

# MUHAMMAD AZAM

## Work Experience

### **NED University of Engineering & Technology, Lecturer**

#### **Engineering Construction Int'l Ltd., Manager Projects**

- Oversee all on-site project activity to ensure projects are completed on schedule, within budget, and in accordance with engineering design. Perform inspection of construction activities to ensure conformance with approved designs/plans. Coordinate and communicate between field, designers and client. Obtain approvals and permits for new jobs. Approve sub-contractor and vendor invoices. Ensure that construction plans are in agreement with customer expectations and identify points at which contractual obligations will have been met.

#### **ABS Engineering Corporation (Pvt.) Ltd., Projects Co-ordinator**

- Develop project plan by defining scope of work, preliminary estimates, budgets, team members and responsibilities, QA/QC requirements, and establishing the procedures and controls to be used.
- Procure and setup all field facilities necessary for projects.
- Evaluate and recommend Engineering/ Construction Contractors for projects.
- Establish document control plan for each project and ensure compliance.
- Review and approve deviation to the project plan and engineering design.
- Report project status (cost, schedule and resources) on a timely basis.
- Minimizes our exposure and risk across multiple projects.
- Determines appropriate revenue recognition, ensures accurate invoicing, and monitors receivables for all projects.
- Identifies partnership opportunities and capitalizes on "add-on" sales opportunities across projects.
- Assist in the identification of strategic accounts.

#### **Tyco Fire & Security Pakistan (Pvt.) Limited, Head of Procurement**

- Responsible for the overall purchases for the company including local and imports, for projects, services, fixed assets, administration and general purchases.
- Development and implementation of procurement policies and procedures.
- Plan, organize, direct, control and evaluate the purchasing activities of the company.
- **Negotiate contractual agreements for goods and services by keeping in view the legal and contract terms and conditions with suppliers and sub-contractors, expedite deliveries, transportation of materials on project sites/ warehouse and other issues with suppliers and sub-contractors.**
- Ensure that materials are delivered on Schedule, at lowest cost, meet the required quality and specifications.
- Manage the data entry in the computer system; which includes: bill of quantity, supplier information, item information, lead times, project information, purchase orders, work orders and other relevant data.

- Contact vendors and sub-contractors to invite quotations and bids, compare and analyze quotations and bids, and recommend the award of contracts.
- Manage purchase order and work order activities, place and expedite orders, review all requisitions, verify information related to price, product quality, service and delivery.
- Develop and implement short and long term procurement strategies to reduce costs and improve quality and service while meeting company goals and objectives and work closely with Departmental Heads to ensure these measures are achieved.
- Analyze procurement activities and recommend improvements through more efficient procurement methods, automation, quantity discounts, standardization, value analysis and cooperative purchasing.
- Provide strategic direction for company-wide procurement efforts, participate with CEO in the establishment, communication and implementation of business goals.
- Overall monitoring and controlling of all Projects.
- Development of power generation business, its establishment and sourcing from international suppliers.
- Participate in proposal making and monitor and evaluate tenders for projects acquisition and consider the legal and tenders terms and conditions.
- Supervise, train, assign work and evaluate performance of all personnel reporting to this position.
- Develop departmental strategic plans, goals and objectives.
- Serve as an operational and technical resource in the resolution of purchasing system issues, educate customer departments about process and technology.
- Study and monitor market trends and conditions, interview vendors and sub-contractors and recommend sources of supply and services. Identify potential suppliers and sub-contractors.
- Through internal and external periodic feed back procedures, measures effectiveness of operations and proposes methods for continuous improvement.
- Manage the warehouse, analyze and maintain computerized inventory of stores and report annual physical inventory.
- Act as technical advisor and resource person regarding purchasing procedures, quality of supplies, goods and equipment, services, the modification of purchasing specifications.
- Prepare and maintain statistical reports as related to assigned procurement responsibilities.
- Member and Secretary of Management Team which comprises over seven members including CEO and Departmental Heads.
- Member of HSE committee.
- Reports to Regional Director Supply Chain Management in Singapore

### **Engg. Construction Int'l Ltd., Manager Planning and Operations**

- Adequate and Proper Planning for Execution and Completion Projects/Contracts in terms of the contract agreement.
- Review Project Concept, budget and schedule for compliance with customer specifications.

- Establish and maintain appropriate and timely written communication with all project team members, department coordinators, officers and the customer through out the life of the project, through effective use of project information reports, team meeting notes, project gant charts, etc.
- Estimate labor hours required to complete each discipline for each phase or station of the project on a weekly basis. (Engineering, manufacturing, mechanical assembly, etc.).
- Optimize project cash flow through timely coordination of all purchase order releases and receipt of incoming components.
- Negotiate with the appropriate department coordinators for assignment of personnel to the project team.
- Responsible for procuring and evaluating customer supplied product(s) to be run in the machine or project.
- Coordinate Payments with clients.
- Handling of project modification requests. Responsible for all concept development, pricing, written proposals.
- Negotiate price, warranty and delivery issues with critical outside suppliers. Manage outside suppliers. (Sub contractors, equipment suppliers). Expedite critical path suppliers through purchasing dept. Negotiate and resolve disputes with outside suppliers.

In addition thereto before joining as planning Engineer, I also completed internship in the following organizations.

- Caltex Oil (Pakistan) Ltd
- Philips Electrical Industries of Pakistan Ltd
- E.C.I. Construction (Pvt) Ltd.

**Educational Qualification: -**

- **Master of Engineering (M.E.)** in Manufacturing from NED University of Engineering and Technology, 2002. GPA 3.64 on scale of 0-4.
- **Master of Business Administration (MBA)** in Finance and Accounting from Preston University, 1999 GPA 3.70 on scale of 0-4.
- **Bachelor of Engineering (B.E.)** in Mechanical Engineering from NED university of Engineering and Technology, 1996. Grade A
- HSC Exam in Grade A in 1990
- SSC Exam in Grade A in 1987

**Computer Skills:-**

- BASIC
- FORTRAN
- C++
- VISUAL BASIC
- AUTOCAD