling accounts.
- Manage administration tasks for Committee meetings, including compiling agendas, recording minutes and drafting correspondence based on meeting outcomes.
- Analyze the assignments and involve in management issues.

- Manage office systems according the prescribed standards.
- Procurement & supply chain management (office and operations supplies), assistance with procurement of critical project components, such as export-restricted military/police equipment
- Logistics (transportation management for daily training operations, PRO functions – visas for instructors & staff, working on issuing CICPA permits, ticketing & lodging, reservations)
- Handled a huge Store project (Following up equipment shipments, Preparing Shipment reports, Invoicing of shipments, following up with outstation shipment for sea and air, attending meetings with the Stores & logistic manager in different departments of AD Police GHQ.

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### **First Gulf Bank, UAE**

Position: **DOCUMENT CONTROLLER / CC OPERATIONS SUPERVISOR**

Period: **Nov 2006 – Nov 2007**

Job Responsibilities;

- Receiving CC applications, verifying applicant account, data and documentation
- Designating credit limits based on salary allowance of the applicants
- Filling and entry of credit card applications in system provided by the Bank
- Translating and entering Arabic applications in English
- Rectifying issued credit card errors after receiving details from customers
- Complete daily based correspondence with FGB Head Office
- Preparing daily reports about applications and maintenance and sending to FGB Head Office

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### **EDUCATION**

- Bachelor of Business Administration (BBA 04 Years)

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### **PROFESSIONAL DEVELOPMENT**

2024 CIPS – Chartered Institute of Procurement & Supply (On-going)  
2017 CPP – Certified Procurement Professional from APS, Abu Dhabi, UAE  
2017 CPPM – Certified Professional Purchasing Manager from APS, Abu Dhabi, UAE  
2016 HR & Payroll Management Course (ICOES)  
2015 Leadership Skills Course, Abu Dhabi, UAE  
2013 Project Management Course, Abu Dhabi, UAE  
2012 UAE ARMY GHQ - Appreciation certificate from Lt. Col of Army Chemical Department  
2008 Training in Peach Tree Accounting Software, Abu Dhabi, UAE  
2007 Networking, Hardware and Software troubleshooting training, Abu Dhabi, UAE  
2005 Light Vehicle Driving License, Abu Dhabi, UAE  
2001 MS Office Certificate (MS Word-Excel-PowerPoint-Outlook)

### **LINKEDIN LEARNINGS (CERTIFICATE OF COMPLETION)**

**SAP Materials Management (MM)**  
**Buying on SAP Arriba Discovery**  
**SAP ERP Essential Training**  
**Supply Chain Foundations**  
**Cost Reduction for Procurement Using Supply-side Tools**  
**Negotiation Foundations**  
**Project Management Foundations Lessons Learned**  
**Project Management Foundations**  
**Inventory Management Foundation**  
**SRM – Mastering Supplier Relationship Management**

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**PERSONAL DETAILS**

Date of Birth:	06 Aug 1987
Nationality:	Pakistani
Languages Known:	English, Arabic, Urdu, Punjabi, Baloushi
Passport Validity	15 Jul 2029
Visa Status	Employment, Residence Abu Dhabi, UAE

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**REFERENCES**

Professional & personal reference can be provided upon request