

Minhaj Ashraf, PMP®

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Languages: English, Hindi, Urdu, French (Basic), Arabic (Basic)



Project Management, Package Lead, Operation, CSR, Construction, Hook Up & Installation

Feed, Detailed Engineering, Procurement, Proposal, Construction, Installation, Hook-Up & Commissioning

Oil & Gas - Engineering, Fabrication, Installation, Testing and commissioning of Pipelines, Jackets, FPSO, Topsides, Major Yard Fabrications, Modules-SPS/SURF, BUOY, Process Skids, Refinery & LNG Trains Installation and Upgrades, Green & Brown Field

PROFILE

A reflective, solutions focused and detail-oriented team player Over Twenty One (21) years International experience of working in the Oil & Energy industry comprising Project Engineering, Project Management, Interface Management and Project Execution gaining a wide range of knowledge and experience as a Project / Construction / Completions Manager in the fabrication, installation, hook-up and commissioning of onshore oil and gas facilities, offshore production platforms, FPSO Module construction and completions, LNG onshore facilities, drilling rig upgrades and conversions in the Africa and International locations. Hands on manager with a strong structural and piping/mechanical background, competent in the development, management and implementation of the systems and processes required to facilitate and support upstream, major EPIC (Capex) projects, negotiation and implementation of significant downstream operations and maintenance (Opex) contracts.

KEY SKILLS

- Proven ability to form part of senior management and leadership teams that have developed company management systems to successful detailed business plans including target and capture strategies in alignment with company policies and investment objectives; Knowledge of negotiating directly with major Oil and Gas producing companies to Contract Award and subsequently setting up projects from the BOD stage, including assisting in the development of detailed engineering, plans, budgets, schedules and resources to the implementation in the field and on to first oil and handover to operations, Proven skills in construction management with all safety parameters & HAZOP.
- Effective in troubleshooting roles where specific or several areas of existing construction projects have needed management intervention to regain budget control, accelerate schedule or both; Decision maker when required, Team player; good organizational and interpersonal skills; Motivated management team member who has made significant contributions to various oil and gas companies strategic development objectives;
- Leading multi-discipline teams to achieve group performance targets as well as employee's individual performance/development goals; Management control, delivery of project budgets and schedules whilst maintaining quality and safety.
- Interface with plant engineering, operations, and maintenance personnel to design and implement new facilities and upgrade existing processes consistent with organizational objectives.
- Having good working experience with POMI and CESMM3 and FIDIC contracts system, able to work within a Multi Discipline Project team environment.

SKILLS AND TECHNICAL EXPERTISE

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|---|--|
| ➤ Project and Construction Management | ➤ Supply Chain, Material Resource Planning |
| ➤ Review of Project Conceptual Design and FEED Documents, Design basis, code & standard | ➤ Project Procurements, Technical audits |
| ➤ Budget Forecasting and Cost Controls | ➤ Installation and Hookup (integration) for Topsides modules |
| ➤ Technical review of the construction, Hookup & installation plans and procedures | ➤ Knowledge of International Codes & Standards |
| ➤ Contractor and Sub Contractor Coordination and Management, Vendor data review (vdr) | ➤ Documentation, Fabrication knowledge |
| | ➤ Project Progress Reporting |
| | ➤ Communication and Interpersonal skills |

QUALIFICATION

Master of Business Administrator (MBA) – (Marks–74.6% First Class) from CMJ University, India, 2005-2007

Bachelor in Civil Engineering (B.E) – (Marks–68.76% First Class) from JMI, New Delhi, India, 2000-2004

Diploma in Civil Engineering (DCE) – (Marks–72.3 % First Class) from Oxford Polytechnic, Bangalore, India, 1995-1998

CERTIFICATION

Project Management Professional (PMP)® – PMI, PMP® Number: 3146456, October-2021

Professional Certificate in Project Manager – Role and Skills, MSBM-UK, 2020

IWCF Well control Level-1 certified, Certificate No. L1P_7050431072021

IWCF WOCR (Well Operations Crew Resource Management) certified, Certificate No. WOCR_978203082021

