

Has about 17 years experience in administering project contracts in energy sector. Oil & Gas, Upstream, Proven ability to effectively analyse project costs before launch, during execution, and after execution along set financial parameters. Demonstrated capacity to lead and manage multi-cultural teams, successfully realising project objectives within set time and financial parameters.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 09/05/1984  
Gender : Female  
Marital Status : Single  
Residence : Cairo

## **EDUCATION**

: Bachelor of Arts in Greek & Latin Studies, Cairo University

## **LANGUAGES**

Arabic : Native Language  
English : Very Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **TRAINING COURSES AND CERTIFICATIONS**

- : Project Management Professional (PMP – PMI – USA), Project Management Institute (USA).
- : Executive Diploma in Procurement and Contract Management (UK), Uniathena Global Education (UK).
- : Certified International Commercial Contract Manager (CICCM, IPSCMI - USA), International Procurement Supply Chain Management Institute (USA).
- : Certificate in MINI MBA Business Administration (IBMI), International Business Management Institute (IBMI – Berlin – Germany).
- : Certificate in A Program Diploma in Financial Management (IBMI), International Business Management Institute (IBMI – Berlin – Germany).
- : Certificate in A program Diploma in Global Governance (IBMI), International Business Management Institute (IBMI – Berlin – Germany).
- : Certificate in International Law (IBMI), International Business Management Institute (IBMI – Berlin – Germany).

- : Certificate in International Politics (IBMI), International Business Management Institute (IBMI – Berlin – Germany).
- : Certificate in Principles of Economics (IBMI), International Business Management Institute (IBMI – Berlin – Germany).
- : Certificate in Oil and Gas Industry Operations and Markets (Duke University - USA).
- : Certificate in Critical Thinking for self-Development (UK), Metropolitan School of Business and Management (UK).
- : Certificate in Creativity and Problem solving Skills (UK), Metropolitan School of Business and Management (UK).
- : Certificate in Effective Presentation Skills (UK), Metropolitan School of Business and Management (UK).
- : Certificate in Creating a Budget with Microsoft Excel, Coursera Project Network.
- : Certificate in International arbitration (European University).
- : Certificate in International Arbitration (Geneva Centre for International Arbitration).

## CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Mar. 2022 till now
- Employer** : Zallaf Libya Oil & Gas Exploration and Production
- Job title** : Contracts Management (Rotational Basis)
- Job Description** : Oversee daily delivery organisational financial strategy. Manage project tenders and contracts, ensuring they fall within projected parameters. Evaluate contracts and tenders, drawing actionable reports utilised in advising senior management. Negotiate key contractual issues with clients and close deals successfully, securing favourable conditions and profit for business. Supervise team of junior staff, guiding, and cultivating their abilities to skilfully handle contracts. Support senior management and attend meetings, offering strategic actionable advice for decision making. Collaborate with various project teams in strategy formulation and implementation. Analyse and report on regional economic trends, covering various commercial & technical issues in oil and gas sector. Conduct market analysis and generate supply/demand estimates for various petroleum products. Monitor and control project contracts to ensure conformity to set business agreements. Establish control measures for contracts to guarantee conformity with country laws and organisational procurement policies. Experienced and familiar to FIDIC Items and conditions. Knowledge of international oil & gas regulations and standards.
- Key Contributions:
- Working with Procurement Buyers to clearly understand Contractor Deliverables post-award.
  - Ensuring Contractors provide the necessary; insurance, HSE, local content, human rights, Parent Company and Bank Guarantees and other documentation required immediately following contract award and ensure they are circulated to Contract Manager and filed effectively.
  - Providing general contractual / commercial advice for the Contract Holder and User Department members.
  - Providing assistance to the Contract Holder in contractual negotiation and dispute resolution.

