

SREEJA ANN VARGHESE, CIPP/CIPM, CBCP

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Objective: Exploring challenging assignments in leading Procurement & Contracts Management/ Business Development roles, utilizing the rich skill & experience earned so far, to result in Comprehensive Growth.

Procurement & Contracts Management Specialist

Forecasting & Budgeting | Risk Management

Synopsis: High caliber, result-driven & achievement-oriented professional, **Certified** in Procurement from **IPSCMI, USA** offering **14+ years** of enriched analytical skills and multifaceted experience with in-depth technical expertise to provide strategic directions and spearhead key business functions, including Forecasting & Budgeting, Procurement (S2P, P2P, master data management, material planning), Contracts Risk Management, , HSE Projects Management, Corporate Reporting, SAP Super User and Risk Management, while applying industry best practices, enabling Business Continuity & deliver best results, adhering to deadlines and service levels, while operating in challenging & competitive multi-cultural global business environment.

CORE COMPETENCIES

Strategic Planning & Management

HSE Procurement & Sourcing

Corporate Reporting

Budgeting & Forecasting

Materials Management

Tender & Bid Management

Project Management

HSE Systems Management

Performance Tracking/Reporting

Contract Risk Management

Materials Management

Process Audit & Compliance

Vendor Management

Teamwork & Leadership

ACCREDITATIONS

- **Certified CIPP/CIPM Professional, IPSCMI, USA**
- **Certified Good Practice Guidelines** from Business Continuity Institute (Merit)
- **NEBOSH Certified for Fire Safety and Risk Management** (Credit)
- **Certified OSHAS 18001:2007 Internal Auditors** (Safety Management Systems)

EXECUTIVE SYNOPSIS

- Prowess in **Procurement Management**, with profound knowledge of procurement process lifecycle management and procurement planning P2P, frame strategic direction of Procurement activities related bidding process, sourcing, ordering, inspection, reporting, expediting, inventory and timely logistics delivery, thus strengthen the value chain to attain next level of excellence.
- Well-honed expertise in **Contract Management**, ensuring the regulatory, market and operational risks are addressed using **RBS** and risks are treated and monitored, handling contracting activities spanning PR to PO cycle, tendering, safety bid review, negotiation with suppliers, identifying and sourcing vendors, thus improving cost savings initiative and also ensuring **Business Continuity** in terms of contingency.
- Broad-based experience in **Departmental Budgeting & Forecasting**, with proficiency to prepare/develop annual budget & forecast for the present and upcoming financial year, cost optimization consultation in line with Corporate Business Plans.
- Skillful in **Financial Analysis & Modelling**, monitor operating expenditure, maintain monthly and yearly accruals, capital expenditure spending and purchases to ensure effective utilization of the budget and experience in streamlining **Business Operations**.
- Profound expertise in **Performance Tracking, Reporting and Database Administration**, facilitating strategy development for performance improvement, reassessing the performance tracking models and safety systems, managing HSE Action Tracking System, generating reports and trends, generating statistical information, perform trend analysis from recorded HSE data for training, identifying loophole and areas of concern to facilitate decision-making by management to meet/exceed requirements of business.
- Comprehensive experience in **Project Management** to design and manage projects according to schedule over the complete project lifecycle to ensure timely project execution and delivery, satisfying all concerned.
- Adept in managing **HSE KPIs** including leading and lagging indicators and coordinates the Management of Change (MOC) within relevant business units and departments following HSE objectives, guiding team members in maintaining HSE regulations, incident reporting follow-up, and assist in the write-up with regards to the organization's operational matters, organize various HSE inspections and meetings for employees and contractors periodically.
- A proactive & detail-oriented **Team Player**, with high mentoring ability with potential to lead junior team members in managing business exigencies, as well as analytical & problem-solving aptitude along with innovation, negotiation, decision-making, multi-tasking, communication and interpersonal skills.

PROFESSIONAL EXPERIENCE

Dolphin Energy Ltd, West Bay, Qatar

Feb 2006 – Jul 2019

Key Accountabilities:

As HSE&S Officer – Compliance, Jan 2013 – Jul 2019

- Preparation/development of annual budget and forecast for the present and upcoming financial year, rendering detailed consultation for cost optimization based on Corporate HSE&S and Field HSE&S Annual and Five year business plans.
- Focused on optimizing operating expenditure based on monthly and yearly accruals including the declaration of cash calls, verification of expenditure on HSE Training, and settlement of invoices with accuracy.