Exploration & Development of Oil & Gas Projects, Udemy E-Learning, March-2020

Basic of Project Management from IBM Institute, Berlin, Germany, 2018-2018

Optimizing Risk Management in Construction Projects by RICS Construction Workshop Series VII, 2013-2013

OFFSHORE CERTIFICATION

BOSIET (Validity 12.11.2025) (OPITO)

HUET (Validity 12.11.2025) (OPITO)

COMPUTER SKILLS

MS Office (Word, Excel, Power Point, Out Look)

AutoCAD, Micro station

SACS, STAAD Pro

Primavera (P6), ICAPS

SAP (PMS), PRODOM

CERTIFICATION ENROLLED

Member of PMI, USA for PMP

ACHIEVEMENTS:

1. 2012-2017, Safely completed OFON2 Project (TOTAL, Nigeria) for EPCC2 Package – Fabrication, Pre commissioned, loaded out and Offshore Installation by April 2014, EPCI3 Package – Fabrication, Pre commissioned, loaded out and Offshore Installation by February 2016 and EPCC4 Package – Fabrication, Pre commissioned, loaded out and Offshore Installation by July 2017.
2. 2011-2012, Safely completed fast track USAN FPSO Project (TOTAL, Nigeria) for EPCI4 Package – Fabrication, Pre commissioned, loaded out and Offshore Installation (SURF & SPS) by April 2012.
3. Nigeria - Oversight of Contractor fabrication, Testing, surface coating and Installation/systems testing of onshore and offshore pipelines Client Site representative for TOTAL Onshore and Offshore installation in Deep and shallow waters.

MAJOR RESPONSIBILITIES ARE:

- Identify any bottleneck issues and recommend corrective actions to ensure smooth and timely completion of each project
- Ensure that the contractors submit the required documentation in the specified format including the project close-out report and submit overall progress report.
- Participate in design reviews, HAZID/HAZOP, TRA and tool box talk on site.
- Participate in FAT, EFAT & SIT of Manifold, Suction Anchors, PLET, PLEM, ILTS, MUDMAT'S & SDU's
- Monitor and manage project completion: punch list and ensure that all construction and commissioning activities are complete and accepted to allow release of PAC to contractors.

Health – Environment - Safety (HES)

- Ensure all activities are undertaken in compliance with Company Safety, Health, Environment and Quality policies, regulations and standards.
- Participate in close liaison with the HSE Manager in the identification of the Safety Critical Elements, Emergency Procedures in the definition of the related testing and recording requirements (re. Site HSE Dossier)
- Safety & Lifesaving appliances, training & drills, Marine, Lifting, Helicopter & Diving Operations, Accident Investing.

Project Execution, Interface, Engineering & Construction

- Regular contacts with Major Projects, Business, Legal, Finance, HSE & Q, Offshore Operations, OTS, Drilling & Completions, Reservoir and Production, Authorities, Supply and Administration Departments.
- Manage, direct and co-ordinate all projects/site activity with multidisciplinary team responsibility for the execution of the project in compliance with all project requirements, Identify and undertake Risk Analysis.
- Working experience with SURF & SPS structures such as Manifold, SDU, Umbilical's, Suction Piles, PLET, ILT, Mudmat, UTA, Rigid Spool/Jumpers, Flexible Jumpers, Subsea Connectors in the area of design, analysis, fabrication & testing
- Offshore mission onboard FPSO/Platform to provide direct technical assistance for the operations of subsea facilities and related hull/topsides to the Production and Maintenance / Inspection teams
- Lead cross functional alignment initiatives to ensure seamless execution of OPD Construction project activities
- SURF package activities regarding issues related to installation, especially at the end of fabrications for FAT and shipping preparations. Prepare SIMOPS dossiers specially for operations close to FPSO.
- Assist the Production Leader for the organization of the production personnel training program (in particular for the competencies evaluation program OPERCAP, the Training Simulator use and vendors training)
- Development of site management plans and procedures including safety, emergency response, SIMOPS, logistics, communication, hand-over, on-vessel surveillance, and site and vessel MOC.
- Actively participate in the detailed preparation of the start-up sequences, work permits system and directly prepare the operating procedures using OPERGUID, standing instructions, support needs covering the subsea facilities

