Photo

**C.V Saied Bakour**

 **Contract Management & Business Support Section Head**

**Nationality** : Syrian

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**Date of Birth: 1964**  : **Sex:** male **Marital status:** married  **Foreign language:** English

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**ACADEMIC QUALIFICATIONS**

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| Bachelor's degree in management and economic (BSc/BA) , University of Damascus  |
| Experience summary Over a career spanning over 28 years working for AFPC / EPC companies, such as Al Furat petroleum company – **ARFADA Petroleum Company** , I have developed skills which enable me to work in : ● Drafting, reviewing and negotiation, bespoke models, contractual risk assessment, and mitigation, change management and claims preparation and negotiation ● have a global understanding of project management, engineering, purchasing, safe and environment Norms and procedure to deal site and projects management.● to establish procedure of coordination with engineering sections to manage all related to monthly payments, measurement of quantities, answer to claims received from contractors and clients same with the others engineering disciplines.I have background predominantly in contracts and subcontracts management of national and international projects in Oil and Gas , where include all works related to the Pre –awarding contracts ( qualification and homologation , contracts plane and strategy , preparing inquiry packages , reception and opening technical and economical tabulations, clarifications , negotiation , recommendations and awarding and post- awarding ( including pursuing of contractors , to comply with all contractual aspects , quality , cost , construction and safety and environment , changer orders , contradictory prices , claims and close out .In other hand I have successfully performed along the contracts management in some projects other discipline such as   |

**FUNCTION, POSITION**

* Contract Management & Business Support Section Head ( AFPC ) –
* Foreign purchasing and contract section head ( ARFADA )

**WORK EXPERIENCE & PROFESSIONAL ABILITIES**

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| **Period** | **Works achieved (all in AFPC)** |
| **2019/2021** | **For the management and performance of contract that responsible for.*** Responsible for the timely issuance, evaluation and award of tenders.
* Develops an outline scope of services or works and identify contract objectives, Market Analysis and Strategy selection.
* Prepares Tender Plan for submission of Contracts Board.
* Prepares tender book documents **(Scope of work** or **Service**, **HSE** **SPE specification, Quality assurance and quality control, payment schedules and special condition).**
* Ensure that the pricing structure (App. E) is appropriate for the scope of work (App. D).
* PreparesCompany Estimate Financial Evaluation Model, Prequalification and Technical Evaluation Criteria.
* Participate in the tender evaluation committee.
* Carries out kick- off meeting.
* Prepares contract management plan.
* Ensures that contractor fully compliance with all requirements of the contract,
* Reviews Contractor HSE Plan.
* Carries out mobilization audit (pre-start up).
* Manage performance Quality, HSE, Financial, Quarterly meeting with contractor senior management, initiate extensions, amendments, variations, focal point for all formal correspondence.
* Agree measure and monitor Control Key Performance Indicator, Claims and Disputes.
* Ensures that changes in scope of work or services, rates and contract duration are approved in advance.
* Assists in making difference to the way of delivery & managing contracts.
* Play a key role in facilitating and improving delivery by reviewing the weekly contracts and tenders report with PCO and OMD/OMM section and Dept. heads and identify the critical issues that need to be flagged to OMs during the weekly meeting (ECV is likely to be exceeded - contract expiring a year from now….).
* Help drive the achievement of the key milestones related to contracts and tenders.
* Help with tracking on whether the actions are being followed by the contract holders.
* Contribute to the preparation of the tender plans prior to submitting to CB. OMD/3 will:
* Provide advice/comment on contract/procurement strategies
* Verify that the tender schedule is realistic.
* Ensure that corporate requirements are being met.
* Ensure that procedures are being adhered to.
* OMD/3 will not comment on technical requirements or operational justification for the scope of work which will remain the contract holder responsibility.
* Provision of advice to contract holders on all aspects of contracts management, interpretation and resolving of contractual disputes and general advice pertaining to commercial issues.
* Ensuring that procedures correctly applied.
* Providing analysis, options and recommendations to line managers as required to improve tendering processes and contract cycle time and quality.
* Supervise the preparation of the OM monthly and quarterly performance review to be ready at the due time to be discussed by OMs with the all related parties.
* Supervise & control all invoices which received from FM and improving the delivery to be paid in the due

