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**QUALIFICATIONS SUMMARY**

* More than 16 years of experience in multinational companies in handling the following:

Procurement Professional Importation & Exportation

Project Control Cost Reporting Payroll Computation

Primavera Contract Manager AP / AR Management

Inventory Control Administrative / Executive Tasks

**PROFILE**

* Technically proficient in **SAP R/3**, **COST MANAGER** and **COST POINT.**
* Developing and generating Reports on assigned projects.
* Experienced Procurement Professional
* Implement Procurement Processes to ensure efficiency, cost savings, and best practices.
* Proven success in:
* Developing Cost Reports on projects assigned including analysis on spending trends, historical expenses and future cost projections.
* Meeting deadline reports to reflect program/project status, cost and schedule trends, funding and project uncertainties.
* Basic Concepts of **Earned Value Management System.**
* Technically proficient in **PRIMAVERA EXPEDITION**
* Performs the Administrator duties in Primavera Contract Manager.
* **Customer and Personal Service**
* **Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.**
* **Microsoft Office Applications** [Excel, Word, Power Point, Access]
* Skilled in working effectively with diverse groups at all organizational levels to achieve common objectives

**PROFESSIONAL EXPERIENCE**

**February 2012 – November 2013 LAKESHORE TOLTEST CORPORATION DUBAI - UAE**

**PROCUREMENT SPECIALIST | EXPEDITER | OIL & GAS Project | FEBRUARY 2012 – NOVEMBER 2013**

* Responsible for appropriate supplier selection/bidding processed for selected purchase requests, and supplier and contract pricing validation for all purchase requests under category management responsibility.
* Prepare purchase orders and issue copies to suppliers and to departments originating requests.
* Reviews Purchase Orders for expediting requirements
* Respond to supplier inquiries about order status, changes, or cancellations.
* Perform buying duties when necessary.
* Contact suppliers in order to schedule or expedite deliveries and other problems.
* Review Purchase Requisition orders in order to verify accuracy, terminology, and specifications.
* Prepare, maintain, and review purchasing files, reports and price lists.
* Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
* Track the status of requisitions, contracts, and orders.
* Coordinates expediting activities, reports on and takes appropriate action on supplier slippages which have impact on the project schedule
* Seeks solutions to technical problems
* Reviews reports to clarify misunderstandings, monitor client changes
* Informs Supervisors of delivery status

**NOTABLE PROJECTS:**

* **First Commercial Project at Garraf Oil Field Owned by PETRONAS (Client - Weatherford International)**
* Weatherford Awarded $70M to Lakeshore for the Initial production facilities which include a degassing facility with two trains of 50,000 barrels a day each, eight storage tanks, piping, atmosphere flares, and other ancillary infrastructure. Other works included, the construction of pumping stations, access roads and spillways, fencing, HDPE piping and installation of approximately 1,533 helical piling to support the aboveground pipeline.
* **First Commercial Project at Garraf Oil Field Owned by PETRONAS**
* Other initial project activities awarded directly to Lakeshore Toltest: Engineering, Procurement and Construction (EPC) of the Security Walls at the oilfield, including the construction of Temporary Camp Facilities for up to 50 people for six months.

**2007-2012 KBR(KELLOGG BROWN & ROOT) DUBAI - UAE**

**COST SPECIALIST | PROJECT CONTROLS – MESO(LOGCAP) | JUNE 2010 – JANUARY 2012**

* Responsible in providing all functions of Project Controls support and apply cost control aspects at Baghdad Transition Center.
* Responsible for cost coding of Iraq Entry/Exit visa invoices received in support of all employees transiting via BIAP (to include Non-Logcap KBR direct hires and strategic partner’s employees).
* Responsible to conduct timesheet training classes for the new hires/rehires, to prepare timesheet correction memos and submit JV corrections to Project Controls located at Consolidated Support Centre in Houston.
* Provided weekly Labor Hours Report to management on helping of better tracking of hours per project and MESO/DST Cost center.
* Responsible for coding of theater-wide employees travel related invoices, for developing cost allocations in support of theater-wide subcontracts and master agreements currently in place.
* Providing support to Dubai Transaction Center by allocating/verifying cost codes on numerous LOGCAP – (MESO/DTS) operational invoices (DHL, Freight Forwarding, etc) and Purchase orders.
* Responsible for handling all cost allocations pertaining to all Iraq/Afghanistan charter services.
* Responsible for coding the DTS Hotel Billing Report. Transient Hotel invoices are codes based on who stayed at the hotel as per the In-House Report produced by DTS Logistics.

