**KHALED** 

* Marital status: **Married**
* Nationality: **Algerian**
* Date of birth: **06-March-1984**
* C/o-Mobile: **+971501685421**
* E-mail: khaled.210127@2freemail.com

CAREER SYNOPSIS

Possessing an experience ofeleven (11) years inOil & Gasproduction operations, EPCC Oil & Gas projects,Oil & Gas Logistics Solutions, Energy & Water Treatment and Industrial Maintenance fields. Throughout my experience, I have consolidated an expert knowledge in contracting& procurement& Tendering process through their various stages (pre-tender, tender preparation, prequalification,bid evaluation, contract award, contract follow-up, variation orders and contract closeout).

My diversified experience with several companies, Oil& Gas/Energy/ EPCC/Logistics/Cement Industry, will help me to be a real "added-value" and a “challenge winner” in my future job.

KEY CREDENTIALS

•Contracts Management of General Services, Specific Oil & Gas Services, Construction and Equipments•Contracts Price, Terms &Conditions Negotiation•Claims Management •Tenders Preparation and Contracts Drafting•Procurement and Strategic Sourcing •Supply Chain Management and Incoterms •Audit of Contracts Tendering, Pre-Awarding, Post-Awarding and Close-outdocuments

PROFESSIONAL HISTORY

**Procurement Officer** May 2017 \_ Now

Umm Al-Houl Power Company (Power and Desalination Plant).

Al-Wakrah – State of Qatar

* Assisting the Head of Procurement in preparing departmental revenue budget and monitor for changes and revise the forecasts.
* Responsible for the direction and supervision of the entire procurement operation utilizing a staff of four buyers.
* Receive and review all Purchase Requests; identify the suitable sourcing strategyand determine priorities.
* Assign work to subordinates; ensure the prompt and accurate completion of all procurement requests within deadlines.
* Review vendors’ database regularly and provides guidance to subordinates for maintaining a close continuing relationship with vendors, suppliers, and contractors to remain current and keep abreast of market conditions.
* Manage the kick-off meeting with end User department
* Develop and maintain a process/ procedures/ schedules for contract implementation, review contracts periodically for expiration, and inform user departments of expiration and request from user departments what action (s) is required. Maintain contract file to ensure no audit exceptions.
* Continuous update and development of contracting and procurement procedures to be effective and in line with State of Qatar applicable laws and regulations.

**Contracts & Procurement Engineer** July 2015 \_ December 2016

CNOOC Iraq Ltd (Major Oil& Gas Operating Company).

Missan Oil Fields- Iraq

* Receive and reviewPurchase Requests (scope of work, approval authorities, approved procurement activity plan, budget approvaletc) from user departments and prepare ITT accordingly.
* Drafting of the ITT five (05)sections and clear any commercial/technical ambiguity or discrepancy and send ITT Sections for further internal review by Legal, End User, Finance and HSSE Departments; announce ITTvia Company website and Local Newspapers.
* Handle all technical and commercial clarifications and related correspondences during tendering stage; prepare and issue tender bulletins and addendum to the ITT/RFQ documents accordingly.
* Review technical evaluation submitted by End User departments; conductthe commercial evaluation with Commercial Evaluation Committee members; conduct price proposals opening, evaluation and arrange final evaluation report accordingly.
* Prepare recommendation of award and getmanagement approvals as per Authority Matrix.
* Arrange meetings of negotiation to get best price, terms & conditions before contract awarding.
* Prepare draft contract and forward to Legal, User, Finance departments for final review.
* Arrange Contracts' signature by both parties and ensure a restraint internal distribution of new signed contracts to concerned departments.
* Manage the kick-off meeting with end User department
* Develop and maintain a process/ procedures/ schedules for contract implementation, review contracts periodically for expiration, and inform user departments of expiration and request from user departments what action (s) is required. Maintain contract file to ensure no audit exceptions.
* Continuous update and development of contracting and procurement procedures to be effective and in line with Iraqi Oil Ministry regulations.

**Projects**:

* Several projects with budgets range from US$2Million to US$150Million (EPCC Projects;Drilling services including Directional, Horizontal and vertical drilling; Completion and Work-Over services; Seismic and Geological services; Logistics & Catering services; Medical Evacuation Services and procurement of all petroleum equipments and accessories)

**Contracts Manager** June 2014\_ June 2015

Sarl TRANSBAOUCHI Company (Oil & Gas Logistics Solutions)

HassiMessaoud - Algeria.

* Management and administration of contracts’/agreements.
* Making& submitting thetechnical & financialbidsafter studying theclient tender’s requirements.
* Attending to bids’ evaluation, kick-off meetings and negotiation of: price/terms & conditions.
* Contracts follow-upwith all their related matters (claims, amendments, budgets)
* Responsible of clients to company relationships and the company Brand Image.
* The establishment and the maintaining of long-term business relationships between the company and their clients/partners.

