***Covering Letter - Saud Al Raisi***

*Dear Sir,*

*I have over 23 years experience in the Oil / Gas industry and Civil Construction. Currently I work as* Support of Supply Chain (Procurement, Logistic & Warehouse) *with* ***Arkan Majan International*** *(Oman). My previous works were in* ***Abu Dhabi National Oil Company (ADNOC)*** *as Procurement Support* (*Qualification Engineer).*

*My experience includes fifteen years with the* ***Petroleum Development Oman (PDO)****, in a number of departments which included Technical production, construction, engineering, procurement, and budgeting and office administration.*

*My last position at PDO was as a Supervisor, In charge of Flow-lines Hook-up and Oil Delivery in the Southern Oman Engineering Department.*

*On leaving PDO I joined* ***PTTEP Exploration and Production (Oman)*** *as* ***Procurement and Logistics Officer*** *for one and a half years.*

*I left PTTEP for a more challenging and more rewarding job by joining with* ***OILEX Oman*** *as the* ***Logistics Officer*** *in Oman and I was working in this position for two and half years. I was looking after all requests for quotations, issuing of purchase and service orders for the procurement of goods and services and ensure prompt delivery to the field or Muscat office. I also manage the organizing and filing of all Contracts and agreements, In charge of the transport issues, such as light / heavy vehicles and equipment.*

*Please find attached my CV which I hope will be of interest to you.*

*I am a professional with good Administration, Communication and Multi technical disciplines (Mechanical, Electrical, Instrument and civil, Computers, budget skills, procurement and logistics (Purchases, Tenders, Bids, Contracts and Transport).  I am ambitious and eager to expand my work experience and look forward to any opportunity to be able to demonstrate that.*

*Thanking you for your kind attention and I hope to hear from you soon.*

*Kind Regards*

***Saud Al Raisi***

*GSM:* ***+968 97739029***

***Curriculum Vitae***

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| **1.** | **Personal Data** |  |  |
|  | Name | **:** | **Saud Saleh Al-Raisi** |
|  | Date of Birth | **:** | 20/11/1973 |
|  | Nationality | **:** | Omani |
|  | Marital Status | **:** | Married |
|  | Address | **:** | Muscat, Oman |
|  | Telephone | **:** | ***+*968-97739029** |
|  | E-Mail | **:** | raisisss88@yahoo.com  |
|  | Notice Period- | **:** | TBA |
|  |  |  |  |
| **2.** | **Qualifications** | **:** | **Academic / Professional** **(Certificates)** |
|  |  |  | 1. HNC - Mechanical Engineering.

 Business & Technology Education Council – United Kingdom (1989 – 1993)).1. HND – Electrical Diploma. (Oman Industrial College (1986 – 1989)).
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| **3.** | **Career Profile** | **:** | Fifteen years with  **Petroleum Development Oman L.L.C.** |
|  |  |  | Engineering Supervisor, In charge of Wells Flowline Hook-up and Materials. Reporting directly to the Engineering area Coordinator Manager in the company. |
|  |  |  | One and half year with **PTTEP Exploration and Production (Oman)** asProcurement and Logistics Officer. |
|  |  |  | Two years and Six months with **Oilex Oman Limited** as Logistics Officer.Four years with **Abu Dhabi National Oil Company (ADNOC)** as Procurement Support (Qualification Engineer).At Present with **Arkan Majan International** as Support of Supply Chain (Procurement, Logistic & Warehouse). |
| **4.** | **Job Responsibilities / Achievements**  | **:** | Professional History |
|  | Oct’89 – Apr'05 |  | Graduated & Worked with **Petroleum Development Oman L.L.C.****Oct'93 – Sep'97****Material controller** in Engineering Department. * Develop flow line and well hook-up material requirements via SABRI DATA FLOWLINE program.
* Pro-active on monitoring the materials shortages and liaisons with supply for timely delivery of materials.
* Searching and providing the alternatives materials for timely well hook-up commissioning.
* Establish and maintain as-built files for well hook-ups per field.
* Visit flowline construction work sites on construction activities.
* Maintain and improve job orders filing system for well hook-ups.
* Pro-active on implementation of Service Contract of Material Administration System (SCOMAS).
* Maintain up to date files for well hook-up standard drawings.
* Liaisons with contractor and supply department for issuing well hookup materials for timely completion of well hook-ups and flowlines.
* Understand the hook-up piping drawings and the piping class.
* Maintain up to date MOVEABLE system for well hook-ups.
* Keep up to date records for flowlines commissioning and issuing of flowline data sheet to EPMARS (Engineering Production Maintenance Analysis Record Sheet System).
* Understand PS-5 (Project Scheduler System) program for flowline projects.
* Understand the project cycle process.
* Prepare monthly flowline requirements based on short tern drilling sequence.
* Assist interior project engineers for materials ordering and tracking.
* Write scope of word for flowlines and well hook-ups.
* Actively involved in identifying the redundant materials for well hook-ups to make savings on well hook-ups.
* Assist engineering section for materials ordering and tracking.
* Understand of EWMS (Engineering Work Maintenance System).
* General understanding of the CMEI Structure and process.
* Supervision in Production Stations shutdown and supervising the Drain line modification job included flushing and welding of the new modified piping.

