**Name** Amrit

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**Job Title Senior Cost Engineer / Project Controls Specialist**

**Summary of Experience:**

* **More than 10 years Project Cost Control related overseas experience in fast track Oil and Gas EPCM projects in the Middle East / GCC region, in multilingual and multicultural work environments following strict HSEQ norms.**
* **Operating as a part of a team of Engineers in the preparation of project budget & cost control reports, understand project estimates, and provide necessary cost and budget information to the Project Management and Corporate Management.**

**WORK EXPERIENCE**

**October 2011 till date:** **UNA E & C Private Limited.**

* Singapore based EPC operator in Oil and Gas, regionally headquartered in Dubai with projects in Iraq, UAE and Kazakhstan.

**Position - Senior** **Cost Engineer**

Leads the activities in ensuring that costs of projects do not exceed the budgeted value

by bringing to attention as and when it occurs and take corrective action in conjunction

with the project management team.

* Validation of all project estimates after handover from Proposals along with Project Management
* Management of Cost and Expenses data in the designated project management software with clear schedules of when the expenses are likely to be incurred.
* Create a process of information flow with respect to each expense head, such as Equipment procurement, Logistics costs, Mobilization and demobilization of personnel, Material procurement and any other relevant costs.
* Set up tools for Project Commitments Management
* Cost Variance management and reporting
* Participate in project review meetings and provide any cost inputs as and when required by the members.
* Interface and provide clarification and guidance to the project engineers and Accounts and provide assistance wherever required.
* Analyzing project forecast / commitments and actuals, identifying shortfalls explain variances and liaising with Management for corrective action.
* Highlighting Overruns during Cost Coding commitments on a day to day basis.
* Create and Update Project Cash Flow.
* Invoices Approval and highlighting Vendor Payment Overruns
* Provide training and guidance to new/junior Cost Control personnel.

**November 2009 to September 2011:** **Worley Parsons, Oman.**

**Project: Amal Steam - Surface Facilities Detail Design & Procurement** with Petroleum Development Oman as client.

**Position - Cost Engineer**

* Developed tracking systems for various project costs
* Developed Project Cost Reports for company and client
* Provide project cost inputs to Corporate Cost Engineer and Project Manager
* Maintaining Project Cash Flow register
* Analyze variances in cost in respect of budgets vs commitments and reconciling back to cost systems
* Communicating variances in budget and providing recovery plans
* Maintain Project Variation Register and Change Order Log.
* Facilitating Change Meetings
* Liaising with Engineering Disciplines to identify Trends and Deviations and recommend corrective course of action
* Monthly Client - Invoicing per Contractual terms.
* Monitoring Cost for Procurement Services and related Cost Reports and Management Report inputs**.**
* Managing 3rd Party Reimbursable Services, related Purchase Orders, Costs and Vendor Invoices for payment.
* Client Invoicing for Procurement Invoices and managing incoming Bank Guarantees
* Controlling internal costs and reporting on non billable costs to management

**Project Control Engineer**

* Management of Engineering Deliverables Progress through system updates for CTR and Deliverable Management and liaison with Engineering HODs.
* Provide Inputs to periodic Management reports on IFC status for drawings, Man-Hour Reports.
* Monitoring Project Variation Notices and Change Order. Implementing Client Approved Variations in the progress tracking systems
* Training colleagues on systems and procedures
* Set-up & control PAAF system, controlling persons billing to project

**October 2006 to October 2009**: **Fluor Arabia Limited**

**Projects:-**

* **Saudi Kayan Petrochemical Project**, Al-Jubail, Saudi Arabia (Scope – EPC for U & O US$ 2.5 Billion)
* **Yansab Petrochemical Project**, Yanbu, Saudi Arabia. (Scope – EPC for U & O. $ 2 Billion)

**Position - Associate Project Controls Specialist**

* Physical Field Quantity Surveying
* Unit Price & Lump Sum Invoice management
* Sub-Contractor MTO management
* Initiate communications relating to clarification of quotations
* Review contractual documents on SOW and Method of Measurement guidelines and their implications

**June 1997 to August 2006 Kodak India Limited**

**Position - Business Support Officer**

In charge of tracking and monitoring Sales and Distribution Costs, Product launch budgets and Marketing Budget tracking. Reporting Status of S & D budgets, Costs and Sub-Contract Management. Providing business support to various Sub-Contracts. Responsible for all Cost reporting and other MIS related support to Regional Manager for HO reports. Analyzing and reporting Sales and Budget trends.

**January 1996 to June 1997 Bausch and Lomb India Limited**

**Sales Officer – Rayban Eyewear and Soft Contact Lenses**

Launch of Soft Contact Lenses in the optical trade and practitioners in tier-two cities and town of Eastern India. Managed wholesale trade through channel partners and tertiary sales through opticians in optical outlets in Eastern India.

**Jan 1994 to Dec 1995 Shaw Wallace and Co. Ltd – Kolkata, India**

**Position - Junior Executive – Sales & Distribution Management**

Joined as sales trainee and promoted to Junior Executive in charge of managing, forecasting and monitoring S & D Costs, Sales Promotion budgets and Vendor Management. Managed Sales and Distribution Costs for the Regional Sales Office and Institutional sales and Event management at leading on Premise points.

**Qualifications:** Bachelor of Science. University of Calcutta, India - 1993.

**Certifications:** Diploma in Computer Application

Certificate Course in Cost Engineering – 3Fold Training Institute (Approved Training and Testing Centre of AACE)

**Computer Skills:** MS-OFFICE Suite. Advanced Excel user.

**Mile Marker –** **Fluor’s** Internal Progress Tracking Software (Access Based)

**InControl – Worley Parson’s** internal software for Progress and Cost - Tracking and Reporting.

References Will be provided if required.

Documents All necessary Qualification and Work related documents will be provided on demand.

**Personal Details:**

Date of Birth : 4th October’ 1971

Nationality : Indian

Driving License : Valid Indian and UAE driving Licenses.

Social Status : Married