GANESAN

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| Email: 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
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PROFESSIONAL EXPERIENCE

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| 2017- Jan 20192009 - 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.
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| 2000 - 2006 | Six years of experience in the Hospitality industry *(India and Kuwait )*  |

ACADEMIC ACHIEVEMENTS

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| January 20182015 to 20171997 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
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| ADDITIONAL SKILLS & INFORMATION

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| * Languages-English, Tamil, Hindi, Telugu, Malayalam
* Computer Skills includes Microsoft Office XP, Citrix Dynamics, Costpoint

 *References provided upon request* |

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