**Oct97 – Dec'98**Flowline Engineer in flowline & well Hook-up.* Developed, Forecast, update, order & purchase materials requirement.
* Supervise & write scopes of construction activities
* Update PS-6 program system for budget.
* Supervision of assigned service contractors.
* Read & Understand ERDs.(Engineering Reference documents), construction drawings and MTO materials take off.

**Jan'99 – Apr'05****Projects Coordinator:*** Overall flowline hook-up process custodian and Responsible.(planning, Management & Budget control):
* Planning and executing new flowline and well hook-ups.
* Responsible for flowline replacement under "No leak Policy".
* Plan and execute well hook-up long term drilling sequence.
* Pursue use of redundant materials for flowlines and hook-ups and saving budget.
* Manage and report fllowine budget CAPEX / OPEX (Capital / Operation).
* Management of the flowline hook-up activities.
* Budget management and control.
* Initiate flowline authorization & provide final flowline & hook-up proposal
* Prepare brief scope for survey with location layout and proposed flowline and overhead line route and issue survey request with bid submission.
* Expedite and obtain the route approval and technical approval on survey drawing from other engineers in the section.
* Prepare bidding package upon approval of survey drawing.
* Issue materials for timely completion of well hook-ups.
* Schedule & supervisor flowline and Overhead line installation to meet hook-up target.
* Monitor rig movement and well hook-up commissioning to meet the target.
* Report weekly and monthly progress to the management.
* arrange all scopes and materials:
* Transformers with high voltage.
* Beam pumps, screw pumps and ESP electric submersible pumps.
* Electric Motors and MCP motor control panels.
* RPC rod pump controller and RTU remote transmission unit.
* Pressure gauges and pressure transmission and switches.
* Pigging system and intelligent pigging.
* Diesel generators and tanks.
* Piping and Over head lines.
* Shutdown and trouble shooting.
* Team leader of Material resource section of engineering
* Focal point and trainer of SAP system of engineering.
* Long term planning and update of station manifold slots.
* Construction supervision of contractors.
* Authorize, Issue and close job orders to contractors and order materials.
* Survey drawings and approving construction scope of work, drawings and layout as per STDs (Standard Drawings).
* Projects focal point and supervisor of LLRTP (Long Length Reinforcement Thermo Plastic Pipes), MSV (Multi Slots Valve) and Redundant Materials.
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|  | Apr'05 – Jun’07 |  | **Procurement and Logistics Officer** with PTTEP Exploration and Production (Oman):* Issues purchase/ service orders to the vendors.
* Bid for tender (MOG tendering)
* Deals with the [purchasing](http://en.wikipedia.org/wiki/Purchasing), [transport](http://en.wikipedia.org/wiki/Transport), [storage](http://en.wikipedia.org/wiki/Storage), [distribution](http://en.wikipedia.org/wiki/Distribution_%28business%29) and [warehousing](http://en.wikipedia.org/wiki/Warehousing) of raw materials, semi-finished/work-in-process goods and finished goods.
* Managing all these activities efficiently and effectively.
* Able to apply logistic principles to the development, evaluation, and improvement of system support and maintenance.
* Understand & enter logistics data into a management information database.
