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Mohammad Afkar Bin Hj. Puteh

**Contact Information**

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**Personal Particulars**

I/C Number : 800423-10-5089

Date of Birth : 23rd April 1980

Nationality : Malaysian

**Academic Qualification**

Highest Qualification : Diploma in Engineering (Civil)

Institute/University : MARA University of Technology, Malaysia

Graduation Date : 22 May 2003

**Core Competencies**

1. Sourcing and procurement
2. Managing and controlling budget
3. Supplier development
4. Negotiation skills
5. Supplier relationship management
6. Project management

**Computer Literacy**

1. JD Edward Enterprise One (Procurement Tools)
2. Coherent (Facilities Management)
3. Microsoft Word, Excel, PowerPoint and Outlook

**Training Attended**

1. Internal Audit Training for ISO 9001
2. OHSAS 1800 Occupational Health & Safety Management
3. OHSAS 18001 Internal Occupational Health & Safety Auditor Course
4. Internal Auditor OHSAS 18001
5. Workplace HSE Inspection

**References**

Mr. KL Lam

Procurement Manager, Procurement & Sub Contract Department – Central Procurement Division (KNM Process Systems Sdn Bhd)

Mobile No.: +6 017 865 3008

Ms. Shirley Kong

Regional Procurement and Contract Management Manager

OCK Group Berhad

Mobile No.: +6 010 760 2738

En. Azme Zakaria

O&M Manager (Gas Malaysia Bhd)

Mobile No.: +6 019 384 5997

Mr. Nithian Muniandy

Project Manager (PRJV Div. Misi Setia Oil and Gas Sdn Bhd)

Mobile No.: +6 013 369 5137

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| **Employment History** |

**Present since December 2016**

Company : Perwira Setia Engineering Sdn Bhd (Project Basis)

Nature of Business : EPCC Pipeline Contractor

Position Title : Procurement & Project Specialist

Job Description:

* Handles all aspect of procurement duties (sourcing, generate RFQ, obtain quotation from  vendor, generate & issue purchase, generate Commercial Bid Evaluation, expediting as  when required, vendor management, generate report for management & audit purpose.
* Handle subcontract matters related.
* Direct involvement starting from Pre-Contract until Post Contract including verification of  Payment Cert, Work Done Cert and Variation Order if any.
* To provide cost estimation during tendering stage in order to  obtain reasonable price based on market survey.
* Responsible in handling the planning and control functions include project planning, scheduling, monitoring, construction forecasting and implementation, and reporting progress evaluation of project activities and coordination.
* Prepare Approved for Construction drawing and As-Built Drawing for project assigned.
* Prepare Horizontal Directional Drilling Calculation and profile for gas steel pipe and PE pipe (for PE pipe only profile) for road and river crossing.

*Responsible for the following Natural Gas Distribution System Project:*

1. Feeder Line and Service Line to Bandar Enstek – Completed (IA: 21st February 2017) Customer Kelloggs and Coka Cola.

**May 2015 to December 2016**

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| Company | : | KNM Process Systems Sdn Bhd |
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| Nature of Business | : | Oil & Gas – Fabricates & Constructs Pressure Vessel, Process Equipment & Process Skid |
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| Position Title | : | Project Buyer / Procurement Executive (Procurement & Sub Contract Department – Central Procurement Division) |
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| Job Description: | | |
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* Built and maintained vendor relations, evaluated vendors, managed buyer process and analyzed reports.
* Researched and identified potential cost savings.
* Standardized vendor channels and products where possible.
* Issue RFQ base on client requirement to the vendors.
* Negotiated contracts with vendors on their best price, terms and conditions and added value.
* Placed and tracked purchase orders.
* Managed all aspects of purchase requisition, the competitive bidding process and the negotiation and the award of contracts to vendors worldwide.
* Worked closely with engineering and project management team in order to achieve project datelines and goals.
* Review quotation on technical and commercial.
* To ensure and expedite the procured materials are delivered on time to meet project schedule & contractual delivery dates.
* Evaluate supplier and vendor performance, capabilities and add value.
* Familiar with International Codes and Standards such as ASME, ANSI, ASTM and MSS.
* User of JD Edward EnterpriseOne Explorer (Procurement Tools).