- Preparation of departmental financial reports, cost and variance analysis reports, verification of expenses not charged or transferred to other accounting codes, and documentation of client financial performance reports.
- Assessed the status of service agreements, expiry, and availability of budget. Managed procurement of direct materials, focus on inventory replenishment of call-off orders, and work on the reservation of stock items (PPE, critical spares & chemicals).
- Rendered product specifications for SAP entry, cost element, the scope of work, justifications, bid evaluations for LTSA Contracts, and proposed vendor detail to P&C Department.
- Issued purchase orders in response to RFQs and RFIs for material requirements, obtaining quotations, bid submissions, post review of product specifications, critical equipment supply and ensure insurance contracts are in place for third party oil spill response contracts to avoid regulatory, environmental and operational risks.
- Verified master vendor and assist with vendor registration for new suppliers, supplier performance assessment and material creation based on the company's policies of trade ethics and implemented local procurement of good and services.
- Created and managed SAP requirements in various modules such as Materials Management, Plant Maintenance and Human Resources.
- Administration of database (HSE Action Tracking System, Incident Management system) and organized training sessions for the staff and SME on the system. Render trend analysis for the regulatory organizations on outstanding actions.
- Corrective Action Tracking, monitoring incident investigation reports, changes in QHSE policy, procedures and performed Fire Safety Inspections, Task Risk Assessments, HSE Audits on Contractors to ensure compliance to company's HSE Procedures.
- Assessed safety aspects generate monthly and weekly reports of the HSE Contracts and Procurement status for the Head of Departments and Management.
- Developed and provided annual PTAI Benchmarking study data and relevant data for Corporate Sustainability Report. Update HSE issues relating to incidents, external shareholder audits, management of change undertaken.
- Framed strategic plans to develop and report corrective and preventive action status to Management and Regulatory external bodies to assess Inspection and Audit compliance.
- Guided the Business Continuity Management team in drafting and compiling BIAs, writing BC Plans and BCMS audits. Perform safety inspections, ergonomic assessments and prepare TRAs for office permits.

As Data & Systems Coordinator (HSE Department), Feb 2006 – Jan 2013

- Prepared and maintained updated Knowledge Management system database inputs to facilitate reports and trends required by the management.
- Generated statistical information, performed trend analysis from recorded HSE data for identifying loopholes, areas of concern to facilitate decision-making.
- Evaluated various corrective actions, incident investigation reports, measures, and changes in QHSE policy and procedures. Administered and maintained records in the system and generated templates to retrieve ad hoc reports from the system.
- Rendered training and support to the user groups of HSE Software systems within Qatar and UAE. Conducted skills training and training needs analysis for different user types.
- Set up customized training courses, safety tips leaflets covering a wide range of topics, conducted HSE Campaigns on various health and safety issues, drafted and presented training materials, aids, and worksheets for specific training needs for various modules of action tracking software applications.
- Organized HSES orientation (bilingual) and Near miss/WATCH training for new employees and visitors. Participated as Emergency Recorder and HSE Representative in the Major Emergency and Crisis Management Team.

Accomplishments:

- Achieved Budget Control and Cost Optimization targets by 10% to 12% for 3 consecutive years.
- Managed & controlled the budget and forecast requirements based on the Business Plan for 5 sections for both Qatar and UAE
- Optimized the annual budget Corporate HSE&S and Field HSE&S by 30% by negotiating with the vendors.
- Implemented ideas such as in-house refresher training and in-house maintenance of non-critical equipment hence cutting costs.
- Managed and organized the Annual HSE Contractor Forums for 3 consecutive years

PREVIOUS ASSIGNMENTS

Occidental Petroleum, Doha, Qatar , as Oracle Data Assistant (Supply Chain Department)	Sep 2005 – Jan 2006
Qatar Telecommunication (Ooredoo), Doha, Qatar , as Treasury Assistant	Jun 2005 – Sep 2005

EDUCATION

- **Masters – Computer Applications**, Bharathiar University 2005
- **Bachelors – Computer Applications**, Mahatma Gandhi University 2002

TECHNICAL SKILLS

- PL-SQL, SAP Modules such as PM, MM, HCM, Corrective Action Tracking Systems like KMS, Intelex, MS- Office, Oracle Business Suite R12, MS-Visio, MS -Project, Minitab, etc.

TRAINING

- Environmental Sustainability courses, Project Management Foundations, Taproot – Root Cause Analysis, Lean Six Sigma, Advanced Presentation Skills, Defensive Driving, Management of Major Emergencies (Onshore), Crisis & Emergency Management Plan, Advanced Basic Plus First Aid, CPR & AED, 7 Habits of Highly Effective People, and Stress Management.

PERSONAL DETAILS

Nationality: Indian | **Languages Known:** English, Hindi, Malayalam, and Tamil
Visa Status: Valid Resident Visa (under husband sponsorship)