**Miguel**

[**Miguel.323624@2freemail.com**](mailto:Miguel.323624@2freemail.com)

**CHEVRON Back Ground Information**

**Previous CAI’s:** MFZJ !MFZJ **Present:** MZOV

**Previous sponsors/managers**: Randy Harden (rarh); Ray Moravek (rgmo); Sharon Molnar (mlnr); Tommy Hamburg (jtha); Larry Oden (actr); Troy Orso (wtor); Rob Sebesta (rjse); Bas De Lange (bdbc); Chris Matzer (Chris.Matzer); Tracy Murrel (TMurell); António M’Bachi (mbfa); Robert Hobbs (obbs); Ezequias Chivango (chiv); Manuel Panzo (pmnl); Mark Henson (heml); Francis Bindel (fbin); Wayne Oakes Maersk Malongo Superintedent

**Core Areas of Experience**

* Logistics, Materials and Transports.
* Site Management.
* Information and Communication Technology.
* Document Control & Translation.
* Materials Coordination.
* Inventory, Stock, Resources and Warehouse Supervision.
* General Supervision and Coordination.
* Human Resources, Finance & Payroll.

**Profile**

I am a positive, high energetic and calm individual, with strong multi-tasking skills and with several years’ experience working for large multi discipline organizations.

My oil industry experience has been both onshore & offshore, with a track record of effecting change.

I am personally committed to any position I hold. HES standards and the company/team as a whole is important to me so I believe that a hand’s on management style with the ability to communicate effectively at all levels is essential in any environment.

Managing, training and mentoring a diverse range of multi-cultural personnel from basic through to advanced and inspector levels, in addition to the collaboration with clients, contractors, executives, government officials and authorities at all levels, has given me a vast and varied experience.

**Objective**

I am seeking a position that leverages my international field experience and allows me the opportunity to use that experience to benefit the organization.

I feel that I can confidently liaise with senior management to verify that all objectives and deliverables are achieved on time and within budget with no harm to personnel, plant or equipment.

**Professional Experience**

2012/present – **MCP Materials, Traffic & Logistics Advisor.**

To SASBU/MCP**,** for Chevron Petroleum, in Cabinda, Angola.Elaborate MCP projects logistics planning. Following and monitoring all Chevron MCP’s and subcontractors’ relevant content on IMA’s (International Master Agreements) to assure alignment with Materials teams work practices in Angola and all current government regulations. Following and monitoring project teams and all subcontractor’s materials/parts freights and importation and export of materials to assure all current procedures and policies are followed. Provide oversight and leadership to MCP’s contractors, subcontractors and logistics service providers to ensure compliance with CABGOC shipping guidelines, Angolan importation regulations and other legal requirements that may impact execution of projects. Monitor Project and subcontractor's execution activity to ensure compliance to approved logistics plans. Monitor Projects Vessels relevant movements. Work in conjunction with CABGOC Traffic Department to contact the applicable Angolan entity, to obtain special project exemptions, permits and licenses for materials. Certify legal, customs and other local authorities and governmental compliance. MCP’s Cost control. Represent MCP in development or revision of Logistics processes in CABGOC/SASBU. Participate in identification of West Africa logistics risks and development of mitigation strategies.

2012 – **Senior Document Control Coordinator (Multitasked and temporary Position).**

To CABCOG’s Production Maintenance**,** for Chevron Petroleum, in Cabinda, Angola. **(Transitory position (not expat) in Simultaneous with CDT (CABGOC DOCUMENT TURNOVER) pilot project assessment).** Provide on-site regional support to the project team members both onshore and offshore in Malongo, Angola. Evaluate, manage and comply with Company Document Control processes and procedures. Responsible for quality control of project field documents by Company and information exchange and archiving in the Project Document Management System. Advise project team members of the level of compliance regarding project procedures for field documents. Responsible for training project members on project systems. Develop and maintain project forms. Responsible for electronic and hard copy documents. Providing IT support to all project.

2010/2011 – **Document Control Coordinator (Multitasked Position).**

To FARM Project - MCP (Major Capital Projects)and AAGM Dept, for Chevron Petroleum, in Cabinda, Angola. Provide on-site regional support to the project team members both onshore and offshore in Malongo, Angola. Evaluate, manage and comply with Company Document Control processes and procedures. Responsible for quality control of project field documents by Company and Contractor for eRoom information exchange and archiving in the Project Document Management System. Advise project team members of the level of compliance regarding project procedures for field documents. Responsible for training project members on project systems. Develop and maintain project forms. Responsible for electronic and hard copy documents. Providing IT support to all project.