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|  | Jul'07 – Feb'2010 |  | **Logistics Officer** with Oilex Oman Limited:**1) Contracts:**- Invitation for tendering, Prequalification’s, LOI, LOA.- Technical and Commercial tenders opening with MOG.- Pricing evaluation and approved tenders from MOG.- Contracts registering.- Insurances, guarantees and parent guarantees updates.**2) Procurement and Purchasing:**- Request for Quotations, controlling and issuing (SO/PO/CO) Service Orders / Purchase Orders and Call Off for all products (Mechanical, Electrical, Instrument and Civil…etc.).- Register all purchase, rental material/equipment & keeps tracking in purchase data system.- Keeps tracking system for all drilling equipment and maintenance at site.- Clear invoices for payments and submit the final documents to finance.- Update and maintain inventory control management system.- Liaise with local and international suppliers in overall process.**3) Transportation:****-** In charge of the transport issues of light / heavy vehicles and equipment.- Provides drilling site requirement for all heavy equipment.- Mob / Demobilizations of the equipment.- In charge of all office vehicles.- Clear or Complete all Custom duties documents such as Statistical import/export and other related business with Directorate General of Customs with boarders. |
|  | Feb'2010 – Dec’2013Feb’2014 - Present |  | Abu Dhabi National Oil Company (ADNOC) as Procurement Support (**Qualification Engineer)**:* Qualify Suppliers (Vendors, Manufactures & Contractors), who applies for business with ADNOC groups.
* Reviews requests for registration/prequalification from suppliers and coordinates all tasks in completing the registration/prequalification process.
* Reviews suppliers' submittal including questionnaire, product catalogues, company profiles, financial data, quality control manuals and other related documents to identify/evaluate products and services offered by the vendors/suppliers. Coordinates technical review of registration/prequalification submittal with users, where necessary.
* Reviews the pre and post commitment performance reports on suppliers and initiates suitable follow-up measures.
* Prepares and updates the list of product groups and/or work groups for which the supplier has adequate capabilities to meet ADNOC's requirements. Compiles the formal supplier evaluation report for review/approval by SPQC.
* Assists the Head of Department in carrying out the coordination and analysis of activities.
* Ensures that an efficient computer based system **(Commercial Directory- MAXIMO)** is in operation and participates in the establishment of a reference library for the Division.
* Participates in SPQC meetings and in site surveys of supplier facilities as required.
* Act as secretary of SPQC.
* Oversees the input of supplier data into the database to ensures the computerized registration / prequalification system is efficiently operated, recommending enhancement to the system
* Coordinates the conduct of product presentations/seminars.
* Ensures that approved suppliers abide by the rules, regulations and laws of UAE Government.
* Prepares management reports on supplier registration/prequalification and performance monitoring activities of the section; issues these reports periodically for management review.
* Participates in conducting commercial evaluation of tenders in line with ADNOC regulations (Bids Opening).
* Coordinates with ADNOC Group Companies Registration focal points to ensure that the Unified company registration system is functioning properly.
* Coordinate with Department of Economic & Abu Dhabi Chamber of Commerce & Industry to ensure the latest policies requirements for Abu Dhabi Local Companies are updated and functioning properly in company registration system.
* Coordinates **MAXIMO** business cycle related matters with IT and end users.
* Certified as Team Member for Unified Pre- qualification Procedure with ADNOC groups.

