

SREEJA ANN VARGHESE, CIPP/CIPM, CBCI

Abu Dhabi, UAE | +971 585977564 | +971 25544091

sreejavarghese@hotmail.com

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

Procurement & Contracts Management Specialist

Forecasting & Budgeting | Category Procurement | HSE Systems Management

Synopsis: High caliber, result-driven & achievement-oriented professional, having CIPP/CIPM certification from IPSCMI, USA, & offers **14+ years** of enriched analytical skills and multifaceted experience with proven track record to leverage vast domain knowledge and in-depth technical expertise to provide strategic directions and spearhead key business functions, including Procurement (S2P, P2P, master data management, material planning), Contracts Risk Management, Forecasting & Budgeting, 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)
- OSHA Certified Environmental Specialist (In Progress)
- PMP Certification (In Progress)

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, and logistics delivery, thus strengthen the value chain to attain next level of excellence.
- Well-honed skill 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.
- Extensive experience in streamlining **Business Operations** to ensure business continuity with strong functional knowledge and capability to optimize company functions for profitable business growth.
- 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** to ensure business continuity, with strong functional knowledge & capability to optimize opportunities for profitable business growth.
- Profound expertise in **Performance Tracking, Reporting and Database Administration**, facilitating strategy development for performance improvement, reassessing the performance tracking models and safety systems. Skilled in 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. Guide 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.
- Proficient in **Auditing Skills** and **HSE Evaluation of Supplier Documents** of Tender Bids, **Incident Investigation**, Preparation of Management Presentation of HSE Statistics and **Emergency Response Team Planning**.
- 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

- Involved in 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 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.
- Collaborated with various support teams related to the implementation of services, consultancies, repairs, purchases based on the budgetary allocations and preparation of Procurement Plan for each fiscal year in line with the business plan.
- 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.
- Coordinated activities related to the issuance of RFQs and inquiries, obtaining quotations and bid submissions post review of product specifications to ensure business continuity for 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 based on the company's policies of trade ethics and credibility.
- Functioned as the SAP Super User involved in creating and managing SAP requirements in various modules of Procurement (PO, PR, Contract Release Order and Agreement), Finance (SES, GRN) Materials Management (logistics, materials preservation, inventory, and goods receipt) Plant Maintenance (work orders).
- Involved in the administration of database (HSE Action Tracking System, Incident Management system) and organizing training sessions for the staff and SME on the system. Render trend analysis for the regulatory organizations on outstanding actions.
- Worked on various corrective actions, incident investigation reports, measures, and changes in QHSE policy and procedures in the system 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:

- Optimized the annual budget Corporate HSE&S and Field HSE&S by 30% by negotiating with the vendors.
- Rolled out ideas such as in-house refresher training and maintenance and calibration of non-critical equipment.
- Achieved Budget control and cost optimization targets by 10% to 12 % for three years
- 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, etc, MS- Office, Oracle Business Suite R12

TRAINING

- 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

Date of Birth: 14 Aug1980 | **Nationality:** Indian | **Languages Known:** English, Hindi, Malayalam, and Tamil
Passport No.: Z3835199 valid till Aug 2028 | **Visa Status:** Resident (under husband sponsorship)