**COST SPECIALIST | PROJECT CONTROLS | G&I - CENTRAL COMMAND | OCT 2007 – JUNE 2010**

* Developed Cost Reports on projects assigned including all analysis on spending trends, historical expenses and future cost projections.
* Prepare reports to reflect program/project status, cost and schedule trends, funding and project uncertainties.
* Calculates and validates the incurred costs of materials, contracts and labor, and prepares ACWP accruals supported by appropriate documentation.
* Identifies project cost and schedule risks and trends, and manages them within Contracts Manager.
* Responsible for Bridge Reports reconciling all month end Cost Reports to Job Ledgers on monthly basis and advice accountable personnel for the variances on reports if any.
* Perform all duties regarding material/services requisition processing (SAP Shopping Carts) from creation of request in SAP to approval from all parties and submission to Procurement.
* Responsible for cost coding all requests submitted to Project Controls such as: Material Requisitions; Employee Entitlements; Airfare Invoices; Validating Timesheets. This mainly entailed in the usage of SAP to generate reports and get the applicable data to each project / employee.
* Provided weekly Labor Hours Report to management on helping of better tracking of hours per project.
* Performing the Administrator duties in Primavera Contract Manager.
* Responsible for updating Desktop Procedures in the use of Primavera Contract Manager and Cost Manager.
* Responsible for coordinating, compiling and submitting departmental weekly report to Project Manager.
* Performs others duties that may be assigned.

**NOTABLE PROJECTS:**

* **MedEvac Helicopter Compound, Balad AB, Iraq - $15,000,000**
* Design and Construction of a concrete rotary wing aircraft parking apron over 50,000m2 and rotary wing aircraft maintenance shelter along with lighting and power generation.
* **CSAR Helicopter Ramp/Overruns 12/30 & 14/32, Balad AB, Iraq - $22,000,000**
* Design and Construction of a concrete rotary wing aircraft parking apron totaling over 50,000m2 and paved runway overruns along with lighting and power generation.
* **Combat Aviation Brigade Beddown, Ali AB, Iraq - $59,000,000**
* Design and Construction of concrete rotary and fixed wing aircraft parking aprons totaling over 290,000m2 and a 36m Air Traffic Control tower facility along with lighting, power generation, and communications.
* **ISR Aircraft Beddown, Balad AB, Iraq - $22,000,000**
* Design and Construction of aircraft fabric maintenance shelters complete with electrical services; two communications towers; renovation of an existing DFAC and addition of new

facility for the 20th Army Brigade Engineers HQ.

* **Foxtrot Taxiway & Fighter Apron, Balad AB, Iraq - $22,000,000**
* Design and Construction of a concrete fixed wing fighter aircraft apron and taxiway totaling over 80,000m2 along with lighting and power generation.
* **Bagram Parallel Taxiway and Ramps, Bagram AB, Afghanistan - $29,000,000**
* Design and Construction of a new Hot Cargo Pad, and a partial new Parallel taxiway on the west side of Bagram.
* **Convoy Support Center, Phase II, Camp Adder, Iraq - $36,000,000**
* Design and Construction of a 12MW diesel-fired power plant; an 11 kV primary power distribution system; Reverse Osmosis Water Purification Units; a wastewater collection system; asphalt and concrete paved roads.

**ACHIEVEMENT**

* Received written praise and got promotion for KBR got a high marks in AUDIT from the Corps of Engineers for the “aggressive and professional” work being the Administrator of Primavera Contract Manager by getting everything in order in Contract Manager and good process implementation in June 2008.

**May 2006 ~ Sept 2007 AL FUTTAIM AUTO & MACHINERY CO. LLC (FAMCO) DUBAI - UAE**

**PARTS PRICING ASSISTANT | SALES SUPPORT OFFICE | MAY 2006 ~ SEPT 2007**

* Maintain parts prices in the system so that they are in line with the parts pricing guidelines.
* Monitor material costs/prices and take corrective actions where exceptions arise so that the price and costs data in the system is accurate.
* Maintain article master date in the system such that up-to-date information is available.
* Upload and maintain purchase price information on the computer system.
* Provides prices of parts and the expected time of arrival to the sales staff on inquiry, so that they can provide timely and accurate quotation to the customers.
* Create retail selling parts for newly created parts, equalize retail prices across members of supersession’s family, update customer – specific prices in the case of special rate contracts, sales

campaign etc. as per the guidelines provides by the National Parts Manager.

