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FALCON ID # 31085

Maintenance / Senior / Contracts Engineer

Residential Country : India

Nationality :

Resume Title : Deputy Manager-C & P

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
Deputy Manager-C & P	Reputed Company		04/2008	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 :

Key Deliverables:

Tendering & Contracting Operations

Tendering for Services related to drilling & release of Contracts.
Proper closure & issuing amendments to the contract as per procedure.
Preparing, processing the requisitions / tenders & purchase orders / Contracts for supplies,

services and equipment.

Submitting various reports to the management on sourcing activities, market trends and planning for the purchase of material as per production requisition and maintaining documents as per standards.

Vendor Management

Identifying & developing potential vendors / suppliers for achieving cost effectiveness, assessing performance of the vendors based on their competitiveness, financial capabilities and productivity.

Conducting vendor visits for ensuring the time bound delivery and managing the price & technical negotiations.

Overseeing follow-up with vendors for release schedules, quality checks and timely payments to vendors.

Logistics

Tracking & maintaining inventory levels in the stores for all items required.

Ensuring availability & delivery of right quality materials at the right time, price and terms.

Devising efficient logistics management system to ensure delivery of the goods as per committed timelines and cost.

Team Management

Leading, training & monitoring the performance of team members to ensure efficiency in operations & meeting of individual and group targets.

Creating & sustaining a dynamic environment that fosters the development opportunities and motivates the high performance amongst the team members.

Significant Highlights:

AtGeoEnpro Petroleum Ltd. as Dy. Manager- C & P Department

Handling all tenders related to Drill Rig & all associated Services viz Wireline Logging, Directional Drilling, Mud Engineering, Mud Logging etc. and involved in Shortlisting of Vendors, Floating of EOI's, Pre Bid Analysis, Commercial Evaluation, Negotiations, Execution for Mobilization & Post Award phases for all tenders.

Handled the tendering, contracting, Release of P.O.'s, logistics & custom clearance activities of drilling campaigns, manpower, etc.

Handled procurement of Drilling Tangibles viz Well Head, Casing, Tubing, Drill Bits, ECP's etc.

Independently Handled 2 Contracts for 3D Seismic Data Acquisition Services constituting

4270 shots.

Independently handled tendering & contracting for Drilling Campaign Phase II & Phase III constituting 21 Wells.

Handled Tenders for all studies including Static & Dynamic Modelling, 3D Seismic Data Processing & Interpretation Services etc.

Handling Logistics / Custom Clearance as per requirement for total project.

Having good knowledge of Contract Terms including Suspension, Termination, Liability, Indemnity etc.

Preparation of Commercial Bid Analysis as per technical recommendation from user department.

Handled Pre Tender & Pre Contract stages including timely mobilization of all resources at site.

Handled all issues / amendments after award of contract.

Achieved timely execution & mobilization of Workover Campaigns

Achieved major reductions in Contract prices through effective negotiations.

Independently handled Custom Clearance of Core Logging equipment in Kolkata Custom Authority.

Achieved huge reductions in Contract for Workover Rig Services since Year 2009.

Achieved huge reductions in cost of Drill Bits, Mud Pumps in last three years.

Looked after the import & custom clearance of consignments and managed third party logistics for efficient flow management.

Independently applying for Essentiality Certificates with Directorate General of Hydrocarbons.

Liaised with Govt. authorities like DGH, PESO, etc. for handling the matters related to issue of essentiality certificate & explosive license.

Awarded with Distinguished Performer Award in the year 2010 & 2012.

Efficiently prepared monthly cash calls for P.O.'s & Contracts.

Verification & approval of the invoices against PO's & Contracts.

Coordinated with the Finance Department for timely release of payment.

Handled major vendors like Schlumberger, Halliburton, Weatherford, Baker, etc.

Improved product delivery by imposing L.D. on vendors for late delivery & obtaining bid bond to secure the delivery.

AtDalmia Cement (Bharat) Ltd. as Engineer-Purchase Department

Successfully handled the Contracts, procurement of capex equipment and prepared bill of quantities & techno commercial offers, comparative statements, negotiation with contractors for orders, etc.

Prepared purchase progress reports on weekly basis for supporting the Senior Management in their decision- making.

Major project handled: DCBL Kadapa, Andhra Pradesh & OCL India Ltd. (Orissa).

Additional Information :