- Providing input into the development of Scope of Work, Contract deliverables and ITT documents to ensure optimum Post Award Contract activity.
- Actively participating in Contract Handover and Contract Kick-off meetings as requested to maximise the likely success of the contract.
- Providing feedback on lessons learnt from Contract Administration activities.
- Providing support to other areas of Procurement as required.
- Preparing contractual and commercial sections of the tender package and compile the full tender package.
- Developing and analysing contracts documentation including review and contribution to contractual scope of work as per requisition.
- Ensuring that contractual terms and conditions are defined in accordance with Company requirements and governance.
- Writing contracts requirements in conformance with all applicable laws and in compliance with Company procurement policies & procedures.
- Challenging the purchase requisitions requirements, offering alternatives and proposing solutions.
- Making critical analysis, adding revisions and contributing to the preparation of the tender lists, contract strategies and tender evaluation plan.
- Preparing un-priced and priced evaluation models of high complexity and major contracts.
- Performing contractual and commercial evaluations and required negotiations of tenders received and formulate recommendations.
- Drafting the relevant documents to contracting strategy and awards approval elaborate and proposing contracting solutions and pursuing alternative methods of improving.
- Contracting practices i.e. risk/reward, incentives, alliances etc., comparing different purchasing alternatives like tendering vs. single source, renting vs. buying, etc.
- Demonstrating continuous effort to improve operations, decrease turnaround times, streamline work processes, and work co-operatively and jointly with other departments and with other Contracts & Procurement staff to provide high quality, seamless customer service.
- Developing, compiling, conducting pre-enquiries and market surveys.
- Ensuring that confidentiality is maintained during the procurement process.
- Managing all the contracting phases in coordination with Contract Holder(s) and other involved functions, as appropriate.
- Ensuring a proper data entry into system for all the ITTs / Contracts / Amendments as per management instructions, including Local Content and a weekly update of all his/her workload.
- Managing all activities in full compliance with Company's Code of Ethics.
- Previous experience as a Contract Management involved in the preparation, negotiation, and administration of a broad range of complex technical contracts/purchases with the attendant knowledge and experience of commercial, insurance and legal issues is essential.
- Experience in working directly/indirectly with an Oil and Gas company preferred.
- Systematic thinker and good organizational skills/time management.

- Ability to respond to common inquiries or complaints.
- Ability to write reports and information that conforms to prescribed style and format.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions provided in written, oral, diagram, or schedule form. Ability to handle multiple projects simultaneously.
- Lead and establishing and communicating vision and strategic direction, providing business context, coaching and direction to enable the team to meet its performance targets.
- Implement effective and efficient PSCM procedures and processes to support the JV business.
- Ensure all PSCM dealings are in accordance with the PSCM policy.
- Develop and implement pragmatic procurement strategies and tactics based on regularly updated cost models, business requirement and supplier industry analyses.
- Create and enable high performing teams.
- Proactively builds external relationships with cross industry peers to deliver continual improvement.
- Routinely analyses best practice PSCM approaches to determine improved and or revised ways of working.
- Proactively explore the wider supply and industry markets to identify opportunities for leverage or to mitigate supply risk e.g. Technology developments, acquisition impacts.
- Anticipate the future to maximize benefit whilst minimizing risk.
- Undertake due diligence in mitigating all external supply risk from supplier selection through to contract execution.
- Deliver robust cost management solutions and minimize business risk via rigorous contract management control.
- Define and adjust measures and key performance indicators that reflect the prevailing opportunities in the marketplace and drive performance improvement.
- Deliver Operational Excellence in the development of contracting strategy to post award contract management. This includes management of cycle times in accordance with business needs and ensuring CP operations organization and CP Operations managed processes are easy to work with.
- Drive Continuous Improvement principles to create a performance culture. Drive and support the CP Compliance with processes and regulations. Implement standard processes, methodologies, tools, and enablers.
- Drive compliance to the CMCP, Code of Conduct, commercial assurance and group assurance processes.
- Drive and leverage digitalisation of CP operations. Improve usage of digital tools and insights to deliver business value and efficiency. Be forefront in driving digitalisation and right first-time data ownership.

