GANESAN

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| Email: [ganesan.388086@2fremail.com](mailto:ganesan.388086@2fremail.com) | |

CAREER PROFILE

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| Worked with PAE Government Services, which performs O&M projects / Construction Projects for Department of State / Department of Defense in Iraq / Afghanistan and Africa. I am a focused and results-oriented Subcontracts Management professional demonstrating strong knowledge that enhances performance and contribute to overall business success. Meets deadlines, possesses excellent interpersonal and communication skills, works with a high level of multicultural awareness and adaptability. Experienced Office Manager with a strength in managing multiple projects simultaneously and fostering a cohesive staff. | |

CORE COMPETENCIES

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| * Federal Acquisition Regulations (FAR) * Procurement Compliance Leadership * Strategic Contract Negotiations | | * Standardization of Procurement Improvements * Complex Problem Resolution * Strong Decision-Making Skills |

PROFESSIONAL EXPERIENCE

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| 2017- Jan 2019  2009 - 2017 | Sr. Contracts Administrator (Contracts Lead for Iraq & Afghanistan programs), *PAE Government Services (Dubai, U.A.E)*   * Perform risk analysis and develop mitigation plans and develop solutions to problems utilizing ingenuity, creativity and innovation. * Ensure efficient administration of all subcontracts to include required documentation, negotiations, correspondence, certification, financial reporting and product & service delivery for complex & large subcontracts. * Liaise with Contracts Management for appropriate interpretation of Prime Contract and negotiate with suppliers & subcontractors confirming compliance with provisions & flow down clauses. * Serve as subject matter expert on subcontract interpretation. Consult with the appropriate capture/program managers to assist in the development of short and long-range subcontracting strategies. * Support subcontracting plan initiatives with small businesses as required. * Effectively manage team of five direct reports in meeting the overall objectives of the company   Contracts Administrator, PAE Government Services (Dubai, U.A.E & Baghdad, Iraq)   * Responsible to conduct market research, pre-screen, hire, and deploy qualified foreign and domestic subcontractors to assist the Iraq Embassy program. * Served as the focal point for solicitation / price evaluation / negotiation / source selection and recommending the best solution for program’s requirements. * Risk identification and resolving matters of disagreement between PAE and the potential subcontractor. * Successfully implemented, negotiated and executed Service Agreements for major requirements such as Security, Labor, Generator Repair, Housing, Construction, Heavy Equipment & Vehicle Lease Service and Freight Forwarding. |

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| 2006 - 2009 | Store Manager, *Green Beans Coffee Company (U.S. Embassy, Baghdad Iraq)*   * Responsible for the monitory transactions of the business, hiring, training, supervising, promoting of staff as required. * Interacted with customers to obtain feedback regarding both items offered on the menu and service to the customers. Maintaining quality control. * Advertised and marketing the café, planning new campaigns to attract customers. * Met with vendors and salespeople to order various food and supplies. |
| 2000 - 2006 | Six years of experience in the Hospitality industry *(India and Kuwait )* |

ACADEMIC ACHIEVEMENTS

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| January 2018  2015 to 2017  1997 to 2000 | Currently pursuing PMP (Project Management Professional) Certification – *Project Management Institute (PMI), PA, USA*  Master of Business Administration (MBA) in Operations and Supply Chain - *Middlesex University, Dubai, UAE*  Bachelor of Business Administration - Madurai Kamaraj University, Madurai, India |
| 1997 to 2000 | Hotel Management and Catering Technology - Annai Fathima Institute of Hotel Management, Madurai, India |

ADDITIONAL PROFESSIONAL COURSES:

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| * SPSM (Senior Professional in Supply Chain Management) * Simplified Acquisition Procedures | | |
| ADDITIONAL SKILLS & INFORMATION   |  |  |  | | --- | --- | --- | |  |  |  | | * Languages-English, Tamil, Hindi, Telugu, Malayalam * Computer Skills includes Microsoft Office XP, Citrix Dynamics, Costpoint     *References provided upon request* | | | | | |