

Muhammad ALTAF

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CONTRACTS & PROCUREMENT Supervisor

Results-oriented Supply Management Professional CIPS UK certified with more than 10 years of diversified experience mainly in the area of Contracts & Procurement of materials and services for multinational Oil & Gas sector companies. Developed strategies for supply to domestic and global operations. Have solid experience in Vendor Pre-Qualification, Pre-Contract & Post Cost Management. Proven track record in implementing cost reduction initiatives that result in bottom-line savings whilst decreasing supply lead time and enhancing quality & reviewing sub-contractors claim and conflicts management.

CORE KNOWLEDGE AND SKILLS

- Procurement & Supply Management
- Materials Management
- Contract Negotiations
- Procurement Planning & Monitoring
- SAP ERP –MM & SRM Modules
- Demand Management
- Vendor Pre-Qualification
- Post Contracts Administration
- Sourcing Strategies Development
- Establishing Procedures
- Contract Negotiations.
- Tendering Management
- Vendor Management
- Logistics Optimisation
- Category management

PROFESSIONAL ACCREDITATION MEMBERSHIPS

- Associate Member of Chartered Institute of Purchasing & Supply (CIPS) UK

QUALIFICATIONS & ACCREDITATIONS

- Diploma in Procurement & Supply L-4 – (CIPS UK Member No. 005571891) – Will be completed in Feb 2018
- Diploma in Strategic Contract Management & Administration
- Effective Planning and Organization Skills 3 days course from LEORON
- Successful Category Management 3 days certification from MAWA - Malasiya
- Financials for non-financial from EY – 3 days training.

CAREER OVERVIEW

- Current** Strategic Sourcing Supervisor– ARGAS (Arabian Geophysical & Surveying Co) from 2008 till date
- 1995 to 20017** Quality Control Engineer – Sourcing / Data processing at sites for Seismic Operation- ARGAS

PROFESSIONAL EXPERIENCE

Arabian Geophysical & Surveying Co (ARGAS)

from 2007

ARGAS is multinational Seismic Operation Company running its project in KSA and in GCC countries, it is joint venture of CGG France and TAQA Group, has embarked on the implementation of a series of mega projects at an estimated cost of SR10 billion (US 2.7 Billion).

Strategic Sourcing Lead

- Develop processes and procedures to support the procurement activities for the vendors registrations, Requisition to pay, Sourcing & Category Management and Supplier Relationship Management.
- In consultation with proponent departments, prepare Procurement plan for the major projects to ensure timely completion of the vendors identification, registration, bidding process and award of projects in compliance with Marafiq Procurement & Contracts Procedures.
- Works on Demand Management to forecast the materials & spare parts requirement and develop strategies to meet the anticipated requirements in a planned and effective manner to reduce the cost and on time delivery.
- Working with all stakeholder for the new projects scope of work development, market engagement strategies for the effective implementation of the development projects.

- Vendors performance management and development, resolve conflicts by working with contractors and all stakeholders, Suppliers rating and blockage based on non-compliance and consistent poor performance.
- Development & Implementation of the TCO Model for different commodities and Capital Equipments.
- Prepares Bid Package, attend/reply Technical Bid Clarification, Pre- Bid & post bid clarification.
- Undertakes commercial evaluation of and ensures strict confidentiality. Recommends commercially acceptable bidders and process for authorization..Ensures that recommendations are routed to the appropriate authority for approval consistent with the Company's delegation of authority manual.
- Prepare or supervises the preparation of contract documents ensuring proper coverage of all the terms and conditions agreed upon with contractors through either their bids and/or negotiation and coordinates their functional review by end user.
- Award of Contracts, Implementation in compliance with contract execution plan and Value/Benefits Tracking.
- Ensured that ARGAS's Social/Corporate Sustainability policy is invoked within the entire Procurement process for the procurement category and sub categories.
- Successfully managed consultancy services contracts for all in KSA and in GCC Projects from the requirement identification / definition, tendering, negotiations, contracts preparation and post award contracts management.
- Prepared & implemented procurement plan for the all Projects and worked with all stakeholders for the procurement sources selection in compliance with QP main contract in most economical & effective manner to meet the projects requirements as per Master Schedule.
- Sourced projects critical items e.g , Instrumentation, Electrical, Motor operated Valves, Pipes, vibrators, recording equipment and bulk materials in compliance with contract scope of work, Bill of Materials , specification, and drawings.
- Prepared MRP, procured material and awarded sub-contracts in most economical manner for Apache (Egypt) and OXY (Oman) project on top of what we have in KSA
- Received Appreciation Certificate from and awards from the management every year, declared best employee for the year for 3 year consecutively
- Prepared, Monitored & Controlled the Procurement Schedule for the APACHE Project (US\$ 250 Million).
- Expert on the contract documents and generated Savings through reviewing claims from the sub-contractors and prepared claims to client.
- Spending power of USD 800 Million every year to deal with local and international suppliers.
- Total Saving Generated through Claims 3.5m SAR in 2016 and declared best employee of the year.
- Developed Procurement Procedure and standard template for the Procurement Process.

Other Responsibilities in addition to procurement:

- **Dashboard reporting to higher management on weekly/monthly basis**
- **Dashboard reporting for board meeting**
- **Setting KPI for staff at start of year**
- **Yearly evaluation management for the staff**

ADDITIONAL SUPPORTING INFORMATION

- **Professional Development:**
- Certificate Course on Contracts Management Pakistan Institute of Management, Karachi
- Certificate Course on Supplier Assessment & Performance Management EuroMaTech, Dubai, U.A.E.
- Certificate Course on Inventory Management Techniques Center for Operations & Procurement Excellence Dubai (International Partner of Glomacs UK)
- Certificate Course on Inventory Management and MRP NED University of Engg. & Technology Karachi
- Certificate Course on Advanced Excel Pakistan Institute of Management Karachi