

CURRICULUM VITAE

AMANDEEP SINGH

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OBJECTIVE

My ultimate aim is to work as a member of a dynamic team of qualified professionals in an organization that motivates, recognizes and rewards dedication and imagination in the personnel. Being a self motivated performer, I am committed to achieve the assigned targets and motivate the teams to achieve the goal. I have a simple Philosophy in my Life, i.e. Smart Work & Discipline.

SUMMARY OF SKILLS

- ✳ I am a technically qualified mechanical engineering professional, who has built a sound career in expediting, procurement, production planning and project coordination
- ✳ With project procurement and expediting experience, I have achieved good results in major MEP and Oil & Gas projects
- ✳ With production planning experience, I am able to get the materials on JIT concept

EXPERIENCE

KHARAFI NATIONAL, KUWAIT

2008 - PRESENT

Working from 4 years as an *Engineer in Procurement & Material Control Department* at *Kharafi National* (Aug'2008 – Present)

KN is a leading Electro Mechanical Contractor which has undertaken a wide range of EPC, MEP, Facilities Management and Fabrication Services Projects. It is having head quarters in Kuwait & branches all over Middle East.

Job Profile

- ✳ To process the material requisition, floating enquiries, reviewing quotations, negotiating prices from approved supplier and to submit for engineering department approval
- ✳ Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales
- ✳ Prepare Comparison Sheet based on the B.O.Q. & quotations received
- ✳ Liaised with engineering department to expedite engineering deliverables which are related to long lead item
- ✳ To Negotiate, and Finalize the Commercial Terms & Conditions with suitable supplier
- ✳ To follow up with QC department/TPI agencies to expedite the inspection reports and inspection release certificates within the contractual period
- ✳ Prepare the Procurement/Expediting Status Report to the management, to ensure that the delivery schedule committed by vendor will meet the project schedule
- ✳ Coordinating with Logistics for the freighting and forwarding agent, to avoid any delays
- ✳ Expedite the supplier by means of visits to supplier's workshop in coordination with QC
- ✳ To keep track of the consignment until Supplies are delivered to the warehouse
- ✳ Analyze problems concerning VMIA Stock Problems for Parts Shortage, Non-moving Stock & Overstock
- ✳ Developing new/alternate sources for the benefit of the company to achieve savings/improve delivered values like Chinese & Korean Markets

*Projects Handled**Oil & Gas:*

- * Kuwait National Petroleum Corporation – EPC Fire & Safety Project, Kuwait
- * Kuwait Oil Company – Tools & Maintenance Project, Kuwait
- * Joint Operations, Kuwait - Large Scale Pilot (LSP) Steam Flood Project, Kuwait

Construction Industry:

- * Al Hamra Tower, Kuwait
- * Amiri Terminal, Kuwait
- * Central Bank of Kuwait, Kuwait
- * Ministry of Education HQ Building, Kuwait
- * Extension of National Guard HQ Building, Kuwait

INTERNATIONAL TRACTORS LIMITED, INDIA**2006 – 2008**

Worked for 2 years with *International Tractors Ltd.* as *Engineer* in *Production Planning Department* (Aug'2006 – June'2008)

ITL is the one of the top 3 tractor manufacturing companies in India; other products include MUV, engines and various agriculture equipments. Supplying not only to Indian markets, but also various International Markets.

Job Profile

- * Experience of prototype development & vendor improvement through systematic approach
- * In order to implement the monthly plan, communicate the output to our internal, external customer and the Logistics and Scheduling Team
- * Check for various options available for assistance from other alternative material sources and co-ordinate accordingly
- * Monitoring and control of shortage for allocated parts
- * Planning and managing JUST IN TIME inventory levels
- * Quality control and payment coordination in order to ensure smooth supplies
- * Responsible for total ordering and planning for raw material and components
- * Generating and analyzing critical part list and liaison with suppliers on daily basis for dispatches

PROFESSIONAL QUALIFICATION

BACHELOR OF TECHNOLOGY (MECHANICAL ENGINEERING), 2006

Institute of Engineering & Technology (Punjab Technical University), Punjab – India

VOCATIONAL TRAINING

- * GNA UDYOG LIMITED, PUNJAB - FORGING DEPARTMENT (2005)
Project: Increasing Efficiency of Forging Shop
- * GNA AXLES LIMITED, PUNJAB (2004)
Project: Overall Procedure of Production Department

PROFESSIONAL MEMBERSHIPS

- * Member of ASME, USA
- * Member of SAE, INDIA

STRENGTHS

- * Have excellent communication with rigorous follow-up skills
- * Supplier Relationship Management skills
- * Commitment to whatever I undertake to do
- * Strong negotiation skills and analysis of cost
- * Excellent team player and is able to work in a fast-paced environment
- * Expertise in predictive forecast about the delay in deliveries with suitable action plans

- * Planning of work schedules and work force allocation
- * Self-motivated, able to perform role with minimal supervision
- * Able to manage multiple priorities in a dynamic environment
- * Acts with a high sense of urgency
- * Ability to work in a team environment to consistently achieve results
- * Desire for continuous learning
- * Adaptable to any Environment or Culture

EQUIPMENTS & MATERIAL HANDLED

- * Raw materials like MS Plates, GI Coils, Alloy Steels, and SS Pipes, SS 321 & 310 plates etc
- * Pipes, Fittings & Valves (Hydraulic, Pneumatic, and Mechanical Operated) for Oil & Gas
- * Lift Cranes, Boom Lifts, Excavators, Generators, Light Towers etc.
- * Knowledge of various Engineering Equipments and materials, stage wise inspection, expediting of project equipment/items, quality assurance plan, process flow charts, manufacturing drawings, production time/process and various test procedures
- * Knowledge of Estimation of Plumbing, Fire Fighting, HVAC
- * Knowledge of Vendor Managed Inventory (VMIA)
- * Knowledge of Air/Sea/Land transport & INCOTERMS

COMPUTER PROFICIENCY

- * Familiar with BASIC, MS - DOS, MS Windows, MS Office, TC++
- * Knowledge of AutoCAD, CAD/CAM, Functional SAP / Oracle ERP, Primavera 6.1

HOBBIES

Listening to Music, Photography, Interacting with People

EXTRA & CO-CURRICULAR ACTIVITIES

- * Was selected for Manager's Training Program at Kharafi National
- * Have attended Seminar on Export Marketing, Procedure & Documentation at IIFT, India
- * Active participant in effective NEGOTIATION SKILLS, PERSONAL QUALITY seminars
- * Attended Seminars on Mumbai Dabbawala on Supply Chain Management
- * Participated in many personality development seminars

PERSONALITY TRAITS

I am a creative, dynamic member as an individual; I tend to stretch myself to achieve my full potential. My interpersonal skills enable me to effectively create productive relationships with diverse groups. I am an analytical thinker and results-oriented personality able to handle multiple challenges and route according to my energies to achieve organization goals and objectives.

PERSONAL DETAILS

- * Date of Birth : 15th March, 1983
- * Passport No. : J5547903
- * Driving Licence : Kuwait + Indian
- * Marital Status : Married
- * Language proficiency : English, Hindi & Punjabi (read, write & speak)

REFERENCES

Will be produced on demand

Eng. Amandeep Singh