**Mohamed Haroun 1265 Wellington St W, Ottawa, ON, K1Y 4L2**

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A highly motivated and ambitious professional with 7+ years of experience in a fast-paced and highly competitive oil and gas operations and projects environment, planning, records and information management, inventory control, facilities planning and maintenance, maintaining work schedules and updating procedures and policies while performing customer service activities, accounts receivable, billing and payroll duties. Seeking a challenging position in a dynamic and stimulating environment, while capitalizing on my current experiences and transferable skills. Currently perusing PMP certification

**EXPERIENCE**

## Operations and Projects lead Oil and Gas (November 2018- October 2023) Barik Group

* Develop scopes of work with the program manager, creating timelines and milestones for project releases
* Developed and implemented procurement policies and procedures for supplier selection criteria ensuring compliance with operations and budget requirements.
* Created and implemented a system for tracking and monitoring project-related inventory and stock of materials issued and received, resulting in the timely and efficient completion of projects and operations.
* Collaborated with the operations and quality control teams to streamline the supplier onboarding process, reducing onboarding time by 30%.
* Managed a team of 18 member and motivated to promote a company culture that encourages top performance and high morale.
* Overseeing human resources development policies, training, and performance metrics.
* Ensuring positive client, supplier, and vendor relationships that enlarged the organization’s reputation in the highly competitive market of Oil and Gas.
* Manage whole multiple projects ($500,000 to $1,000,000) from inception to close out commensurate with the company’s project management procedures and practices.
* Implemented communications plans to manage and ensure high satisfaction of stakeholders' expectations and to identify out of scope requests to appropriately satisfy them.
* Monitoring, documenting, communicating issues, risks, change management, and execution specifics on major engineering and strategic projects under aggressive timelines, prioritizing efficiency and productivity.
* Developed an in-house inventory control system which resulted in 40% increase in productivity and 20% decrease in resource utilization for various projects and operations within the organization.
* Direct coordination with operations office staff, field staff and third-party contractors while efficiently allocating logistical resources resulted in reduced time and cost of logistics.
* Maintained an organized electronic and physical filing system for procurement and logistics documents, improving accessibility, efficiency, and ease of access by internal stakeholders, utilizing internal Enterprise Resource Planning system ERP.

## Field Operations Supervisor Oil and Gas (JANUARY 2016 NOVEMBER 2018) Resource Allocation LLC

* Managing a team of 10 employees from different departments with varying roles and responsibilities as well as third party personnel in the up-stream operation services in oil and gas well testing and maintenance
* Being the direct hub between client’s field representatives and company’s operations manager improved flow of time-sensitive operations of well test which led to company being awarded the contract in 3 consecutive bids.
* Enforce and develop safety practices and conduct safety orientations to raise awareness, support development and implementation of work site procedures.
* Developing maintenance plans and delegating maintenance tasks to the team and finding relevant vendors and service providers while establishing protocols for non-mechanical maintenance.
* Advise managing teams of organizational issues and provide recommendations to streamline operations.
* Maintain site records, timesheets, site diaries, and progress reports.
* Helping operations manager in the Risk Assessment Matrix (RAM), its development and application.
* Regularly audited and updated supplier records in the company's database, ensuring accuracy and compliance with procedures of internal and external lead auditors.
* Contributed to the development of standard operating procedures to optimize procurement process of RIDE rig escape system and improved efficiency by suggesting and implementing changes in workflow procedure which lead to meeting tight deadlines.
* Maintained open communication channels to align procurement practices with project timelines and budgets, collaborating with projects and external stakeholders’ teams.

## Field Engineer Oil and Gas (NOVEMBER 2011 \_ JANUARY 2016) Sadeem International

* Conduct well test equipment inspection reports including but not limited to safety equipment checklist, vessels and piping NDTs, pressure and temperature transmitters as well as all electrical and electronic equipment readiness tests and maintenance.
* Liaising with maintenance and engineering departments on daily basis to come up with maintenance plans for site equipment and foresee the utmost best time for routine critical equipment checkups and diagnosis.
* Operating the data acquisition system (FARDUX) which collects all site data from pressure, temperature, and level transmitters around the work area; analyze and consolidate the data to generate a high-level report of well behavior to be presented in client’s morning meetings.
* Pre-order consumables and coordinate with logistics, supply chain and purchase departments to conduct equipment readiness and preventive maintenance checks.
* Design and implementation of Rig up/down plans for the well test and sand management system equipment and to assure the design complies with the operation’s requirements.
* Inspect all critical weld joints on seperators and sand catchers and cross check the values from the Magnetic Particles Inspection as part of the critical equipment readiness report.

# EDUCATION

* Bachelor of Electronics Engineering (Telecommunications) \_ Sudan University of Science and Technology \_ 2011

# SKILLS

## Coordination, Planning, Problem solving and troubleshooting.

* **Microsoft office (MS Project, MS Excel, MS Outlook, MS Word, MS PowerPoint)**

## High Attention to details and Ability to Meet important deadlines.

* **Collaborate with teams in Coordination and planning, Adaptive within a team and solo**

## ERP software experience and development

* **Customer service, budgeting, inventory management, quality control**

**LINKS** <https://www.linkedin.com/in/mohamed-haroun-6a386195/>

**REFERENCES** shall be provided upon request.