

Muhammad Ismail

[Asst. Manager Supply Chain/ Billing]

[Certified Negotiation Associate-USA]

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Summary

[Having +15 years experience with multinational companies] in the field of subcontracts management, site execution, maintenance, planning, & supply chain at various high achieving EPC projects i.e. Refinery, Barrage, Oil & gas, Fertilizer, Wind energy, DAM works & in Coal Power construction projects as to stand with ethical commitment & integrity that leads to greater productivity.]

Credentials

- ✓ Primavera Project Planner (P3)
- ✓ Document Control System (DCS)
- ✓ Descon Progress Monitoring System (DPMS)
- ✓ Material Management System (MMS)
- ✓ Inspection & Testing Solutions (ITS)
- ✓ Spool Tracking System (STS)
- ✓ Gainful Deployment of Manpower System (GDMS)
- ✓ T e s t P a c k Preparations

Project Management Professional Certified

Certificate in Computer Software Management
MS Word, Excel & Power Point

Expert in SAP-MM Module

Operations Management Certificate

Experience

[Lead SCM] [Descon Engineering], [MOHMAND DAM Hydro Power Project, Pak.]	[May-2019 To Till Date]
[Lead Sub-contracts/ SCM] [Descon Engineering], [Pak Arab Refinery MoGas Project]	[Oct-2017 To April-2019]
[Lead Supply Chain] [[Descon Engineering], [118MW FPCL Coal Power, Pak.]	[APR-2014 TO SEP-2017]
[Lead Supply Chain] [Descon Engineering], [50MW FWEL Gharo, Pak.]	[Nov-2012 To Mar-2014]
[Subcontracts Administrator] [Descon Engineering], [49.5MW FFC Energy Jhampir, Pak.]	[Sep-2011 To Nov-2012]
[Subcontracts Administrator] [Descon Engineering], [Asphalt Blowing Unit Parco, Pak.]	[Jan-2011 To Aug-2011]
[Sub-contracts Engineer] [Descon Engineering], [ENGRO Expansion Project Dharki, Pak.]	[Apr-2009 To Jan-2011]
[Planning Engineer] [Descon Engineering], [MOL CPF Project Kohat, Pak.]	[May-2008 To Apr-2009]
[Area Planner] [EKL], [Taunsa Barrage Rehabilitation Project, Pak]	[Jan-2007 To Apr-2008]

Education

MBA (Supply Chain Management),	[In-progress]
Bachelors of Technology (04 years), Mechanical	[2012 To 2016]
D.A.E, Mechanical	[2003 To 2006]
Metric, Science	[2003]

Area of Expertise / Responsibilities

- ◆ Conduct visit (if required) of subcontractor's premises to validate the authenticity of the information / documents provided by subcontractor/ supplier and report their findings.
- ◆ Float RFQ along with Technical Specifications and other Project information to pre-qualified subcontractors. Receive fresh quotations from subcontractors/ suppliers & perform their commercial & technical evaluation.
- ◆ Ensure subcontracting agreements duly include all necessary clauses pertaining to Performance Guarantees / Bank Guarantees / Warranties / Indemnity Bonds etc. in order to ensure back-to-back charge.
- ◆ Invoice, extra work / additional claim preparation & recovery.
- ◆ Review the authenticity / accuracy of information mentioned on Interim Payment Certificate/ Billing.
- ◆ Regularly measures & monitors progress to identify variance from the project Management plan so
- ◆ that corrective action can be taken to meet Project objectives
- ◆ Preparation of CS, LOI and Subcontracts Agreements in accordance with the technical specifications.
- ◆ Negotiate terms and conditions of contract with concerned material /service provider.
- ◆ To set up the mandatory invoicing documents & ensure the in time invoicing of delivered material to client.
- ◆ Forward the Export and Import documents to Custom Authorities through Clearing Agent for the
- ◆ cancellation / release of IB / BG / Undertaking.
- ◆ Develops and implements policies and procedures to improve operations and function of the SCM department.
- ◆ Coordinating office activities and operations to secure efficiency and compliance to company policies.
- ◆ Prepare/monitor working plan & prepare weekly, monthly and quarterly look-ahead plans.
- ◆ Initiate contract closure process and coordinate with all related parties to facilitate final settlement and closure.

Personal Information

Father's Name	Haji Muhammad
Marital Status	Single
N.I.C. #	32303-6911347-5
Domicile	Pakistan / Punjab (Muzaffar Garh)
Blood Group	O+ _{VE}
Passport No	BJ1853472