

201 Creado Apartments,
Juhu Church Road,
Juhu, Mumbai- 400049 India
P : +91 8898080904
E : hr6@falconmsl.com
W : www.falconjobs.net

FALCON ID # 31084

Maintenance / Senior / Contracts Engineer

Residential Country : India Nationality :
Resume Title : Contract Engineer Notice Period : 30 Days

EDUCATION

Qualification	Institute / College /university	Year	Country
B E / B Tech		0000	India

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Procurement And Contracts Engineer	Reputed Company	India	01/2008	09/2015

ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

Forms and issues purchase orders, prepares bidders' lists, forms bid packages, issues bid requests, track milestone activities, coordinates bidders' questions, receives bids, evaluates bids commercially, prepares commercial bid summary, recommendation letters etc.

Recommends and secures approvals in accordance with established procedures, prepares and commits order in accordance with authorization limits, prepares and maintains control and status reporting documents

Participates with Engineering and supplier representatives in discussion held to clarify Purchase order documents and/or specification requirements. Identifies, defines, and secures agreement regarding potential changes

Prepares and organizes assigned Procurement sponsored meetings, such as bid clarification and post-award meetings, for the purpose of ensuring complete understanding and agreement between the Company, the Engineering House(s) and supplier(s) on all contractual matters. After reviewing plan and agenda with supervisor, conducts meeting and prepares and issues meeting notes delineating important statements, required actions and schedules
Compile and issue the Request for Quotation, ensuring that the Bidders List and Supplier Qualification requirements are met.
Expedite the quotations and perform the commercial bid clarifications as required
Perform the commercial assessment of the offers.
Prepare the Recommendation To Purchase (RTP) and Commercial Bid Evaluation (CBE)

Expeditor and Planner for Reliance Industries Ltd, Petroleum Business (E&P) MUMBAI, INDIA.

Maintain a record of the outstanding purchase orders and contact vendors through telephone calls, email, and in person
Maintain contact with the shipping company prevent delays in shipments. Resolve delays in shipments as required.
Monitor shipments to ensure that purchase order information matches the shipment. Resolve inconsistencies in the order.
Arrange delivery and distribution of supplies and materials.
Coordinate shipment activities with designated personnel or vendors and locate suppliers to discuss shipment information.
Receive materials and coordinate shipment to the rig site.
Coordinate incoming materials, items and information for the individual company's needs.
Coordinate all documentation related to scheduling, maintenance, returns, repairs, and transportation.
Review documents for accuracy and compliance standards.
Maintain a daily tracking system of functional activities and records of inventory, reordering supplies and materials when necessary.
Develop the expediting plan for each specific purchase order issued for the purchase of equipment and materials for the project, considering the complexity of the equipment, its criticality to schedule, supplier delivery performance on previous Projects.
Is jointly responsible, with the Materials Manager, to develop specific work Instructions supplementing this procedure in order to address project specific requirements and to ensure the work is executed accordingly.
Supervise project in daily activities involving expediting suppliers and reporting status of materials and engineering documents.
Respond to needs of project engineering and procurement in regard to scheduling requirements for equipment and materials.
Attend the post -award kick-off meeting to ensure the supplier understands all expediting, documentation, and shipping requirements.
Assigns work to be done and monitors status and completion following schedule and deadlines established by others.
Trains and coaches team members to improve skill level, to ensure adherence to principles, policies and standards and to improve safety, quality and reliability in a cost-effective manner.
Tracks and monitors individual performance, quality of output and the impact of output on project

delivery and profitability.

Provides the interface between Suppliers and the Project Team to ensure that documentation requirements (signed PO Acknowledgements, Engineering, Procurement, Manufacturing, Production and/or Fabrication schedules, Bills of Materials and drawings) that are specified in the purchase order are delivered in accordance with the agreed schedule.

Monitors Supplier's delivery progress in accordance with the delivery commitment of the purchase order. Expedites in accordance with Project Procurement Procedures and to achieve project milestones and on-time delivery of equipment. Issues expediting status / tracking reports on a regular basis to the Project Team.

Updates System with delivery status updates. Maintains applicable procurement files in conformance with Standard Operating Procedures (SOP's), Department Work Instructions (DWI's) and Quality System requirements.

Works with Supplier and Project Team on a recovery plan if schedule is not being met. Reports non-compliance cases.

Reviews Inspection Reports if inspections are required by the contract to monitor progress and verify actual status. Assists with purchase order closeout and provides input to Supplier performance evaluations.

Constant internal communication to ensure that project requirements are met and to clarify changes in requirements.

Often required to persuade individuals with differing opinions or interest to change criteria or methods, accept findings or reach agreement on technical points.

OFFSHORE LOGISTICS ENGINEERfor Reliance Industries Ltd, Petroleum Business (E&P)
MUMBAI, INDIA.

Maintain daily cost control by accurately recording all costs according to vendor contracts and by effectively communicating with all 3rd party vendors for proper cost details.

Having Extensive experience in Well-view.

Generate 6 Day forecast on a daily basis for material and personnel requirement as per drilling program.

Ensure that copies of Material Safety Data Sheet accompanies chemicals that are expedited to or from the rig.

Coordinate with crane operators to assure adequate loading and unloading of cargo and bulk.

Prepare outgoing shipping manifest with accurate descriptions.

Maintain updated rental equipment file.

Maintain drill bit inventory.

Manage material transfers and Company return forms as required.

Process and forward approved purchase invoices, rental tickets, service tickets, etc.

Maintain an accurate filing system for rig records as required by the Company.

Ensuring that cargo operations are conducted in a safe and efficient manner.

Data Management and Preparing Daily Logistics and material report alongwith other reports from rig site. Ensure all documents relating to drilling & completion activities are properly filed, stored and available.

Assuring availability of material for BHA according to drilling program.

Raising Materials request to shore base for the material required for upcoming operation

Maintaining all material movement in SAP, booking consumptions in correct AFE.

Expedite equipment and people as required for upcoming operation as per drilling program.

Address all safety aspects involved in cargo and bulk handling

Coordinate boats and notify base in emergency situation.

Generate aircraft manifest for personnel and cargo leaving rig

Monitor daily weather reports and plan logistics movement accordingly

Maintain daily record of all personnel

Additional Information :

Charter Contract of Floating, Production, Storage and Offloading (FPSO) vessel (Approx. Value of USD 2 Billion).

Contract for Operation and Maintenance of Floating, Production, Storage and Offloading (FPSO) vessel (Approx. Value of USD 0.18 Billion).

Charter of Multi Support Vessel for subsea intervention (Approx. Value of USD 36 Million).

Change Order for Wet Gas Boosting modification on FPSO (Approx. Value of USD 40 Million).

Change Order for Gas Injection pipe modification on FPSO (Approx. Value of USD 10 Million).