

GHALLABI HIND ELINE

PROCUREMENT & CONTRACT MANAGER

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WORK EXPERIENCE

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 Dprt),
- 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.

=> 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

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

Nov 2017

ISCID-CO Business School

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

ADDITIONAL INFORMATION

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

Languages: Bilingual French & Arabic, Fluent in English.