**RUSSEL**

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**Career Summary:**  A graduate of Bachelor of Science major in Accountancy with 11 years of extensive experience in the field of Planning Engineering and Document Controlling with professional business ethic and good communication skills, ability to work under pressure and flexible to perform different combination of duties under specific circumstances. Also I had an experienced in Assistant purchasing and administration (logistics). Well versed on Primavera Software and Microsoft Office (i.e. MS Word, Excel, PowerPoint etc.).

**Professional Experience:** Area Planner/planning Engineer

Descon Engineering, Abu Dhabi, UAE

February 2016 – Present

**Client:**

**Abu Dhabi Company for Onshore Petroleum Operations Ltd. (ADCO)**

**Abu Dhabi, United Arab Emirates**

* Update activities related to discipline in Level III plan in close coordination with Discipline In-charge, Planning & FEDC Manager and Construction Manager.
* Generate discipline-wise progress reports from Project Control System (PCS) on daily, weekly and monthly basis.
* Generate manpower curves and histograms to validate construction durations (Planned v Actual). Maintain the update of the schedule and S-curve during the project execution and weekly/monthly reporting.
* Generate 1-week and 3-week look-ahead schedule based on updated Level III plan and work front availability status.
* Close monitoring of man-hours and book to appropriate cost centers.
* Assist Planning & FEDC Manager to forecast requirement of material & equipment according to Level-III plan on quarterly basis.

**Professional Experience:** Planning Engineer/Document Controller/Administrator/Assistant Purchaser

Integrated Petroleum Services Gabon Ltd.

Port Gentil, Gabon, Africa

October 2004 – April 2015

**Clients:**

**Addax Petroleum Oil and Gas Gabon Inc.**

**Port Gentil, Gabon, Africa**

* Tsiengui Brownfield Expansion Project – April 2011 to April 2015
* Rabi Pumping Station Project – July 2010 to January 2011
* Obangue East Central Production Facility Project – May 2009 to June 2010
* Pad V to Obangue East 4” & 6” Gas line and Oil Export Pipeline Project – January 2008 to April 2009

**Transocean**

**Port Gentil, Gabon, Africa**

* Trident XIV Rig Refurbishment – March 2012
* Trident VIII Rig Refurbishment – December 2011

**PANAFRICAN Energy**

**Port Gentil, Gabon, Africa**

* Central Production Facility Project – August 2006 to December 2007
* Tsiengui Northern Crude Oil Pipeline Project – November 2005 to July 2006

**SHELL Gabon**

**Port Gentil, Gabon, Africa**

* Awoun Permanent Production Facility Project – December 2010 to April 2011
* Rabi Phase III Compression Upgrade Project – October 2004 to June 2005

**Job Description: Planning Engineer**

* Set-up Project Schedules using P6, Work Breakdown Structures (WBS) for the Project according to Project's SOW during Tender bidding and execution phase in compliance with the clients. That includes the necessary steps to perform the job or the construction process, identify the craft and labor hours to complete each task, and third party services, and document any necessary special instructions or documentation required.
* Generate manpower curves and histograms to validate construction durations (Planned v Actual). Maintain the update of the schedule and S-curve during the project execution and weekly/monthly reporting.
* Participate in discussions with maintenance, operations and engineering to develop and publish weekly and daily schedules that meet operation’s needs, and optimize the available manpower and services.
* Deal with work priority, develop job plans, define crafts and skills and engage the proper resources to develop a safe, effective and efficient work plan.
* Develop and maintain preventive and predictive work plans and details and strategies based on feedback from Engineers, Operations, and Supervisors.
* Expedite operations that delay schedules and alter schedules to meet unforeseen conditions.
* Generate overall progress database of Shop Fabrication and Site Installation as a basis of Project Scheduling i.e. Welding, PWHT, NDT (RT, MPI, LP and UT), Hydro testing, Painting etc.

**Job Description: Document Controller**

* Preparation of Project Procedure relevant to Document Control. Maintain Project Documents.
* Close Control on Updating & issuance of periodic revisions in Engineering Drawings and Documents to main office in Port Gentil.
* Prepare and submit correspondence to Client, Engineering at main office in Port Gentil and sub-Contractor for dispatch of Project and Vendor Documents.
* Fast and timely interaction with Internal Customers, Client and Sub-Contractor.
* Handling and keeping knowledge of available vast data supplied to us by Engineering, Client, various vendors.
* Responsible for Approval, receipt, filing, reproducing and distribution of Engineering, Vendor and other technical documents to Client, Sub-Contractors and the Internal Customers.
* Prepare various Reports, Presentation and work sheet as and when required for Planning, Contracts, QA/QC and Others.
* Preserve all the E-file & Hard files for future references.
* Ensure that changes and current revision status of documents are identified.
* Monitor quality, service, and delivery issues, and take corrective actions as needed.
* Monitor and Update of all Welders Certificates and Welding Procedure Specification.
* Generate daily, weekly and monthly reports for job progress monitoring. Update all applicable registers on behalf of the Quality Manager.

**Job Description: Administrator**

* Daily labor allocation sheets update for all site works. Daily, weekly and monthly man-hour update. Monthly time sheet update.
* Plant Equipment allocation sheets update.
* Checking and booking flights of staff to and from worksite.
* Generate Site Rotation Schedule for all work sites.
* Handles all the Project Valuation, Invoices & back charges to Clients.
* Handle all petty cash and ensure all the receipts and other information are filed according to dates.

**Job Description: Assistant Purchaser**

* Assist the Purchasing Manager with all purchases requested by different department (locally and overseas).

**Training and Seminar:**

**Training:** Piping Installation

**Place:** Radisson Blue, Yas Island, UAE

**Date:** From 16 to 17 November 2016

**Educational Attainment:**

**College/Bachelor’s Degree:**

Institution Name: University of Perpetual Help System Dalta

Course: Bachelor of Science Major in Accountancy

Year Graduated 2000 – 2004

**High School:**

Institution Name: Los Banos National High School

Year Graduated 1996 - 2000

**Elementary:**

Institution Name: Mayondon Elementary School

Year Graduated 1990 - 1996