**VIKAS**
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 **SR. SUBCONTRACTS / PROCUREMENT SPECIALIST
Contracts Management – Management of Procurement Budget – Process Improvement**

Progressive career and accomplishments combined with resourcefulness and well rounded experience in developing and implementing strategies that drive cost reductions, continuous improvement and exceptional ability to excel under pressure. A “hands-on” leader with the ability to communicate and relate with all levels of cross-functional departments. Seasoned in the supply chain management function of a fortune 500 company.

**PROFESSIONAL HISTORY**

**Lamprell Energy Ltd.,**

***Senior Buyer / Subcontract Coordinator***

**November 2014 – Till Date**

*Lamprell is a leading provider of fabrication, engineering and contracting services to the offshore and onshore oil & gas and renewable energy industries, who have an international reputation for building complex offshore and onshore process modules as well as fixed platforms and topsides, holding leading market positions in the fabrication of shallow water drilling jack up rigs, multi-purpose lift boats, land rigs, and rig refurbishment projects.*

**CORE FUNCTIONS**

Prepared, negotiated, awarded and administered multiple, complex, high level Subcontracts Agreements (SA) and Master Service Agreements (MSA) which includes:

* Overseeing and participating in subcontract negotiation.
* Developing and maintaining strong business relationships with internal and external subcontractors
* Oversee the management of subcontractors to meet all subcontract requirements including managing schedule, technical and quality requirements
* Measuring the effectiveness and performance of supplier/subcontractors across the business based on financial & technical performance
* Ensuring subcontract compliance with Company policies and Public Laws
* Performing supplier risk assessment, identifying potential risks and impacts and developing mitigation plans

**TASKS & RESPONSIBILITIES**

* Reviewed, amended, denied, and approved requisitions, as appropriate.
* Identified potential vendors, prepared Request for Quotations (RFQ), Requests for Proposals (RFP), conducted technical clarification meetings, obtained bids, prepared and evaluated bids and negotiated with suppliers.
* Awarded and administered high level and complex SA and MSA through completion.
* Monitored supplier performance for cost, schedule and compliance with associated terms and conditions.
* Assisted in developing Statements of Work, identifying sources and in performing overall procurement acquisition planning for the project by developing needs analysis and forecasting for programmatic procurements.
* Resolved contractual issues by Interacting with various requestors, suppliers, senior level management personnel, etc.
* Prepared contract modifications, administrative change orders & supporting documents for contract actions including termination.
* Supported procurement initiatives and strategic sourcing; strived to achieve continuous improvement in procurement process.
* Reviewed completed agreements to determine all contractual actions are satisfied, there are no pending administrative actions, file documents are signed, there are no litigation actions pending & contract is complete in every respect & ready to be closed.



**McDermott International Inc.,**

***Lead Procurement Specialist***

**May 2004 – September 2014**

*McDermott is a leading engineering, procurement, construction and installation (EPCI) company focused on executing complex offshore oil and gas projects worldwide with fabrication facilities in Americas, Caspian, Asia Pacific and Middle East and committed to delivering outstanding service for clients across the Arabian Gulf, India and Caspian Sea supporting Greenfield and Brownfield development.*

**CORE FUNCTIONS**

Performed the procurement activities in accordance with company’s policies, procedures and ethical standards to ensure that:

* The project materials, equipments & services are purchased in accordance to the project standards, codes and specifications and in line with project budget and schedule.
* The procurement tasks and activities are performed to acquire technically conforming products and services at competitive costs from project approved vendors.
* Interface internally with Engineering, Project Management Teams, QA/QC, Accounting and Bids & Proposals. Interface externally with Vendors.
* Reviewing engineering and vendor deliverables to Procurement to ensure completeness.