*Responsible for the following Project:*

Ongoing

1. Petronas RAPID Project Pengerang

Rapid Project Package 3 – Saturated Gas Plant (Client: Technicas Reunidas)

* 5 CS Vessels
* 1 CS Tank
* 24 Reactors Low Alloy, SS & Cladded Thk < 50mm
* 23 Vessels Low Alloy, SS & Cladded Thk < 50mm
* 19 Columns CS Thk < 50mm

1. Petronas Rapid Project Pengerang

Rapid Package 5 – Steam Cracker Complex (Client: Toyo Japan)

* 1 Field Fabrication Tank
* 6 Field Fabrication Tanks
* 16 Reactors & Dryers (AXDC001)
* 11 Big Drums (AXFA002)

1. Petronas RAPID Project Pengerang

Rapid Project Package 3 - Amine Recovery Units, Sulfur Recovery Units, Sour Water Stripping Units, Liquid Sulfur Storage Unit, and Sulfur Solidification Units (Client: Petrofac)

* 7 Major Pressure Vessels
* 4 Columns

1. Mina Al-Ahmadi GT-5 Kuwait (Client: Technicas Reunidas)

* 11 High Thickness Vesels
* 3 High Thickness Columns

1. Kingisepp Project Russia (Client: Technimont)

* 7 Cladded Columns for NH3

1. Sasol Lake Charles Chemicals Project USA (Client: Fluor USA)

* 3 Ethylation Reactors

1. PAU Ammonia Plant, Indonesia (Client: PT Rekayasa)

* 3 Towers

1. Petronas RAPID Project Pengerang

Rapid Project Package 2 - Crude Distillation Unit, Atmospheric Residue Desulfurization Units, and Hydrogen Collection and Distribution Units (Client: SEGM)

* 4 CDU Columns
* 8 ARDS Columns
* 12 Cladding Drums
* 10 Large Size Drums
* 17 CS Drums I & Add Chemical Pot (MR-2015)
* 31 CS Drums II (MR-2016)

Completed

1. Modernizacion Refineria de Talara, Petroperu SA(Sociedad por Acciones) (Client: Technicas Reunidas)

* 3 Columns-Unit FCK

1. Petronas RAPID Project Pengerang

Rapid Project Package 3 – Saturated Gas Plant (Client: Technicas Reunidas)

* 2 CS Reactors CS Thk up to 76mm for Rapid-P3

**July 2014 to May 2015**

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| Company | : | OBM Technic Sdn Bhd |
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| Nature of Business | : | Marine, Oil & Gas Vendor |
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| Position Title | : | Senior Sourcing Executive |
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| Job Description: | | |
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* Develop, strategize and establish contact with Supply Chain Management team member in Petronas’ Production Sharing Contractors such as Sarawak Shell Berhad & Sabah Shell Petroleum, Talisman (Malaysia) and Newfield Peninsular Malaysia.
* Establish contact with Supply Chain management team of offshore hook-up, commissioning and maintenance services local service providers such as Sapura Kencana, Dayang Enterprise, Petra Resources, PBJV and Carimin Engineering Services.
* Register company under Petronas **STANDARDISED WORK & EQUIPMENT CATEGORIES (SWEC) Code :**

PC1060100 -Chemicals Paint Decorative

PC1060200 -Chemicals Paint Industrial

PM1270100 -Mechanical Pipe Fittings-Non Metal Fitting & Flanges

PM1270100 -Mechanical Pipe Fittings-Carbon Steel, Stainless Steel & Duplex Fittings & Flanges

* Process incoming RFQ from Petronas, Petronas’ Production Sharing Contractors and Petronas’ Local Providers.
* Identify suitable supplier or manufacturer from database.
* Issue RFQ base on client requirement to the supplier or manufacturer.
* Review quotation on technical and commercial.
* Negotiate with the suppliers on their best price, terms and conditions and add value.
* To ensure and expedite the procured materials are delivered on time to meet project schedule & contractual delivery dates.
* Evaluate supplier and vendor performance, capabilities and add value.
* Identify new source of vendor , supplier & manufacturer.
* Attend client technical and/or commercial meetings.
* Familiar with International Codes and Standards such as ASME, ANSI, ASTM and MSS.
* Attend tradeshows, conferences and other sales events
* Attend client technical and/or commercial meetings.

