

# Mudrika Ukawala

Sr. Officer - Procurement - Technical Services || Oil & Gas

Result Oriented procurement specialist with 7 years of experience with a strong background in Project Engineering and Management. A tactful negotiator, with strong analytical skills and the ability to learn quickly and adapt to situations. Project Engineering and coordinator for the execution of green field LNG re-gasification project till commissioning worth approx 5000 crores.

✉ mudrikaukawala@gmail.com

☎ +91 9727743018

📅 04 April, 1993

🌐 linkedin.com/in/mudrika-ukawala

## WORK EXPERIENCE

### Sr. Officer - Contracts & Procurement GSPC LNG Ltd.

07/2019 - Present

Gandhinagar, Gujarat

#### Achievements/Tasks

- Managed Procure To Pay process from planning, purchase, delivery, till invoicing for various Operations and Maintenance Equipment, Materials, Spares, and Services.
- Prepared Tender documents **RFP/RFQ, GCC, SCC & Price Bid** and managed them through online portals (**n-procure & GeM**) as well as offline method.
- Managed vendor partnerships effectively and supervised regular vendor assessments based on their performance, response, and quality of work.
- Strategized purchase and negotiations** for better quality and comparative prices.
- Effectively handled **Cross-Functional communication** with internal and external stakeholders such as Technical Team, Finance team, and Suppliers bringing various teams together to resolve queries quickly and efficiently.
- Reviewed quotations for completeness and ensured missing information or documents for techno-commercial evaluation are received. Coordinated with Engineering teams for technical evaluation.
- Conducted **Commercial terms Negotiations** with suppliers based on quality, time, and cost.
- Managed Issuing of Purchase Orders (**PO**) & Change Orders (**CO**), receiving an acknowledgment and coordinated with vendors regularly for timely delivery.
- Participated in internal and external **audits** and implemented necessary actions to ensure compliance with procedures and policies.
- Liaised with the technical team for current and anticipated requirements and managed the **Inventory** as per the norms.

### Officer , Planning & Project Management GSPC LNG Ltd.

07/2015 - 06/2019

Gandhinagar, Gujarat

#### Achievements/Tasks

- Coordinated with EPCC Contractors, Project Consultants (PMC), and engineering disciplines to ensure integrity and consistency in deliverables.
- Reviewed the project execution plan and ensured good engineering practices are being followed and execution is done as per approved engineering processes.
- Reviewed DPR and followed up on the pending work. Troubleshooted the technical issues by coordinating the interface meetings with different stakeholders and escalated the issues to higher management, if needed.
- Reviewed key Project Engineering documents with respect to scope including P&ID, PFD, HAZOP, HMB, GA, etc.
- Document controller for all the Engineering documents along with all the communications
- Prepared key documents for Operations Department such as Standard Operating Procedures (**SOP**), Cargo Transfer Manual, risk register.
- Coordinated with **statutory** authorities like Gujarat Pollution Control Board, Petroleum and Explosives Safety Organization for ensuring necessary compliances.
- Part of the auditee team for the audits conducted by Shell, Marine Terminal Management & Self Assessment (**MTMSA**) audits by BP, Qatar Gas, and **T4S** audits by PNGRB.
- Part of the team responsible for cool-down of terminal, commissioning cargo unloading, and start-up of critical equipment for re-gasified LNG for send-out
- Prepared **Scope of work** for brownfield project of Engineering, Construction. Supervised Installation & Commissioning of a Minimum Send Out Compressor and was actively involved in the project execution planning.

## SKILLSETS

Procurement & Contracts

ERP

DCS

MS Office

Project Management

Negotiation & Vendor Management

Cross functional Coordination

Analytical & Problem Solving approach

## ACADEMICS PROJECTS

- 3 Case studies for design options for a pipeline route to optimize varying load gas transmission

- Process Modeling and Performance Analysis in Integrated Supply Chain network design at Gujarat State Petronet Ltd.

## EDUCATION

### PGDM - Operations Management Institute of Management Technology (IMT) - Ghaziabad

06/2017 - 07/2019  
72.71%

### B.Tech. - Petroleum Engineering (Major-Downstream) Pandit Deendayal Petroleum University - Gandhinagar

07/2011 - 05/2015  
7.81/10

## WORK PROJECTS

-Execution of a Green Field project of 5 MMTPA LNG Re-gasification Terminal from conceptual to commissioning

-Managing a Fast Track (6 months) Brown Field project for Installation and Commissioning of Minimum Send-Out compressor & re-engineering of operating LNG Terminal.