**TASKS & RESPONSIBILITIES**

* Executed the procurement for major project packages ensuring that the company’s protocol and ethics is maintained and that a fair and equable bidding process is implemented. This includes –
1. Reviewing the nominated vendors for specific packages to ensure that both the Project Approved Vendors and Company Nominated Vendors are included for sending out the RFQ.
2. Reviewing the requisitions and RFQs to ensure that it fulfills all the criteria for the project such as extent and scope of the project, detailed design requirement, award criteria, submission instructions, etc.
3. Managing the bid opening process in accordance with the Company Procedures and ensure that the Commercial Bid Evaluation process is completed well within the project timeframe.
4. Liaising with Engineering, to ensure the Technical Bid Evaluation process is completed in accordance to the procedure and schedule.
5. Managing Vendor Technical clarifications and negotiating for the best possible project discount.
* Managed the Purchase Order process ensuring that all commercial, legal and technical queries are resolved and that the changes in the Purchase Order scope, quantity or price are approved in accordance with the Company procedures, project requirements and Delegated Authority Matrix.
* Supported the Purchase Order close-out process following the delivery of all the goods and services under the Purchase Order and the submission of all required documentation. Close out includes ensuring all payments have been made to the vendor and that a performance assessment of the vendor’s performance in executing the Purchase order is completed.
* Extensive experience in the acquisition of major engineered equipments, tagged items and bulk commodities with an annual spend exceeding $10 million.
* Provided assistance to project staff in material sourcing, testing, technical support and vendor relations.
* Led and supplied cost estimates and proposals worth $15 million through 2013.
* Drafted bid specifications and requested bid proposals from vendors - project to project basis.
* Vendor visits on a planned basis to keep abreast of their new products, processes and capabilities in delivering certainty to the project requirements.
* Assisted the project expeditors in the expediting process to resolve technical clarifications, commercial clarifications and post order conflicts to ensure the deliverables are met in track with the project schedule.
* Audited suppliers to ensure suppliers meet all company standards, resulting in improved matching of packaging standards and specifications.
* Liaised with Engineering and vendors, including technical meetings to establish technical acceptability of offers in line with contract requirement.

**EDUCATION & TRAINING**

* MBA, Operations Management, Indian School of Business Management and Administration, Mumbai, India.
* BBA, Project Management, Indian School of Business Management and Administration, Mumbai, India.
* Certified Purchasing Professional (CPP), American Purchasing Society.
* Project Management Professional (PMP), Project Management Institute.

(Completed the 35 hrs training. Exam yet to be undertaken.)

* Supervisory Management Skills, Spearhead Training, Dubai.
* Planning & Organizing Skills, Spearhead Training, Dubai

**MAJOR PROJECTS WORKED ON**

* ARAMCO MANIFA PROJECT • ARAMCO KARAN FIELD DEVELOPMENT PROJECT
* ARAMCO LTA QATIF PROJECT • ARAMCO KARAN-45 PROJECT
* ARAMCO ABU SAFAH PROJECT • ARAMCO SAFANIYA PHASE-1 PROJECT
* ARAMCO SAFANIYA PHASE-2 PROJECT • ARAMCO 3 PDMS PROJECT
* ADMA OPCO ZAKUM PROJECT • ADMA OPCO UMM LULU PHASE-2 PROJECT
* KJO RATAWI PROJECT • KJO HOUT GAS PROJECT
* ONGC CLUSTER 7 PROJECT • ONGC HRD PROCES PLATFORM PROJECT
* ONGC HRP-II PROJECT • DUBAI PETROLEUM PROJECT
* CHIRAG OIL PROJECT • ZADCO UZ-750 PROJECT
* ENSCO 140/141 PROJECT • SHELF DRILLING KRATHONG PROJECT
* SHELF DRILLING CHAOPRAYA PROJ. • NDC AL GHARBIA PROJECT
* NDC AL HUDAIRIYAT PROJECT • NDC AL LULU PROJECT
* STATOIL – RIG HAVEN (Master Marine) • SCOTTISH POWER – EAST ANGLIA