2010/2009 – **Inventory Manager.**

- **SAP System Support Supervisor (Multitasked Position).**

Working for Repsol, In UNAR-PCL (Unidad Algeria –Purchasing, Contracts and Logistics) Algeria, Contractor For Triple EEE, Malaysia. Managing all Logistics from and to the Stock Locations (Human and material) across the desert. Negotiating with clients, contractors, Engineering Department, all project based company’s executives and local authorities at all levels. Elaborating Job descriptions and the daily operations regarding all Inventory and Stock Management. In charge of all informatics system movements and transfers. Controlling, monitoring, supervising and supporting all data, users and software operations.

2009/2007 – **ICT Support Analyst Logistics** **(Multitasked Position).**

- **Materials and Transport Coordinator**.

**- Inventory and Stock Coordinator.**

As a contractor to SWIFT to MCP-ICT (Major Capital Projects) Dept, for Chevron Petroleum, in Malongo, Angola.

Coordinating and maintaining all users and equipment operations, both Software and Hardware. Supporting, backing up and managing all network usage of all projects within MCP. Supervision of all human and materials resources, integrating logistics: (Materials, transportations and personnel control and coordination). Supervision of the Warehouse and Stock inventory, as well as all reception, delivers of equipment, personnel and cargos contents for the necessaries locations (Off or On-Shore), by using available air/land/sea transportation.

2007/2006 **– ICT Support Analyst (Multitasked Position).**

**- Logistic/Materials/Transports and Human and Financial Resources Coordinator.**

Working for SAIPEM on “Farm Upgrade Project ” for Chevron Petroleum in Republic of Congo & Angola.

Interface with all the users, software, hardware and operations in the Project.

Supervision of all human and materials resources and integrated logistics (stocks and inventory, transportation, personnel and equipment,

task forces and cargos (either Off and On-Shore) control.

2006/2005**- Logistic/Materials/Transports and Human and Financial Resources**

**Coordinator (Multitasked Position).**

Construction / Hook up and Commissioning for SAIPEM in the Gas Valorization

Platform in AMENAM Project in Nigeria. Supervising job descriptions and all Logistics.

Bridge between all intervenient non technical in the project. Negotiating with local

authorities. Coordinating and supervising finance, recruitment, payrolls, scheduling and

Stock Inventory.

**Foreign Languages**

* PORTUGUESE: Mother Tongue.
* ENGLISH: Written and spoken fluently.
* SPANISH: Written and spoken fluently.
* FRENCH: Written and spoken fluently.
* ITALIAN: Comprehension and some speech.

**Information and Communication Technologies** (Computers ICT Degrees/Certifications)

* All Windows environments (2003, XP, VISTA and 7): All Office applications and releases since 2003; eRoom; Sharepoint; Documentum; E1/eProcurement; VPRM (Integrated resource management Software); SAP; Coreworkx; Navis; Autodesk/Autocad; Acrobat Professional; Mclaren Docloader; Livelink; DocTrax; Volo View Express; CADP System; MS DOS;
* Hardware Technician Held by NHK;
* Several Software/Hardware and Internet supports certificates such Cabling, Networking and Media.
* ICT Coordinator Held by Chevron ICT Global.
* PC Coordinator Held by Chevron ICT Global.
* Expertise in MCTS    (Windows Vista Configuration).
* MCITP   Windows Vista Enterprise Support Technician.

Note: (Suggestions about certification, formation and courses are always welcome).

**Professional/Safety/Specialized Qualifications**

* OPITO Offshore Survival Certificate BOSIET (No 9669)
* Breathing Apparatus Wearer
* IIF (Injury and Incident Free) Train de Trainer Certificate (5 days Length held by JMJ Associates)
* Chevron’s Ethical and Business Certification.
* Boat Transfer, Swing Rope and H2S Compliance.
* Foundation Certificate in Health & Safety in Workplace.
* Financial Advisor Held by Deutsche BANK AG.
* Manual Handling, Noise Awareness and Team Working Certification.
* BLS & AED Course – Issued By Medical Department Malongo Base.
* Chevron’s WORK SAFETY LEADER CERTIFICATION.