 date.* Chase the delay invoices to reduce the number of overdue ones.
* Prepare a monthly progress report of OM overdue & outstanding audit items in order to be chased with all action parties.
* Report Value of Work Done (Monthly Material Cost report).
* Prepare the Key Projects Progress Report ( Submit quarterly in Arabic to GPC & Oil Ministry).
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| Jun 1994 up to April 2000 | I worked Successfully as **Warehouse** **and Stock checking Supervisor** (in **Procurement and contract Dept**.) , my responsibilities were as the following:❶Supervise and oversee, receiving of equipment, materials, spare parts, consumables, drilling materials, in the stores to ensure correct receipts❷Receive approval purchase requisitions for equipment, engineering items, inclusive of spare parts, drilling materials Chemical and direct purchase materials, as well as requisition for equipment repair jobs.❸Prepare documents such as receiving reports, damage reports (C.O.M), technical inspection requests. Ensure storage of material and equipment in accordance with manufactures instruction for protection and preservation, and implements labeling and binning as per company specified system❹I worked in stock checking section as Supervisor, during my job in SCS I contributed successfully to the improvement the stock service level from 90% to 93% in 1999; the target remained at 95% although this stock availability increased about 9.7 % (7000 items).I participated effectively in follow up reconciliation items, with the result inventory investment was reduced from 105 $ million to 9 $ million ( 2.5 $ million has been identified as obsolete stock ) In addition to that the numbers of inventory items held in stock was reduced by 10.000 items. ❺I participated in the preparation inventory reconciliation for stocked items (stock differences.) |
|  From May 2000 up to Dec.2011 | I have been working in procurement and logistic Directorate My responsibilities were as the following: ❶Ensure timely and accurate recording of materials movement in the computerized system and monitor regular updating for all transaction.❷Review actual stock with records levels, investigation cause for discrepancy and aim to correct it stores tag &bag spare parts requirement for major shutdown / modification, special projects, and ensure that they are stored separately as per schedule to plan.❸Supervise and control the stores activities for materials and spare parts to ensure accuracy, timeliness and safety in the receipt, storage, issue, and recording go items to carry out effective space management in stores.❹Prepare P.O (Purchase Order) and related amendment as /when required and possess to head of department for approval and further processing.❺Participates in preparing annual price agreements/ bulk and blanket purchase orders as instructed.❻Supervisor and control the stores activity for materials and spare parts to ensure accuracy, timeliness and safety in the receipt, storage, issue and according of items ❼ Responsible for sourcing of critical items which will have to be supplied on schedule. |
| 2021/3 -2022/10 ARFADA  Petroleum  Company  Foreign  Purchasing  Dept. | During the period 2021- 2002 I moved to working with **ARFADA Petroleum Company** **/Damascus – Syria** in Foreign Purchasing and contract Dept. as chief of buyers and my duties as the following: 1. Understanding of all contract requirements and coordinate with the project teams ( QA/QC , engineering , construction , safety , procurements , project control ) to ensure compliance with all contracts throughout the life of project , responsible for informing the project team of the requirements of the contract and monitoring compliance.
2. Collaborates with Construction, Project Controls, and Engineering and other departments as necessary in the administration of major contracts.
3. Regularly meets with the Contractor’s Subcontracts Manager and Contracts Manager. • Works with the project team ensuring that all legal and contractual matters are addressed efficiently and promptly.
4. Negotiating contract terms, pricing and payment schedules, ensuring that the agreements with vendors/suppliers are commercially advantageous. Leads and organizes cost analysis for Contractor requested Change Orders.
5. Prepares and initiates letters and responses to contractors regarding various aspects of the project and contract. Prepares notices and facilitates quick responses to EPC contractor’s inquiries.
6. Prepare monthly internal performance review reports for Directors taking full responsibility for all operational and commercial elements of the particular contract. • Ensure all client expectations are either met or exceeded. • Develop and maintain a professional working relationship with the client.
7. Ensure objectives are set and performance is measured through appraisals and regular reviews.
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**TITLE OF TRAINING COURSES HAS ATTENDED:**