**Arkan Majan International (Oman)** as Support of Supply Chain:* Supporting three departments (Procurement, Logistics & Warehouses).
* Deployed demand driven Supply Chain strategy, processes that supports operational and the businesses long range plans.
* Working closely with business leaders and their teams to achieve operational objectives in cost, quality, delivery and inventory turnover.
* Develop and challenging resources to improve performance through systems utilization and process improvement.
* Leading and improving demand planning to align financial, operational and material plan.
* Leading and improving Material inventory Management best practices including planning, purchasing Methods, Warehouse Management and advanced replenishment methods.
* Improved distribution and logistics practices and network optimization including trade compliance (Import/Export), Distribution and transportation Management.
* Responsible for maintaining scorecard of relevant local and international suppliers in the key categories such as quality, delivery and costs.
* Developed and implemented continuous improvement plans corrective actions as needed.
* Coach and mentors the team to improve engagement with key stakeholders and established communication channels between the cross functional teams.
* Organizes and prioritizes work assignment to complete all assignments and tasks on time with quality and demonstrate the ability to anticipate problem areas in advance.
* Defining resources needs and works within budget and staffing parameters to accomplish objectives for area of responsibility
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| **5.** | **HSE** |  | **(Health, Safety & Environment):** |
|  |  |  | - Vehicle Check Campaign- Safety Meetings.- Tool Box Talks.- Quality inspections.- Camp inspections.- Production Station inspections.- Attended all mandatory and recommended courses. |
| **6.** | **COURSES** |  | **Local and Overseas courses.** |
|  | **Local attended courses at Oman various institutes**  |  | 1. Safety Induction.
2. Driver Skills.
3. Fire Extinguisher.
4. H25 awareness And Escape.
5. Industrial First Aid.
6. Permit To Work.
7. Communication Skills.
8. Report Writing.
9. Microsoft Windows.
10. Problem Solving.
11. Organizing Your Own Work and Time.
12. Working Assertively.
13. Introduction to Supervision.
14. English for Technical Disciplines.
15. Gathering Station Operations.
16. Production Development and Operation.
17. Welding.
18. Seven Habits.
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|  | **Overseas attended courses**  |  |  1) Basic Production Oil field. (Holland).2) Surface Development and Operation of production in Oil and Gas(Malaysia)3) Mechanical Engineering (Holland).4) ISO 9001 Quality Audit Management (Abu Dhabi) |
| 7. | **PC. Software** |  | **(with full competency ):** |
|  |  |  | * Microsoft Office Programs (MS Word, Excel, PowerPoint, Outlook, Access & Project).
* Photoshop.
* EMA-3000 (Engineering Material Analysis).
* Flowline (SABRI) system.
* Air booking system.
* SCOMAS (Service Contract of Material Administration System).
* Movable Data System (MDS)
* EWMS (Engineering Work Maintenance System).
* PS6 (Project Scheduler System)
* EZ system (Material Ordering System).
* EPMARS (Engineering Production Maintenance Analysis Record Sheet Sys.).
* SAP (Service & Procurement).
* WMS (Warehouse Management System).
* ERP (Enterprise Resource Planning)
* Oracle PSM (PO, SO &Materials)
* MAXIMO.
* Build Smart.
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| **8.** | **Personal Strengths** |  | **Main strength performance:** |
|  |  |  | * Communicator (very sociable due to the participations occasionally).
* Pro-active attitude.
* Good learner ability.
* Working under pressure
* Multi-discipline experience.
* Self confidence and motivation.
* Enjoy challenging at work environment.
* Very ambitious.
* Perseverance and “Don’t give-up” attitude.
* To face success and failures sportingly.
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| **9.** | **Languages** |  |  **Spoken** **Written****Arabic** Fluently Excellent**English** Fluently Excellent**Hindi** Fluently - -**Balushi** Fluently - - **Urdu** Fluently - -  |
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| **10** | **Hobbies & Interests** |  | IT and programs in computer, Swimming, Running, Snooker, Traveling & Cooking. |
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- End of CV -