*Responsible for the following Project:*

1. Architectural Works for **KPNG-B Phase II, Kinabalu Non Associated Gas Development Project** –Coordination and Monitoring of Project
2. Supply of PPE Tanjung **Offshore Construction Work Request(CWR)** – Sourcing and Supply Coordination
3. Develop Market for **Sungkwang Bend Korea Pipe Fitting ASTM, MSS, ASME & ANSI standard** - exclusive agent of Dae Shin International

**June 2013 to June 2014**

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| Company | : | Broadgate Engineering (M) Sdn Bhd |
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| Nature of Business | : | EPCC of Gas Pipeline Contractor |
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| Position Title | : | Senior Project Engineer (Acting Project Manager) |
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| Job Description: | | |
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| * Lead, manage and provide advice as necessary for the overall project progress to ensure high quality and timely project delivery within budget and meeting quality expectations. Monitor and report project progress to top management and recommend solutions for implementation. | | |
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| * Evaluate, analyze staffing needs, set-up organization chart. | | |
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| * Perform periodic reviews of contract to ensure that adequate control and changes in the work procedures are established. | | |
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| * Liaise and coordinate with local government authorities (Energy Commission (EC) and Department of Safety and Health (DOSH)), PETRONAS, Gas Malaysia Berhad, Fire Briged, consultants, contractors, architects, suppliers, subcontractors and others. | | |
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| * Ensure efficient, reliable and integrated project review and approval system. | | |
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| * Plan field changes and extra work requests within the authority limit. | | |
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| * Prepare progress payment for work satisfactory completed to the client. | | |
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| * Ensure compliance to Safety Rules and Regulations at every phases of project In conjunction with Client HSEQ audit | | |
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| * Develop, maintain and archive project records for future easy retrieval. | | |
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| * Responsible in handling the planning and control functions include project planning, scheduling, monitoring, construction forecasting and implementation, and reporting progress evaluation of project activities and coordination. | | |
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| * Prepare progress report on periodic basis as required by the project team(client) with S-Curve, man hour estimation, equipment and material, and project sequences using Microsoft Project. | | |
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| * Institute and plan for any catch-up plan in view of delay. * Review PO issuance prior to send to the vendors or suppliers. | | |
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| * Undertake invoicing and cost control on project assigned. | | |
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| * Prepare Approved for Construction drawing and As-Built Drawing for project assigned. | | |
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| * Prepare Horizontal Directional Drilling Calculation and profile for gas steel pipe and PE pipe (for PE pipe only profile) for road and river crossing. | | |
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| * Overall supervision of construction work using approved standard engineering procedure and with associated codes (**BS, ASME and ANSI**). | | |
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| *Responsible for the following Natural Gas Distribution System Project:* |
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| 1. Feeder Line (Reinforcement), Sepang, Selangor - Completed. |
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| 1. Feeder Line to Tanjung Langsat, Johor - Completed. |
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| 1. Feeder Line to Senai Industrial, Johor – Completed. |
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| 1. Feeder Line to Jalan Air Hitam, Kulaijaya, Johor - Completed. 2. Service Line to Bukit Kemuning, Klang – Completed. 3. Feeder Line (Reinforcement) to Bukit Kemuning Johan Setia, Klang – Construction Stage. 4. Feeder Line and Service Line to Sepang Hartalega – Construction Stage. 5. Feeder Line and Service Line to Lipat Kajang Industrial Area – Engineering Stage. |