* Process the Article Analysis Report on a regular basis and take corrective actions if there are prices anomalies.
* Create the parts master data when requested by sales or inventory staff with all the relevant details.
* Process the purchase price files on a regular basis and update the purchases prices in the article master so the master files have the current prices.
* Provide the prices of parts that are not in the system. The retail prices to be computed from the purchases prices from the article date base or the principal’s on – line systems.

**May 2000 ~ Mar 2006 IMASEN PHIL. MFG. COMPANY LAGUNA PHILIPPINES**

**BUSINESS DEVELOPMENT | IMPORT AND EXPORT EXECUTIVE | MAY 2000 ~ MAR 2006**

* Responsible for accomplishing documents and reports for all Business transactions.
* Responsible for scheduling all transactions for Importation and Exportation.
* Accepts and Analyzes ‘Purchase Orders” from the Customers Abroad and Local.
* Coordinates with Customers any variances found based on the purchase order, delivery instruction or schedules.
* Coordinates with the Customers for any necessary adjustments required.
* Updates delivery schedule from time to time based on customer requirement.
* Computes & analyze “Monthly Budget” and expenses for the current & next 3 months and submits for approval.
* Visit Local customers from time to time as the need arises.
* Accomplishes all documents required for Import, Export, Domestic Sales, Local Purchases, CEWE, Scrap sales, returned & or rejected items for approval.
* Confirms schedules for booking with Broker/Forwarder and schedule for delivery.
* Distributes import/export invoices, packing list to the concern sections/company.
* Accomplishes “IMPORT/EXPORT Advisory” and submits to immediate superiors for approval and

distributes to all concerned sections/company.

* Accomplishes all necessary documents to secures PEZA LOA’s (Letter of Authority) and other permits.
* Computes duties & taxes on Domestic Sales payable to PEZA & CUSTOMS for approval.
* Accomplishes forms to request payment for processing and actual payment to PEZA & CUSTOMES.
* Accomplishes Invoicing for Domestic Sales.
* Receives/follows-up all invoices/policies form brokers/couriers, shipping line & insurance co.
* Accomplishes and checks invoices submitted by brokers/forwarders.
* Submits monthly transactions for insurance coverage for Insurance agency.
* Computes and submits monthly commission of monthly budget.
* Updates Sales Report.
* Submits Monthly Sales to Business Manager & President.
* Charting of Final Monthly sales.
* Submits Monthly reports to PEZA Laguna.
* Submits Quarterly and Annual reports to PEZA Manila.
* Accomplishes documents for Import/Export Activities.
* Files all business documents for reference.
* Performs all other related duties that may be assigned from time to time.

**June 1997 ~ May 2000 IMASEN PHIL. MFG. COMPANY LAGUNA PHILIPPINES**

**ACCOUNTING/EDP STAFF | ACCOUNTING DEPT | JUNE 1997 ~ MAY 2000**

* Responsible for maintaining AS/400 which includes monitoring, modify programs and providing constant back-up.
* Coordinate with the Plant Manager, Purchasing & Planning Inventory group & Business Department regarding the matter of AS/400 operation.
* Generate reports of purchase list from suppliers and parts from Japan.
* Responsible for closing of monthly purchases and inventory system.
* Type checks with corresponding vouchers and obtains signature of corresponding checks.
* Inputs/encodes daily transactions in the Accounting System software.
* Payroll preparation which includes computation of salaries of daily and monthly paid associates, payslip, allowances & overtime.
* Check summary of time keeping submitted by Personnel department.
* Prepares the Vouchers Payable.
* Prepares report of General and Subsidiary ledger.
* Generate Reports in the Accounting software.

**SEMINARS and TRAININGS ATTENDED**

*Title Date Place*

ML - Leadership for Mngt and Supervision Mar 21-22, 2010 Holiday Inn Express – Dubai UAE

Earned Value Professional (EVP) Course Sept 7-9, 2008 GCP Building DIC – Dubai UAE

Safety & Environmental Practice Sept 2006 Al Futtaim Training Center – Dubai UAE

**EDUCATION**

1993-1997 College Bachelor of Science in Computer Science

Adamson University – Manila Philippines

1989-1993 Secondary Sta. Cecilia Catholic School, Philippines

1983-1989 Primary Sta. Cecilia Catholic School, Philippines

**PERSONAL INFORMATION**

Age: 38 yrs old

Nationality: Filipino

Driving License: Dubai and Philippines License