**Dates** : From May 2021 till Mar. 2022  
**Employer** : Gupco / Dragon OIL (BP Company)

- Job title** : PSCM Deputy General Manager (Procurement Supply Chain Management Deputy General Manager) - Offshore operations
- Job Description** : Oversee daily delivery organisational financial strategy. Manage project tenders and contracts, ensuring they fall within projected parameters. Evaluate contracts and tenders, drawing actionable reports utilised in advising senior management. Negotiate key contractual issues with clients and close deals successfully, securing favourable conditions and profit for business. Supervise team of junior staff, guiding, and cultivating their abilities to skilfully handle contracts. Support senior management and attend meetings, offering strategic actionable advice for decision making. Collaborate with various project teams in strategy formulation and implementation. Analyse and report on regional economic trends, covering various commercial & technical issues in oil and gas sector. Conduct market analysis and generate supply/demand estimates for various petroleum products. Monitor and control project contracts to ensure conformity to set business agreements. Establish control measures for contracts to guarantee conformity with country laws and organisational procurement policies. Experienced and familiar to FIDIC Items and conditions. Knowledge of international oil & gas regulations and standards.
- Key Contributions:
- Lead the Gupco & Dragon Oil PSCM team, establishing and communicating vision and strategic direction, providing business context, coaching and direction to enable the team to meet its performance targets.
  - Implement effective and efficient PSCM procedures and processes to support the JV business.
  - Ensure all PSCM dealings are in accordance with the PSCM policy.
  - Active member of the GUPCO bid committee which reviews and approves contract strategies and award recommendations.
  - Develop and implement pragmatic procurement strategies and tactics based on regularly updated cost models, business requirement and supplier industry analyses.
  - Create and enable high performing teams.
  - Proactively builds external relationships with cross industry peers to deliver continual improvement.
  - Routinely analyses best practice PSCM approaches to determine improved and or revised ways of working.
  - Design and improve assigned supply chains with business partners, starting with in-house/outsource choices and (re)designs, the contracting strategy and commercial tactics and post award contract management.
  - Proactively explores the wider supply and industry markets to identify opportunities for leverage or to mitigate supply risk e.g. Technology developments, acquisition impacts.
  - Anticipate the future to maximize benefit whilst minimizing risk.
  - Undertake due diligence in mitigating all external supply risk from supplier selection through to contract execution.
  - Drive the Safety and Operational Integrity Agenda through effective Supply Quality Management.
  - Deliver robust cost management solutions and minimizes business risk via rigorous contract management control.
  - Define and adjust measures and key performance indicators that reflect the prevailing opportunities in the marketplace and drive performance

improvement.

- Deliver Operational Excellence in the development of contracting strategy to post award contract management. This includes management of cycle times in accordance with business needs and ensuring CP operations organization and CP Operations managed processes are easy to work with.
- Drive Continuous Improvement principles to create a performance culture. Drive and support the CP Compliance with processes and regulations. Implement standard processes, methodologies, tools, and enablers.
- Drive compliance to the CMCP, Code of Conduct, commercial assurance and group assurance processes.
- Drive and leverage digitalisation of CP operations. Improve usage of digital tools and insights to deliver business value and efficiency. Be forefront in driving digitalisation and right first-time data ownership.

<b>Dates</b>	:	From Feb. 2013 till May 2021
<b>Employer</b>	:	Newpark Drilling (OIL & GAS), Egypt / Libya
<b>Job title</b>	:	Contracts & Tenders Manager
<b>Job Description</b>	:	<p>Oversee daily delivery organisational financial strategy in Egypt and Libya. Manage project tenders and contracts, ensuring they fall within projected parameters. Evaluate contracts and tenders, drawing actionable reports utilised in advising senior management. Negotiate key contractual issues with clients and close deals successfully, securing favourable conditions and profit for business. Supervise team of junior staff, guiding, and cultivating their abilities to skilfully handle contracts. Support senior management and attend meetings, offering strategic actionable advice for decision making. Collaborate with various project teams in strategy formulation and implementation. Analyse and report on regional economic trends, covering various commercial &amp; technical issues in oil and gas sector. Conduct market analysis and generate supply/demand estimates for various petroleum products, including Drilling Fluids. Monitor and control project contracts to ensure conformity to set business agreements. Establish control measures for contracts to guarantee conformity with country laws and organisational procurement policies. Experienced and familiar to FIDIC Items and conditions. Knowledge of international oil &amp; gas regulations and standards.</p> <ul style="list-style-type: none"><li>• Key Contributions:<ul style="list-style-type: none"><li>- Saved company significant amounts exceeding Multi Millions through innovative contract management strategies.</li><li>- Successfully secured organisation over \$30M through networking and business development initiatives in Egypt and Libya areas of operation.</li><li>- Developed and impeded due diligence procedure for sourcing activities from third parties.</li><li>- Successfully developed various big contracts and tenders with world's largest upstream oil companies.</li><li>- Achieved 100% cost recovery of the outsourced goods/services.</li><li>- Achieve new product business line in Egypt.</li><li>- Establish &amp; sourcing international &amp; national supplier base.</li></ul></li><li>• Key Clients:<ul style="list-style-type: none"><li>- Esh El-Mallaha Petroleum Company (ESHPETCO) &amp; JV "Lukoil" -</li></ul></li></ul>

