

Ananthan Tharma, B.Eng., CSCP, PMP

✦ Contract Administration ✦ Procurement ✦ Contract Coordination ✦ Supply Chain ✦ Project Management

Accomplishments

- Professional with several years of work experience in large construction / engineering procurement, supply chain, project management and contract administration.
- Procured and administered major multi-million dollar engineering, construction and consulting contracts for departments and organizations within all levels of government.
- Developed unique analytical models and tools to evaluate procurement functions in an attempt to provide necessary data to improve efficiency while ensuring adherence to procedural governance.
- Provided recommendations to management for contract modeling and pricing strategy of unique, high-end and complicated projects. Large cost savings were realized based on my recommendations.

Professional Experience

First Line Manager, Renewable Generation - Supply Chain

[Ontario Power Generation](#), Etobicoke, ON

- Supervised the work of subordinates while being accountable for staff output and performance.
- Assigned time targeted tasks, setting effective contexts, specifying quality, quantity, time to completion and resources.
- Ensured programs are being implemented with due regard to schedule commitments and budget envelopes.
- Encouraged teamwork within the team by demonstrating excellent teamwork in all activities.
- Provided advice and guidance to Supply Chain staff including Procurement Specialists and Managers on procurement strategies and ensured it is followed through to manage corporate risks.
- Provided analytical and strategic supply planning\procurement support for complex\major projects and contract negotiations.

Advisor, Commercial Contracts

[Ontario Power Generation](#), Courtice, ON

- Developed, negotiated and drafted agreements, including amendments to agreements that were technically, commercially and legally complex.
- Worked with internal and external stakeholders to develop, improve, modify and implement and monitor processes to meet their obligations service agreements.
- Provided support to internal and external auditors daily to ensure transparency while maintaining efficiency
- Continuously acted as an expert resource to internal stakeholders on the corporation's obligations in respect of the commercial agreements.
- Facilitated defective work management process within the pretext of existing Agreement
- Negotiated assigned tasks and reviewed work performed by others within OPG in support of Commercial Contracts' mandate.

Senior Procurement Specialist

[Ontario Power Generation](#), Courtice, ON

- Plan, co-ordinate and perform technically complex procurement assignments for engineering construction contracts, engineered products, materials, services, and vendor managed inventory programs.
- Review the adequacy of competitive sources, prepare agreement documents, evaluate proposals, negotiate contracts and prepare/issue various purchasing documents.
- Develop procurement strategy taking into account the marketplace and the needs of the requisitioners and end-users.
- Monitor progress and resolve issues related to products and services during the manufacturing phase or at the site.

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- Liaise with staff from various business functions, including requisitioners/project team, inspection, legal, transportation, tax and labour relations staff.

Contract Officer

[Canadian Nuclear Laboratories Ltd.](#), Port Hope, ON

- Provide recommendations on pricing/contract strategy to management for unique, high value and/or complicated projects.
- Prepare and manage the tendering process, including providing input towards drafting of contractual/procurement documents based on requisitioner requirements; research and preparation of bidder's lists/supply sources.
- Prepare and issue bidding documents; evaluate bids/proposals, and Liaise with engineering, quality assurance, and legal throughout the procurement process.

Contract Administrator

[Atomic Energy of Canada Ltd.](#), Chalk River, ON

Accomplishments:

- Led the technical development of a first of a kind reporting tool at AECL for project managers to monitor and track various aspects of their project such as performance, monitoring of contract cost, schedule and quality.
- Administer contract post-award and recorded job progress while monitoring work activities to verify contract compliance and in the process drafted contract change orders and change directives as required.
- Drafted and/or reviewed Technical Scope of Work (TSW) to implement procurement strategies/contingency plans and ensured that strategies and plans are aligned with organizational objectives.
- Managed integrated change controls to ensure that changes are properly approved and that all those with a need to know are aware of and are approving such changes.
- Documented actions and all data required to support the project's business activities and performance assessments.

Contract Administrator

[Durham Region Transit](#), Ajax, ON

- Support the planning and procurement of new materials, transit bus components, and services as they pertain to Durham Region Transit.
- Assist in the preparation and administration of various Durham Region Transit contracts while performing on-site contract monitoring.
- Prepared and revised standard contracts for maintenance and/or construction of bus shelters, bus concrete pads, transit expansion projects and improvement to current infrastructure.

Education & Credentials

- **Bachelor of Mechanical Engineering with Honors (B.Eng.)**
University of Ontario Institute of Technology (UOIT)
- **Certified Supply Chain Professional (CSCP)**
American Production and Inventory Control Society ([APICS Toronto Chapter](#))
- **Project Management Professional (PMP)**
Project Management Institute ([PMI](#))
- **The Osgoode Certificate in Public Procurement Law & Practice**
Osgoode Hall Law School of York University
- **The Osgoode Certificate in Contract Management and Negotiation**
Osgoode Hall Law School of York University