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| **December 2008 to May 2013** | | | | |
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| Company | **:** | Lootah British Colombian Gas LLC & Q Energy LLC | | |
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| Nature of Business | **:** | Gas Utility and Service Provider/Operator | | |
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| Position Title/Level | **:** | O&M Project Engineer | | |
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| Locations: | | | | |
| 1. UAE (from Dec 2008 to May 2013) – attached with construction, operations and maintenance team to provide technical service to Abu Dhabi national Oil Company. Gas facilities involved are LPG/SNG and NG. | | | | |
| 1. Tanzania (every 5 month) – attached with operations & maintenance team to provide technical service to Pan African Energy (PAE) Tanzania Limited. Gas facilities involved were UAE’s assignment deal with LPG/SNG and NG facilities while Tanzania’s NG and CNG. | | | | |
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| Job Description: | | | | |
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| 1. Construction: | | | | |
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| * To develop procedures & carry out pre-commissioning & commissioning of LPG/Propane/SNG facilities (Plant, PRS and Distribution Network). | | | | |
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| * To develop procedure and conduct system handover to the client i.e. Abo Dhabi National Oil company. | | | | |
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| 1. Operations: | | | | |
| * To ensure that the gas supply, control and distribution system is operated safely and efficiently and maintained in accordance with internationally accepted practices and codes, local legislation and company standards. | | | | |
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| * To ensure a safe continuous supply of gas within the gas distribution networks owned and operated by Abu Dhabi National Oil Company and Pan African Energy PAE. | | | | |
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| * To ensure mass balancing/ supply / activation the operation from time to time of certain valves, or the variation of set pressures, or the activation or curtailment of segments of the system or customers on the system meet the requirements of ongoing work and allow for operational contingencies. | | | | |
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| * To monitor gas level checks at all SNG, LPG, and propane tanks and establish filling frequency through customer usage trend in order to ensure for gas supply continuity. | | | | |
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| * To respond to an emergency according to the related company Emergency Response Plan (ERP). All ERP plans are produced in coordination with Local Emergency Response Agencies such as Fire Brigade, Civil Defense, and the EHS departments of government agencies. To ensure all necessary personnel, equipment and vehicles are in place and available at all times to meet the requirements of the ERP. | | | | |
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| 1. Maintenance | | | | |
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| * To co-ordinate all task relating to ; planning, implementing and tracking programs for the provision of operations & maintenance process, tools, vehicles, work facilities, temporary facilities, site communications, specialized equipment, operations inventory and spare parts, and the provision of related training programs . | | | | |
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| * To manage Coherent Facilities Management System with overall O&M activities. * Organize, plan, & track tasks * Optimize use of field staff & equipment * Manage work from start to finish | | | | |
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| * To do Meter Calibration and Data Reconciliation. | | | | |
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| * To regularly patrol below ground pipeline system for activities inconsistent with safe and reliable operations and to detect any abnormalities in the pipeline and areas surrounding it. | | | | |
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| * To check, at intervals based on risk and environment assessment, the entire pipeline system and all facilities for leaks using approved gas detection equipment | | | | |
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| * To inspect all facilities such as pressure reduction stations, receipt metering stations and sales metering stations and ensure compliance with operational settings. A schedule of periodic checks is established to verify the status of equipment, ensure standby and safety devices are functional, and switch runs in multi-run facilities from standby to active and vice-versa. This ensures complete readiness of the facility at all times and prevents standby equipment from becoming inoperable due to lengthy periods of inactivity. | | | | |
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| * To issue No Objection Certificate (NOC) for activities on and around the gas system. The NOC shall cover excavation activities by company, contractor and third party personnel, and the facilitation of routine and non-routine activities on the gas system, and for works which may impact the integrity of the gas system. | | | | |
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| *Operations & Maintenance Area in Dubai & Abu Dhabi:* | | | | |
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| 1. Palm Jumeirah SNG Distribution System | | | | |
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| 1. Discovery Garden, Al Furjan, and Al EMAAR Project LPG Distribution System. | | | | |
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| 1. Garden View Villa &Jumeirah Island Propane Distribution System. | | | | |
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| 1. Yas Island Natural Gas Distribution System. | | | | |
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| 1. Khalifah City and Al Ghurrah CNG (NGD07). | | | | |
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| 1. Sham Island SNG Distribution System | | | | |
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| *Projects/Construction involved in Dubai & Abu Dhabi****:*** | | | | |
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| 1. Testing and Commissioning NG main PRS, Sub PRS and Distribution Network of Yas Island and Al Raha Beach, Abu Dhabi. | | | | |
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| 1. Testing and Commissioning SNG Plant and network of Sham Island, Abu Dhabi. | | | | |
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| 1. Commissioning of Main PRS for NGD07 (Khalifah City & Al Ghurrah), Abu Dhabi. | | | | |
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| 1. Testing and Commissioning LPG Plant and network of Discovery Garden and Al Furjan, Dubai. | | | | |
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| 1. Commissioning of all Hotel Commercial PRS and internal piping in Palm Jumeirah, Dubai (Fairmont Hotel, Rixos Hotel, Sofitel etc). | | | | |
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| *Operations & Maintenance Area in Tanzania:* | | | | |
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| 1. Dar Es Salam, Tanzania | | | | |
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| 1. Ubungo (CNG mother station) | | | | |
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| 1. Mikocheni (industrial distribution system and CNG for commercial and residential system) | | | | |
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**September 2007 – December 2008**