- Eastern Desert Onshore / Egypt.
- Dana Gas - Nile Delta / Onshore / Egypt.
- Wasting Petroleum Company - Nile Delta / Onshore / Egypt.
- Alamein Petroleum Company - Western Desert / Onshore / Egypt.
- Oasis Petroleum Company "Oapco" & JV "Sahara Oil & Gas" - Western Desert / Onshore / Egypt.
- Ina Industrija Nafte D.D. Zaghreb (Egypt Branch) - Western Desert / Onshore / Egypt.
- Petrobel (Belayim Petroleum Company) - Abu Rudis (Sinai) / Onshore / Egypt.
- Eni North Africa - Onshore / Libya.
- RWE - Onshore / Libya.
- TPOC - Onshore / Libya.
- POGC - Onshore / Libya.
- Eni Mellitah - Offshore / Libya.
- PetroBras - Offshore / Libya.
- Total E&P - Offshore / Libya.

- Dates** : From 2012 till 2013
- Employer** : Joint Services LTD: Offshore Petroleum Services Company, Egypt
- Job title** : Tender, Proposal & Marketing Manager
- Job Description** :
- Analysed and restructured tender agreements with project stakeholders in line with company policies. Managed internal contract documents and maintained accuracy of data utilised in procurement processes and negotiations. Maintained and developed positive relationships with key business stakeholders. Negotiated tenders in face-to-face, over the telephone, and via email. Formulated and implemented innovative marketing campaigns to increase organisational brand awareness and loyalty. Oversee contracts and generate periodic reports based for clients and senior management. Evaluated and reported on tendering processes, covering win/loss tenders. Formulated tender support content tailor-made for consumers, unique requirements, and territory.
  - Key Contributions:
    - Acquired over \$20M utilised to operate as free zone company.
    - Successfully developed company entity with independent free zone.
    - Successfully outsourced temporary warehousing facilities, saving company \$10M annually compared to establishing permanent facilities.
    - Skilfully managed all logistics of the drilling campaign with no delays or wastes.
  - Key Clients:
    - Petrobel "Belayim Petrobel Company" - Offshore / Port Said / Egypt.
    - BP - Offshore / Gulf of Suez / Egypt.
    - Gulf of Suez Petroleum Company "Gupco" - Offshore / Gulf of Suez / Egypt.
    - Perenco North Sinai - Offshore / North Sinai / Egypt.
    - Khalda Petroleum Company - Onshore / Western Desert / Egypt.

- Dates** : From 2005 till 2012
- Employer** : Petroservices Drilling Fluids, Egypt
- Job title** : Tender & Bid Manager
- Job Description** :
- Oversaw all aspects of proposal preparation, ensuring quality, compelling bids were submitted timeously. Compiled submitted pre-qualification packages, bids, and tenders to clients. Managed client enquiries timeously, covering tender invitations, and requests for quotations. Evaluate tender requirements, obligations, provisions, terms and conditions, ensuring business conforms with set legal guidelines and industry standards. Alerted relevant business departments of tender expiries and contact relevant clients. Monitored and controlled commercial deliverables, assessed, rejected/ approved, and processed payment claims. Identified and managed variations in low risk contracts Directed supplier delivery processes, tracking materials, and escalating critical to relevant departments. Formulated and executed innovative cost reduction strategies.
  - Key Contributions:
    - Planned and secured company needs of goods/services for drilling campaigns.
    - Successfully developed necessary procedures to codify contracting rules, responsibilities, and simplify communication with internal stakeholders.
  - Key Clients:
    - Petrosannan Petroleum Company - ONSHORE / Western Desert / Egypt.
    - Nafto Gaz of Ukraine - ONSHORE / Western Desert / Egypt.
    - Norpetco Petroleum Ciompany - ONSHORE / Western Desert / Egypt.
    - El-Hamra Oil - ONSHORE / Western Desert / Egypt.
    - Wepco Oil Company - ONSHORE / Western Desert / Egypt.

**Areas of Expertise & Technical Skills:**

- Strategic Planning.
- Project Management.
- Stakeholder Engagement.
- Risk & Cost Analysis.
- Business Intelligence.
- Procurement Strategies & Tactics.
- HSSE, ethics & compliance.
- Sourcing Strategies & Tactics.
- C & P Category Management.
- Contracts Administration.
- Cost Estimation & Control.
- Contracts Negotiation.
- Contracts Strategy & Tactics.
- Tender Process Administration.
- Research & Strategy.
- Sourcing Strategic.
- Global Projects.
- Data Analysis.



- Business Development.
- Supply Chain Control.
- Team Management.
- Communication & persuasion.
- Operational Contracts.
- Continuous improvement.
- Global C&P Strategies.