Hook up/Installation

- Provides technical review of the Hook-up/installation plans and procedures and coordinate with the Marine Warranty Surveyor. Evaluate and analyze contractors' constructability plan for a Floating facility installation.
- To define the Transportation & Installation package LOP budget and Work Time Schedule with objective to reduce the costs and optimize the duration and to ensure compliance with these up to Project Close-out,
- Interfaces with Installation & Logistics (I&L) for offshore execution, field operations planning and staffing support.
- SURF Installation Engineering / Installation SURF Hook-up and Commissioning, HSSE (specifically during installation), Subsea ROV activities and Installation team organization for the EPCI phase in liaison with FEED manager.
- To anticipate the offshore activities and ensure Contractor starts in due time preparation of the critical offshore activities (fleet mobilization, load-outs, offshore installation)
- Reviews installation work plans, pre-task planning and method statements to ensure comprehensive safety and feasibility aspects are incorporated.
- Ensures installation plans are developed in accordance with Client rules, regulations, and standards and permit to work procedures as applicable. Monitors offshore execution progress against the offshore integrated schedule.
- Ensures overall compliance with Hook-up & Brown Field Construction Execution Plans, specifications, and procedures by promoting effective communication and team working together with best practice sharing to improve operational efficiencies.
- Reports and records potential change order requests to assist in claims avoidance.

Commissioning

- Review and approve the commissioning management procedures (hand over, interfaces, punch list, internal organization), manage the preparation of pre-commissioning/commissioning procedures and reporting tools.
- Responsible for the review and the approval of the various commissioning preparation tasks to be performed by the Contractor: work repartition, priorities, resources, schedule, and coordination of the preparation team.
- To ensure progress (ICAPS database application of comm system) is in accordance with priorities defined in the Commissioning and Start-up sequence in order to reach the planned end date.

Quality Assurance/Control

- Ensure that the execution of the work is in accordance with the quality standards and requirements specified for the project. Review HSE and QA/QC project plans with respective project teams and submit for approval.

- Conspicuously commit to excellent Quality management during Fabrication & Offshore Hook Up & Commissioning activities. Monitors the Contractor's quality plan to see that it is responsive to the principles and requirements as stated in the PEP, the Quality Assurance Standard (QAS), other policies and manuals and the specific requirements defined in the contract between the Contractors and company.

CARRIER SUMMARY

Company : Consub (UK) Ltd., Chennai, India
Period : Sep 2020 to still continue
Position held : Project Manager – PMC/CSR

Project Executed

1. “KG-DWN 98/2 Deepwater Development Projects, Offshore”

Client : ONGC (Govt. of India)
Project Value : 450 Million USD (SPS/SURF Package)

Job Description:

- Coordinate and monitor the progress of work to deliver projects by meeting the baseline scope, cost and schedule
- Ensure proper coordination between the project management team (PMT), COMPANY and EPC contractor and other agencies involved in project to ensure proper progress.
- Monitor SPS & SURF Packages to support the delivery of the subsea hardware including planning, development & execution
- Interface management typically with the SPS and SURF teams as appropriate
- Ensure project's activities and deliverables are in compliance with project management and change processes (including project reporting requirements)
- Ensures that all subsea engineering activities comply with company standards
- Review of Detailed Design & Engineering for SPS & SURF Packages for Oil & Gas field
- Responsible for the oversight of project specification and services requirement in accordance with company procedure
- Coordinate with contractor's, Quality and Contract admin team to support and oversee all aspects of projects.
- Interface with Client, Contractors and TPI's to meet contractual, Standards and delivery Timeline
- Ensures all the work within the area of responsibility is adequately documented and lessons learned are captured

Company : Oil & Industrial Services Ltd., Nigeria
Period : Jun 2018 to August 2020
Position held : Project Manager

Project Executed

1. “BOP SPM RPP Projects, offshore (New built and Installation of CALM buoys systems, Brown field).”

