

# Aamir Malik Raouf Kuraye

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## Professional Summary

A highly resourceful, flexible, innovative, and enthusiastic project coordinator. Possessing considerable experience of managing projects from beginning to end, defining the project plan, timeline, scope, executing the analysis before providing detailed recommendations. Having an impressive track record of delivering major operational improvement and of orchestrating people, schedules and resources for optimum productivity, efficiency and quality. Keen to find challenging position within an ambitious company where I will be able to continue to increase my skills.

## Employment history

### **PROJECT COORDINATOR FOR HALLIBURTON, MARABA AL IRAQ AL KHADRA. BURJESIYA, BASRA. IRAQ, BASRA**

Aug. 2016 – Present

Coordinates the scheduling of services and materials, and procurement and logistics activities to provide seamless integration with well site operations. Liaises with a project manager, drilling superintendent, drilling engineer, internal and external suppliers, and procurement and logistics personnel to ensure services and materials are delivered to the project in accordance with specified requirements. Arranging Transportation for the Rig Moves, Scheduling transport of Drilling casing at RIG, Communicates and coordinates with all parties involved with relation to the provision of services and materials movements. Communicates needs for agreements with local suppliers to local and regional PM&L organization. Controls service provider invoices and approves for payment. Assists in the preparation, accumulation, and maintenance of control files, such as requisitions, purchase orders, and logistical documentation. Deals With all PSL, CPM- Sperry - WPS - Cementing- HPS - HCT - HDBS - Baroid - RES - TSS-IEM.

### **PROCUREMENT OFFICER, ARCHIRODON CONSTRUCTION OVERSEAS CO.SA. AL FAW, BASRA**

Nov. 2012 – Jun. 2016

- Collating data from a range of sources to analyze issues, ensuring compliance with purchasing policies and procedures and monitoring purchasing processes.
- Processing information for updating and distribution, authorizing action within established accounting.
- Contributing to unit meetings, undertaking training and workshops to optimize job performance.
- Maintaining purchasing information, managing contracts, overseeing purchasing processes and responding to internal and external inquiries and serving as vendor liaison.
- Coordinated expenditure records with the accounts payable department in order to assure prompt and accurate payment to vendors.

## Skills

MULTIPLE LANGUAGES- ENGLISH - ARABIC - HINDI - MARATHI.

Commercial awareness, Communication, Teamwork, Negotiation and persuasion, Problem solving, Leadership, Organisation, Perseverance and motivation, Ability to work under pressure, Confidence

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IOSH 5.0 CERTIFIED

NEBOSH IGC 3 CERTIFIED

- Solicited for bids and analyzed price quotations.
- Procurement of hiring vessels' Construction Equipment,
- Procurement of Construction Equipment, Engines, spare part, lubricants, paints & Services. • Procuring provisions for vessels' crew.
- Systemic follow-up of Inventory on board vessels and in a warehouse.
- Supplier Management to ensure a quality of goods and services.
- Manage all facilities and equipment to ensure proper use, maintenance, safety, and security.
- Create all RFP's, RFQ's, and any solicitations needed for competitive prices.
- Maintain budget sheets for each department to ensure proper funding is there.
- Undergo audits yearly to comply with state regulations.

## **SALES - PURCHASE EXECUTIVE, COSMIC DISTRIBUTORS PVT.LTD.**

### **MUMBAI, Maharashtra**

Sep. 2011 – Oct. 2012

- Keeping of customers individual ledger accounts accurately
- Prompt and complete preparation of all relevant reports
- Issue a receipt for all payment and post them appropriately.
- Negotiating the terms of an agreement and closing sales.
- Liaising with suppliers to check on the progress of existing orders.
- Reviewing own sales performance, aiming to meet or exceed targets,
- Gaining a clear understanding of customers' businesses and requirements.
- Order parts and appliances for a client.
- Ask for estimates and create purchase orders for vendors.
- Create new accounts for vendors and contractors.

## **ADMIN CLERK, GALAXY IT Pvt Ltd.. MUMBAI ANDHERI, Maharashtra**

Jun. 2008 – Dec. 2010

- Handling petty cash.
- Invoice processing.
- Preparing Salary enrolment.
- Paying liabilities, office rent, light bill, telephone bill.
- Files maintaining.
- Daily Server Backup.



## **Education**

### **MUMBAI UNIVERSITY, MUMBAI, Maharashtra**

BACHELOR OF COMMERCE, COMMERCE, Jun. 2011

### **HIGHER SECONDARY CERTIFICATE, MUMBAI, MAHARASHTRA**

HIGHER SCHOOL CERTIFICATE, COMMERCE, May. 2007