

Subject: Application for position of Operations / Works Manager / QA-QC Manager.

Dear Sir / Madam,

Presently I am working with a down-hole drilling tool manufacturing organization that is certified to API and ISO standards. In this organization, I handle the dual portfolios of Sr. Manager (Operations) and Management Representative.

My list of achievements include the following -

I have successfully turned around the production capability of the organization without comprising on the high quality standards established at the organization. I have been successful in consistently meeting targets set by the upper management through leading a team of talented individuals from various functions of the organization.

I have conducted a Gap Analysis to understand and improve upon shortcomings of the QMS. As a result of the Gap Analysis, I revised the existing Quality Procedures which was successfully reviewed by API Auditors.

I helped to improve the productivity by introducing alternative ways to complete one production stage by using different machinery.

I was the top student in the IRCA approved Lead Auditor (ISO 9001) exam conducted by Moody International Certification India Ltd., Mumbai, India. Further, I am a post graduate who has completed the Master of Engineering (Research) Programme at the School of Petroleum Engineering, University of New South Wales, Sydney, Australia in 2006.

I have authored a book on the Indian Fiscal Regime linked to Oil and Gas Exploration Sector titled "The economics of petroleum exploration and development in India".

As a research student I have carried out economic analyses of various fields around India. I have also reviewed the effects of the Indian petroleum fiscal regime. The Master's degree has given me an in-depth understanding of petroleum economics, economic/financial modelling and financial risk analysis. As required by the Master's Programme I also took courses in Petroleum Economics, Design Project for Petroleum Engineers, Natural Gas Engineering and various other petroleum related subjects.

My topics of interest include the following –

- Integrated Quality Management Systems,
- Auditing of Management Systems,
- Various Production / Inspection Standards including API standards, NS-1, NS-2, DS-1 etc.,
- ASME, ANSI, ASTM standards that help in validation activities and
- Economic modelling.

My resume is attached for your perusal.

Thanking you in anticipation.

Sajith Venugopal.