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| **#** | **Training name** | **Company/institute organizing the training** | **Date(s) training followed** |
| 1 | Basic Purchasing  | CP Shell / Damascus | **2000** |
| 2 | Vendor Management  | CP Shell / Damascus | **2000** |
| 3 | Advanced Procurement Skills  | Intex / Cairo | **2001** |
| 4 | Inventory Planning and Stock Control  | MEIRC / Cairo | **2002** |
| 5 | Building Customer Relationship  | CP Shell / Damascus | **2002** |
| 6 | Advanced Inventory Management –  | CP Shell / Damascus | **2002** |
| 7 | Negotiation skills  | Tri- star Middle East | **2003** |
| 8 | English Course (Level 5) | British Council/ Damascus | **2003** |
| 9 | Materials operation and stock check  | AFPC / Damascus | 2003 |
| 10 | Time management  | Tri- star middle east | 2003 |
| 11 | Logistics management  | Intex / Cairo | 2005 |
| 12 | Supply Chain Management -  | Index / Cairo | 2006 |
| 13 | Supply Chain Management & Logistics management  | Index / Cairo | 2007 |
| 14 | Demand planning and forecasting |  AFPC/ Damascus | 2008 |

**SKILLS AND ABILITIES**

1. Managing Stock analyses, buying, invoicing, reseats, stock adjustment, stock check, vendor management MESC (part) coding. Identify opportunities for improvement and develop the systems to deliver these improvements.
2. Supervision of National Staff training and development.
3. Developing Invite fax for participate in tenders and modifying old ones.
4. Liaise with vendors and problem solved.
5. Covering up all works related with Converted legacy data
6. Covering up all works related with Replaced existing reporting platform with cheaper, more fit-for-purpose alternative.
7. Supervision to Developing manuals and purchasing procedures to Commercial Directorate – ARFADA Company
8. Supervision to Developing Business Object universes.
9. Supervision of Departmental support on data management
10. Supervision of General support for users in the main office and the field.
11. Supervision of Training for based Operations users
12. Supervision to Developing numerous operational and management reports, project plans and presented at all company levels. Developed and rolled out numerous databases for registering and managing plant deviations from controlled documents. Developed user-friendly manuals for databases. Train relevant staff. Continued support and further development

**HEALTH, SAFETY AND ENVIRONMENT HSE TRAINING INDUSTRIES:**

HSE Induction – Supervisory skills - Unsafe act awareness - Induction to environment protection - Emergency Response Basic firefighting - Safe handling of chemicals - Work policies applied at oil and gas industries place – Permit to work system - Induction to first aid - Hydrogen Sulphide (measures, treatment exposures, and preventive safe work practice). This courses organized by AFPC, SHELL

**HONORS / DISTINCTIONS IN SERVICE:**

I have been granted many APPRECIATION, GRATITUDE &OUTSTANDING ACHIEVEMENT Certificate for my distinguished works achieved in different missions. Most of them from AFPC/Shell management

**PERSONAL COMPUTER EXPERIENCE:**

I have good skills and experience in using concerned programmers and applications Internet skills, Word, Excel and others.

**IN ADDITION TO:**

1. I have got good experience in quality management and accreditation for most of business.
2. I have Syrian Driving license.
3. Highly flexible with ability to adopt rapidly and operate effectively in almost any environment.
4. Very good Communications and negotiating skills.

**REFERENCES:**

Amer Hatem - AFPC Operation manager -0944537773

Imad Ibrahim - AFPC contract management co- manager – 0944537721

Ziad Kaba - ARFADA Commercial co-manager -AFPC Customs Dept. 0944230232