**Contracts Administrator** February 2012\_ January 2014

PETROFAC International (UAE) L.L.C

HassiMessaoud–Algeria& Sharjah – UAE.

* RFQ/ITB Tender preparation & sending to bidders with respect tothe requestor’stechnical requirements.
* Drafting and administration of Contracts/ Amendments & Purchase Orders/Variation Orders.
* Contracts negotiation: terms, conditions and prices; arranging contracts signature by both parties.
* Evaluation of proposals (Bids' Evaluation); recommendation of the most qualified (Technically & Financially qualified)/lowest price subcontractor and arranging bidevaluations approval and endorsement by project top management(in compliance with "Delegated Authority Matrix").
* Continuous update of Subcontractors/Suppliers database.
* Monitoring ofsubcontractors'performance in compliance with company policy (KPI).
* Contracts’ Invoices checking and claims management.

**Projects:**

* El-Merk project: with a value of US$2.2 Billion

Client: Sonatrach-Anadarko Joint Venture

Scope of Work: Engineering Procurement Construction and Commissioningof central processing facility with capacity of: 98,000 barrels of oil per day in addition to an LNG train with a nominal capacity of 600 million standard cubic feet per day.

* In-Salah Southern Fields Project: with a value of US$ 1.8 Billion.

Client: Sonatrach-British Petroleum-Statoil Joint Venture

Scope of Work: Engineering Procurement Construction and Commissioning of new central processing facility (CPF) with a gas processing capacity of 17 million cubic meters per day, associated permanent camps and approximately 300km of export pipelines.

**Contracts Manager** October 2010\_to November 2011

Sarl TRANSBAOUCHI Company (Oil& Gas Logistics Solutions)

HassiMessaoud - Algeria.

* Preparing, reviewing and administering contracts’/agreements.
* Making& submitting thetechnical&financialbidsafter studying the Tender’s requirements.
* Attending to bids’ evaluation meetings.
* Assist in the negotiation of contracts with an optimum mix of price and quality.
* Contracts follow-upin case of award and responsible of clients to company relationships.
* The establishment and the maintaining of long-term business relationships between the company and their clients.

**Contracts&SalesManager** September 2005\_ to September 2010

EURL MIM (Cement Factories Industrial Maintenance)

Constantine - Algeria.

* The improvement of company sales’ performance and work on continuous business development.
* Preparation of bids/proposals with respect to technical & commercial clients’ requirements.
* Contracts follow-up to meet the client quality requirements.
* Initiate and coordinate development of action plans to satisfy the clients and to penetrate new markets.
* Apply cost control and cost saving to meet projects budget targets.

**Projects:**

* HammaBouziane Cement factory project: with a value of US$ 20 Million.

Client: Cement Public Holding Group.

Scope of Work: Supply & Installation of new Digital Control and Command System (Software & Hardware) + Supply & Installation of New Control Room.

Supplier: SIEMENS.

EDUCATION

* 2016-2017: Diploma In Procurement and Supply (Level4) ([Chartered Institute of Procurement & Supply](http://www.cips.org/), UK "CIPS")
* June 2007: University Bachelor of Arts in English Language Sciences.(MentouriConstantine University)
* June 2010: Masters’ Degree in English language sciences option (TEFL).(MentouriConstantine University)

SKILLS

* Be the first point of contact for client and provide regular feedback to management.
* Effective Team Management & Internal liaison.
* Development and implementation of Project specific procedures and process for Procurement, Contracts & Materials Management.
* Effective & successful administration of Project EPCC Main Contracts/ Contracts / Subcontracts / Purchase Orders.
* Superior & full-scale practical experience & knowledge within Contracts & Procurement in the Upstream Oil & Gas Industry.
* Heading large SCM team includes Contracting Engineers/Buyers, establishing good relationships, and being good guidance to the team for the successful completion of the Project.
* Overseeing the team and providing necessary training and coaching on project-specific requirements for successful completion of the Project.
* Development of long-term Contract/Procurement plans.
* Contracting and Tendering process Development.
* Contract Management - Input and monitor contract data in ERP and any contract management system as appropriate, to ensure that system data accurately reflects the paper agreement.
* Experience in multi-national and multicultural companies.
* Excellent communications skills, excellent negotiation skills & a mercantile understanding of business.
* Strong analytical skills combined with a structured approach to complex matters.
* Leadership competencies with a coaching & engaging approach. Targets achiever& troubleshooting skills.
* Participate in the recruitment of Procurement/Contracts personnel in line with project/company/position requirements.
* Work under pressure and deadlines.

LANGUAGES

* **Arabic:** (Native)Fluent in writing and speaking.
* **English**: Fluent in writing and speaking.
* **French:** Fluent in writing and speaking.

COMPUTER and SOFTWARE SKILLS

* Mastery of **ORACLE**(Citrix version 2000),**MICROSOFT DYNAMICS**(AX 2012 version) and **SAP**ERP Software.
* Mastery of the computer’s fundamentals: Microsoft Office Package.
* Mastery of Windows 7/8& Windows 10.