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| Company | **:** | Panglima Dagang Sdn Bhd |
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| Nature of Business | **:** | EPCC of Gas Distribution Pipeline Contractor |
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| Position Title/Level | **:** | Project Engineer |
| Job Description | **:** |  |
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| * Responsible in handling the planning and control functions include project planning, scheduling, monitoring, construction forecasting and implementation, and reporting progress evaluation of project activities and coordination. | | |
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| * Prepare progress report on periodic basis as required by the project team (client) with S-Curve, man-hour estimation, equipment and material, and project sequences using Microsoft Project. | | |
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| * Institute and plan for any catch-up plan in view of delay. | | |
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| * Undertake invoicing and cost control on project assigned. | | |
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| * Prepare Approved For Construction drawing and As Built Drawing for project assigned. | | |
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| * Preparation of Horizontal Directional Drilling Calculation and profile for gas steel pipe and PE pipe (for PE pipe only profile) for road and river crossing. | | |
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| * Supervised construction work using approved standard engineering procedure and with associated codes (BS, ASME and ANSI). | | |
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| * Follow the standard and code of ASME B 31.8 and API 1104 for construction and mechanical work. | | |
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| * Liaison with client, authority i.e. Energy Commission (EC), Department of Safety & Health (DOSH), Petronas, Gas Malaysia, Fire Briged, consultant, contractor, architect, supplier, sub-contractor and others. | | |
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| * Implementation of safety during construction using OHSAS 18001 as a guideline. | | |
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| *Responsible for the following Natural Gas Distribution System Project:* | | |
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| 1. Feeder Line to PNGV Bukit Minyak, Prai, Penang | | |
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| 1. Feeder Line to PNGV Batu 12, Puchong, Selangor, Selangor | | |
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| 1. Distribution Line to Regency 2 Condominium, Sri Hartamas, Mont Kiara, Kuala Lumpur | | |
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| 1. Feeder Line to PNGV Sg. Petai, Alor Gajah, Melaka | | |
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| 1. Feeder Line to PNGV Dato Seri Mat Zain, Batu Berendam, Melaka | | |
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| 1. Feeder Line to PNGV Ara Damansara, Damansara, Selangor | | |
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| 1. Distribution Line to Suria Stonor Condominium, Jalan Stonor, Kuala Lumpur | | |
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| 1. Distribution Line to Kiara 1888 Condominium, Mont Kiara, Kuala Lumpur | | |
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| 1. EPCC of NGDS to Bachang Feeder Line to PNGV Bachang, Melaka | | |
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| 1. Distribution Line to Solaris Dutamas Condominium, Sri Hartamas, Mont Kiara, Kuala Lumpur | | |
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| **May 2003 - Sep 2007** | | | | | |
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| Company | **:** | | Gas Malaysia Sdn. Bhd. | | |
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| Industry | **:** | | Gas Utility/Gas Distribution | | |
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| Position Title/Level | **:** | | Operations & Maintenance Supervisor/Executive | | |
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| Job Description | | | **:** | |  | |
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| * Plan, organize and execute safe and effective gas distribution system to the customer within the company safety standards with the objectives of ensuring stable and uninterrupted natural gas and LPG supply to the customer. | | | | | |
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| * Operate the Operation Control Room to ensure the information and communication system are in order to initiate emergency response plan according to company standard code, Standard and Act as a guideline, **MS 930, MS 830, ASME B 31.8 and Gas Act (Malaysian Energy Commissioner).** | | | | | |
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| * Preventive Maintenance (Schedule and Unscheduled)   - Pipeline patrolling  - Pipeline Valve maintenance  - Catholic Protection maintenance  - Third party monitoring  - NG Station Commissioning  - NG Station Dual Run Switching  - Soft Part Change Out (Regulating Station)  - Critical Device Function Test (Station)  - IJ and spark gap maintenance  - EVC configuration, setting and data download  - Gas Chromatograph configuration, setting and data download  - Mass Balancing for LPG  - Internal piping maintenance  - Regulator maintenance and troubleshooting  - Pipeline integrity by Pipeline Current Mapper  - Locate pipeline using Radio Detection and Pipeline Current Mapper  - Detect gas leakage using Optical Methane Detector and GMI  - Merchaptan level in gas using Meriam Merchaptan Detector | | | | | |
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| Work Coverage & Area: | | | | | |
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| * Kuala Lumpur Region - NG Distribution, PRS, LPG Reticulation.   Special Project :   * SMART Tunnel – LP Gas Reticulation pipeline protection during grouting work. * KLCC Expansion – Natural Gas pipeline protection and relocation of valve and CP * DUKE Highway – Gas Pipeline Relocation Work at Jalan Kucing (Hot tapping and Stoppling) | | | | | |
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| **Oct 2002 - Jan 2003** | | |
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| Company | **:** | Masmirin Corporation Sdn Bhd |
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| Position Title | **:** | Site Supervisor |
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| Position Level | : | Executive |
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| Specialization | **:** | Engineering - Civil/Construction/Structural |
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| Industry | **:** | Construction / Building / Engineering |
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| Job Description | **:** |  |
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| * Prepare the condition of construction site and project document for ISO 9001 compliance audit by SIRIM QAS. | | |
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| * Manage and monitor project quality, safety and time. | | |
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| Work Coverage & Area: | | |
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| * Additional building construction at Royal City of Pahang, Pekan, Malaysia. | | |