

# GHALLABI HIND ELINE

PROCUREMENT & CONTRACT MANAGER

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## WORK EXPERIENCE

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**SAIPEM SA, Montigny-le-Bretonneux, FR**

**Since April 2024**

*Project Buyer*

- Managing full-cycle procurement for major EPC SURF & FPSO projects (purchasing materials and equipments valued up to \$200M, including FXJ, connectors, umbilicals, pipes, valves, Compressors, etc.)
  - Elaborate Bidders List and Tender Strategy,
  - Prepare RFQ packages and launch RFx through ARIBA,
  - Coordinate technical clarifications between engineering teams and vendors
  - Evaluate and compare tenders/offers, delivering CBE conclusions,
  - Negotiate pricing, schedules, and terms & conditions.
  - Draft vendor recommendations for contract awards,
  - Oversee PO placement and manage follow-up with Expediting in case of VOR (change management).

**ACCENTURE, Paris 13, FR**

**Jan 23 – Mar 24**

*CONTRACT MANAGER*

- Managing multimillion USD contracts providing SI, strategy and consulting services to 2 major financial clients (French international banks)
  - Draft, negotiate and manage complex, high-value contracts in accordance with company policies, applicable laws, and client requirements
  - Implement and enforce the Contract Management process (contract awareness, risk and issues, data/intellectual property rights protection, change request ...)
  - Work closely with business and finance team to ensure revenue recognition and provide advice to improve the profitability of the account
  - Build and maintain close and strong relationship with main client stakeholders (business owner, vendor manager, finance and legal Dept),
  - Monitor and report the status of all projects of the account to Accenture leadership.
- => Secured an additional 10% in annual billable revenue by capitalizing on contractual opportunities through effective contract monitoring.

**STORENGY SAS - ENGIE GROUP, Bois-Colombes, FR**

**Mar 20 – Dec 22**

*PROJECT PROCUREMENT MANAGER*

- Purchasing strategic equipment, furniture, construction packages (civil engineering, piping and electrical work), services, EPC for buildings sites/stations around innovative technologies such as methanation, anaerobic digestion (methanization), geothermic for H2 and CH4 production, and managing the Contracts through their execution. + 15M\$ Project contracts.
    - **Manage full Procurement Cycle :**
      - Set the Procurement Strategy and elaborate the Project Procurement Plan.
      - Prepare bid documents, drive pre-bid meetings. Schedule and launch RFx through bidding platforms (ARIBA),
      - Analyse, evaluate and compare tenders/offers (TCO, NSA)
      - Drive and coordinate technical clarifications with engineering.
      - Negotiate the cost and terms and conditions
      - Manage sourcing, supplier relationship and supplier audits/evaluation.
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=> Achieved up to 12% savings through negotiation on each contract (7 packages) for 2 major projects in France Methycentre and PAU LESCAR.

- **Manage full Contractual Cycle :**

- Contract drafting, revision with legal support, ensure that legal requirements are met and internal processes are maintained,
- Prepare and animate Contract Awareness, (through contract execution)
- Administration of active contracts (compliance and conformity of contract execution / change management / Billing and invoicing follow-up / KPI),
- Drive Contractual Committees and contribute to risks identification and management
- Claim Management.

**AIR LIQUIDE GLOBAL E&C SOLUTIONS, Vitry-sur-Seine, FR**

**April 19 - Feb 20**

*Project Buyer for the Heat Exchanger Activity*

- Procurement of raw materials, equipments, subcontracting, services and PPE.
  - Manage bid process: bid documents preparation, pre-bid meetings and bid openings,
  - Drive interactions between the Design department, Production, Logistics and the Suppliers,
  - Drive the commercial and contractual negotiations and challenge the suppliers and contractors to get the best QCD ratio,
  - Schedule project purchases using the "Purchasing Plan" and drive the "Make or Buy" meetings for each project.
  - Report weekly to the Procurement Manager.
  - Evaluate suppliers and deliver KPI.

**VINCI CONSTRUCTION FRANCE - VINCI GROUP, Nanterre, FR**

**Dec 17 – Mar 19**

*Category Buyer*

- Manage procurement and coordinate logistics for 15 active subsidiaries in DOM-TOM territories [Interior and exterior joinery, floor and facade coverings, insulation, interior partitions, electricity, HVAC, plumbing // PPE, site equipment, power tools, handling platforms, hardware, tools, industrial supplies and consumables]
  - => Achieved 27% savings in annual purchasing costs including transportation cost for the same POs volume compared to previous years.

## EDUCATION & CERTIFICATIONS

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**E2CM - Ecole Européenne de Contract Management, Saint-mandé, FR**

**Jan 2022**

- *Contract management Certification : Managing contractual life cycles - Contract Management*

**ULCO - Littoral Côte d'Opale University, Dunkerque, FR**  
**ISCID-CO Business School**

**Nov 2017**

- *Masters in International Purchasing Management*
- *M2 - Management & international Business (MMI)*

## ADDITIONAL INFORMATION

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**Tools & Software :** SAP (MM module) – ARIBA – SUPPL'HI – Microsoft Office – Teams

**Languages:** Bilingual French & Arabic, Fluent in English.