Client : EXXON Mobil (Mobil Producing Nigeria Unlimited)
Project Value : 450 Million USD

2. “OCIP III Projects, (Offshore Construction and Installation Projects).”

Client : EXXON Mobil (Mobil Producing Nigeria Unlimited)
Project Value : 300 Million USD

Job Description:

- To provide the vision and strategy to sections for development of Planning, Design & Engineering, execution of project, construction, Transportation and Installation activities EPCI from project inception to handover and close out.
- Manage, direct and co-ordinate all projects/site activity with multidisciplinary team responsibility for the execution of the project in compliance with all project requirements, Identify and undertake Risk Analysis.
- Coordination with Clients and Engineer Field for smooth execution of project. Detailed and construction engineering for various types of offshore structures such as Anchor Piles, SPM Buoy, Mooring Chains, Floating Hoses, Mooring Hawsers including 36” and 42” pipelines from BOP to SPM.
- Follow up with procurement vendor and their OEM to deliver the materials including long lead items according to the client schedule. Interface with vendor and client related to all custom clearance and duties paid.
- Review, analyse and technically validate the Installation Engineering deliverables associated to the Transportation & Installation scope
- Review technical solutions, which optimize the project's costs in accordance with the contract's technical requirements with the help of the Project Leaders, Project Engineers, the manhours budget of the project's engineering activities
- Responsible for planning and maintaining work systems, procedures, and policies.
- Resource Planning, Team Organization, Time management, Optimize and managing the risk.
- Interface with CONTRACTOR's installation engineers to ensure COMPANY requirements are incorporated in installation documents in accordance with project technical requirements.

Company : ARBICO Plc, Nigeria
Period : Oct 2017 to May 2018
Position held : Technical Manager - PMC

Project Executed

<u>Project</u>	<u>Client</u>
1. QIT - Procurement Warehouse	: Exxon Mobil, Nigeria
2. Plant & Non Plant Building Project	: DANGOTE Oil Refinery, Nigeria
3. ILUBIRIN Show Village (Urban Township)	: FIDC (First Investment Development Co.), Nigeria
4. Construction of Plant & Warehouse	: NBC, COCA COLA (Nigeria Bottling Company), Nigeria
5. Construction of Tipping and Maggi Plant	: NESTLE, Nigeria
6. Dangote Jetty Project	: DANGOTE Group, Nigeria
7. 500 Affordable Housing project in Kduna	: FIDC (First Investment Development Co.), Nigeria

Company : TOTAL E&P Nigeria Ltd., Nigeria
Period : Mar 2011 to Oct 2017
Position held : CSR/Package Lead/Hook-Up & Installation Manager

Project Executed

1. "OFON Phase II Project - Offshore"

Client : **TOTAL E&P Nigeria Ltd.**
Vessel/ Platform : OFON2 (UFR/Topside, Manifold, Well Head Decks/LQ & Jackets/Bridges & Sea-lines)
Project Value : 8.5 Billion EURO

2. "FPSO - USAN Deep Water Development Project - Offshore"

Client : **TOTAL E&P Nigeria Ltd.,**
Vessel : FPSO USAN (HULL/Topside/UFR/BOUY/Sub-sea Lines/Pipelines)
Project Value : 7.5 Billion EURO

Job Description:

