

SUMMARY OF QUALIFICATIONS

8+ years' experience in Project Management. Skilled with Oracle Primavera P6 and Versatile with Microsoft Office Excel and PowerPoint.

SKILLS

- Project Management
- Project Progress tracking and Reporting
- Performance Representation with Dashboards
- Confident, Adaptable and very Organized
- Excellent Verbal / Oral Presentation Skill
- Works well within teams and across multi-site locations

PROFESSIONAL EXPERIENCE

Project Manager - Senior Project Planner

Jan 2018 – Oct 2018

ExxonMobil

- Analyzed and monitored milestone reports extensively so that any impacts to schedule can be escalated to Project Executives.
- Supported in planning, executing, controlling and closing phases of projects and programs while participating in planning and development.
- Assisted the Project manager with critical project schedule estimation and cost budgeting which was submitted and approved by Executive Management.
- Used project scheduling and control tools such as Primavera P6 and Ms Excel to monitor budgeted and spent man-hours
- Attended weekly meetings with contractors to highlight Project Milestones and look ahead

Achievement

Spearheaded a Major Onsite Progress Verification Initiative for UBIT Project, resulting in a 6% net increment in overall actual projects percentage progress initially not captured. *(UBIT-PP Restoration Project has 3 onshore and 1 offshore Work Sites).*

Project Planning Coordinator

Jul 2014 – Jan 2018

Total Upstream

- Monitored and supervised the execution and implementation process on-site. Provided support and acted as a project controls officer for the project.
- Planning, execution, data analysis and presentation of scenarios and providing in-depth analysis of obtained results using MS Excel and MS PowerPoint to Project executive and Project team
- Attended weekly reporting meetings with Project Manager and managed risk assessment of the project schedule highlighting risks and resolve conflicts
- Managed work packages and provided administrative support to the project; this included documentation, tracking, reporting and following-up with relevant stakeholders

Achievement

Responsible for all Egina Projects In-Country and Out-country Project progress collation and reporting for almost 4 years. *(Egina FPSO Project Value was approximately \$3.8b and is the world's largest Floating, Production, Storage and Offloading - FPSO vessel).*

Project Planning and Coordinating Officer

Aug 2013 – Jul 2014

BW Offshore

- Liaised with company executives and Projects Manager to acquire information and resources to move projects forward.
- Managed work packages and provided administrative support to the project; this included documentation, tracking, reporting and following-up with relevant stakeholders
- Prepared Cost, Time and resource (CTR) estimates for long lead project packages procurement, equipment delivery and installation on site.

Achievement

Developed ABO FPSO Project schedule from scope identification to final implementation stage. Schedule was reviewed by entire Project team and subsequently approved and signed off by Det Norske Veritas (DNV) classification society for safe project execution. *(ABO FPSO Project was a Major Steel Renewal and FPSO Modification and Life Extension Project).*

Project Planner

Jan 2011 – Jul 2013

Nigerdock PLC, FZE.

- Executed project deliverables, managed project timelines, action items and reports such as construction dashboard and project weekly reports
- Developed, Forecasted and tracked the departmental budget, coordinated meeting setup and managed calendars to ensure seamless progression of team efforts
- Collaborated with discipline managers to develop scopes and implement project plans.
- Monitored timelines and flagged potential project delays or issues to be addressed.

Achievements

Part of the Project team that completed and delivered 4 EPCI Projects from 2011 to 2013. Promoted to key Project Planning position after a year of joining the project team.

COMMUNITY VOLUNTEERING**Secretary for Housing Estate Residents**

Aug 2016 – Nov 2018

- Convened and chaired residents meeting and kept records of minutes of meetings.
- Co-managed community road repair and new electrification projects.
- Facilitated Health and Safety awareness training for residents and also conducted estates correspondence with government, law enforcement and building agencies.

EDUCATION

Bachelor of Technology Degree in Management Technology

Sept 2008

REFERENCES

- Available Upon Request