FARHAN AHMED SHAIKH

Procurement, Document Controller, Software Developer & Accounts

Served 13 Years in Accounts, Civil & MEP Materials Purchasing, across a wide variety of directly managing junior team members and to build exceptional organizational in the desired field.

ACADEMICS

- GRADUATION

Bachelor of Commerce – 1999

- CERTIFICATIONS

Microsoft Certified Software Developer.
Visual Basic 6.0 in College of Digital Science
Computer Science in Petroman Institute.
DP/DOS Basic dBase & Windows in Al-Mustafa Computer Complex.

HARD SKILLS

- Inventory Management
- ACONEX
- SAP Application
- BACS Procurment system
- Quality Assurance
- Quality controll
- QMS ISO 9001:2015 Course
- Project Management (PMP)
- Document controller
- Procurement

SOFT SKILLS

- Outlook 365
- Microsoft OS
- LAN / WAN
- Software Developer
- Instructing / Training
- Lead / Supervision
- Team Collaboration
- Technical reports
- Fluent English Spoken
- Verbal & Written Comm.

NEOM Sindalah Island Project

Associate Material Engineer
2021-2023

- Flow and acquisition of production materials.
- Coordinating with PM, CM, PE, SE, FE, for Material Expediting with Procurement Department for Pre-Bid Communications and Meetings.
- Evaluation & Selection of Potential Suppliers for required material Equipped & inventory control by ACONEX with MAT, PQD, MIR etc.

BACS Riyadh Metro Project

Assistant Material Engineer
2014 – 2020

- Purchase Order and Evaluation & Selection of Potential Suppliers for required material Equipped with knowledge of executing material production purchasing.
- inventory control by Bechtel Procurement System **(SAP) application software** for Metro Project.

Welcome Enterprises

Materials Coordinator
2009 – 2014

- Computerized purchasing and material tracking.
- of reviewing production schedules.
- *Controlling movement of material parts on automated conveyor belts.*

BOARD OF REVENUE

Accounts Officer
2002 - 2009

- Worked on cost control principals, ledger analysis, financial statements, budgeting, auditing practices, taxation, and economic regulations.

Management Consultants Group

Software Developer
1999 - 2001

- Software feasibility, Analysis, Designing and Implementation.
- Software development and testing.

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