- To manage and supervise all aspects Fabrication, Jackets, UFR, manifold, wellheads, subsea pipeline pre-commissioning and diving activities for EPCI phase controlling that their execution is in line with project plans and highlighting any possible deviations suggesting possible solutions and verify the Hook-up and Installation works compliance with project specifications and company procedures.
- Ensures overall compliance with Hook-up & Brown Field Construction Plans, specifications, and procedures by promoting effective communication and team working together with best practice sharing to improve operational efficiencies with relevant COMPANY personnel acting onboard other vessel(s) working at Site in case of co-activities Communicating, in accordance with the interface onboard the vessel between MWS representative and SURF Contractor and ensuring, in accordance with MWS agreed scope, MWS certificate has been issued;
- Ensuring that ICAPS are filled, signed and transferred to SURF Contractor's ICAPS coordinator.
- To establish and manage a team during Transportation and Installation activities execution which is highly motivated, skilled and works diligently to meet the Package requirements
- Review and Coordinate with the installation team responsible for design, engineering, procedures, drawings and documents control as well as procurement, project construction and QA/QC to ensure proper planning and progress reporting and to enable effective management of the project's quantities, at all levels of responsibilities. Follow up on Hook up activities, equipment fabrications & Erection, Analysis of Primary, Secondary and Territory Steel.
- To monitor SURF & SPS structures such as Manifold, SDU, Suction Anchors/Piles, PLET, PLEM, ILT, Mudmat, UTA, Rigid Spool/Jumpers, Flexible Jumpers, Subsea Connectors in the area of design, analysis, fabrication & testing, Subsea ROV activities
- To interface with fabrication yard(s) and T & I Contractor for the load-out of piles, jackets, decks, bridges and various appurtenances, in close cooperation with Marine Warranty Surveyor (MWS).
- Manage all associated logistic for all inbound and outbound movements by Surfer, Supply Boats and Choppers of all personnel, freight and cargo as well as coordinate all inter-field Surfer schedules and personnel transfers.
- Monitoring that the agreed procedures are implemented during all the offshore presence of the vessel at Site, mainly for the following activities performed from the vessel by Installation Contractor:
 - o Supply/Barge activities alongside or at close vicinity of the vessel;
 - o Transfer of equipment onboard the vessel
 - o Deck operations; Any marine SIMOPS operations
 - o Pipeline laying activities (Reeled Lay);
 - o Lifting, over boarding, lowering and landing of subsea structures (flowline, Cables, initiation piles, etc)
 - o Subsea ROV works.

Company : Chiyoda Technip Joint Venture (CTJV), Ras Laffan, Qatar

Period : 13th July '2010 to 16th Mar 2011 (Short Assignment)

Position held : Sr. Project Engineer

Project Executed

1. RasGas Onshore Expansion Project Phase -2, AKG2/RGX6 , Ras Laffan, Qatar

Client : **Ras Gas Exxon Mobil Middle East, Ras Laffan, Qatar**
Project Value : 180 Million USD

Job Description:

- Analysis of Connectors, Hubs, TX-seals, High pressure caps, Wedge connectors, Porches, Terminations, Pup-piece/pipe interfaces, Jumpers, Bolts, Blind flanges, Torque tool interface, Test spool, Test hubs and caps.
- Defining connection system capacities of HCS and VCS for flexible/umbilical and rigid lines.
- Structural analysis for Installation, Tie-in, Operation and pre-commissioning load cases for different types of connections system i.e. HCS, HCM, VCS, VCM and FCM connection.
- Road transport, Sea transport, landing impact, Lifting analysis of structures.
- Analysis types include strength, collapse/limit, nonlinear, contacts, thermal, lifting and HISC.

Company : SAIPEM Contracting Nigeria Ltd. (ENI Group), Port Harcourt, Nigeria

Period : Sep 2008 to Jul 2010

Position held : Project Lead/Operation Coordinator

Project Executed

1. "Olero Creek Restoration Project (OCP)-Offshore" (LNG)

Client : **CHEVERON NIGERIA LTD. (CNL), Nigeria**
Vessel : NWS&NFS Barge (Renovation)
Project Value : 350 Million USD

2. "GBARAN Ubie EPC for Pipelines, Flow lines & Intersite Cables" (LNG)

Client : **SHELL Petroleum Development Corp (SPDC), Nigeria**
Project Value : 485 Million USD

Job Description:

- Provide effective project controlling and ensure that manufacturing meets projects requirements progressing according to plan

- Participate in design reviews and gate reviews. Give input to risk register and assist in follow up of relevant risks
- Investigate major rework situations or major manufacturing related abnormalities define and follow up corrections
- Participate in project completion management meetings. Report progress on construction and fabrication activities
- Facilitate communication between project and manufacturing sites.
- Active participation on process improvement activity in order to improve or mitigate the activity which contributing to final delivery.
- Evaluate and analyze contractors' constructability plan for a Floating facility installation.
- Manage vendors and contractors to assure value delivery of contracted services and to develop solutions to complex business problems.
- Management of Operations with directly related and demonstrated LNG Facilities & Terminals
- Strong business, technical and project management skills to conceptualize, recommend, design, and implement operations solutions in a timely manner.
- Provide inputs for multiple functions such as E&C, finance modelling, permitting, safety, corporate IT to perform technical reviews, provide philosophies.
- Proficient in project management tools, skills, methodologies, and technical platforms
- Demonstrated experience on distributed control and logic systems, SIS, ESD, Gas and fire detection system.

Company : **Tekfen Construction & Installation Co. Inc., Rabigh, Saudi Arabia**

Period : Apr '2007 to Sep '2008

Position held : **Project Engineer- Technical Office**

Project Executed

1. "Utilities & Off sites Umbrella (UOU) – Civil, Structural & Piping Works Project"

Client : **PetroRabigh Oil & Petro chemicals, Saudi Aramco**

Project Value : 250 Million USD

Job Description:

- To supervise Construction, Hookup & installation activities controlling that their execution is in line with project plans and highlighting any possible deviations suggesting possible solutions and verify the installation works compliance with project specifications, company procedures.
- To supervise all Fabrication/Erection activities, Onshore & offshore flexible, Subsea pipelines/structures and Umbilical Flow lines and Risers installation activities, monitoring contractor performance, assuring the application of all the relevant HSEQ and QA procedures, and providing technical support as required.
- Coordinate with the teams responsible for design, engineering, drawings and documents control as well as procurement, project construction and QA/QC to ensure proper planning and progress reporting and to enable effective management of the project's quantities, at all levels of responsibilities. Follow up on Hook up activities, equipment fabrications & Erection, Analysis of Primary, Secondary and Territory Steel.

Company : **International Mechanical and Electrical co., Abu Dhabi, U.A.E.**

Period : Oct '2005 to Feb '2007

Position held : **Project Engineer**

Project Executed

1. Inter Refineries Pipeline Project @ Abu Dhabi Oil refinery, Abu Dhabi

Client : **Abu Dhabi Oil Refinery (Takreer), Abu Dhabi**

Project Value : 115 Million USD

Company : **S.N. Infratech India, Barauni Oil Refinery (IOCL), Barauni, India**

Period : Apr '2003 to Oct '2005

Position held : **Civil & Structural Engineer**

Projects Executed

1. Barauni Expansion Project, LSTK-IV, Indian Oil Corporation.

Client : **Indian Oil Corporation Ltd., Barauni, BXP Unit**

Project Value : INR 800 Million

Company : **Acyta Construction Pvt. Ltd., New Delhi, India**

Client : **Delhi Metro Rail Corporation Ltd.**

Period : Feb'1999 to Mar'2003

Position held : **Construction Engineer**

Project Executed:

- Construction of Piling Foundation for overhead Metro Railway line.
- Construction of Metro Rail Station GF + 3 Floors
- Construction of overhead line for Metro Rail
- Construction of Substation, warehouse, several types of civil works.

TRAININGS ATTENDED

- Course on Honors Diploma in Computer Science
- Course on Diploma in Information Technology
- Course on Primavera P6 by CADD Center
- BOSIET, HUET, H2S/BA Training
- Defensive driving
- Basic First Aid Training, ENI Saipem
- Total Quality Management and Quality Circle

I hereby affirm that the above stated are true and credentials in support of the same shall be produced on request.

Minhaj Ashraf