



HIGH-PERFORMANCE SENIOR STRATEGIC C-LEVEL EXECUTIVE – Offering over 14 years of success

CREW OPERATIONS MANAGEMENT ♦ ADMINISTRATION MANAGEMENT ♦ LOGISTICS MANAGEMENT ♦ STRATEGIC PLANNING & EXECUTION ♦ CROSS FUNCTIONAL TEAM MANAGEMENT ♦ HR MANAGEMENT ♦ OPERATIONS MANAGEMENT ♦ HSE MANAGEMENT

Seeking senior level assignments as Crew Manager, Supervisor, Logistics Administrator (Operation Department) administrator, HR supervisor (HR Department) with an organization of high repute that will accomplish professional & personal objectives

Result-driven, a self-motivated and resourceful professional with over 14 years of experience and a proven ability to provide & analyze critical data, delivering exceptional leadership and advising support, and reporting to assist in critical business decisions.

Dynamic executive leadership career in strengthening and adding value to the function, providing operational insight. Monitoring the party's efficiency by setting indicators to monitor costs, lead times, and quality; informing, discussing, educating, ameliorating, and selecting the health and safety equipment & environmental conservation problems with senior staff. Providing technical support for crew and make sure that it is capable of matching up to requirements. Possess the ability to look at the big picture, forecast, scenario simulation, and drive the bottom line.

Strong aptitude to understand set up and lead administration operations to set business objectives; breadth of experience across all aspects of strategizing, directing, and executing large operations

Hold verified success in heading administration, operations, HR & logistics functions involving determining objectives, designing & implementing systems, policies & procedures. Undertook challenging assignments with a passion for organizational turnaround, relationship building, and strategy. Support to administration activities efficiency year-on-year.



Areas of Expertise

Strategic Planning:

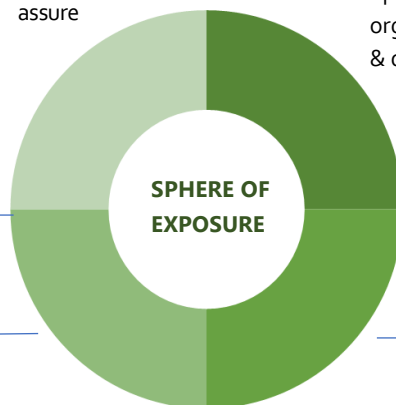
- Proven skills in strategizing viable plan to ensure long-term goals are realized.
- Unequivocal skills in managing and implementing effective programs and processes to assure continued success.

Logistics Management

- Exhibited prowess in heading new-set ups/ diversifications, managing functions with an emphasis on value addition existing operations, escalating business progressively by undertaking organizational restructuring, generating significant cost savings & developing procedures & operational policies

Team Leadership:

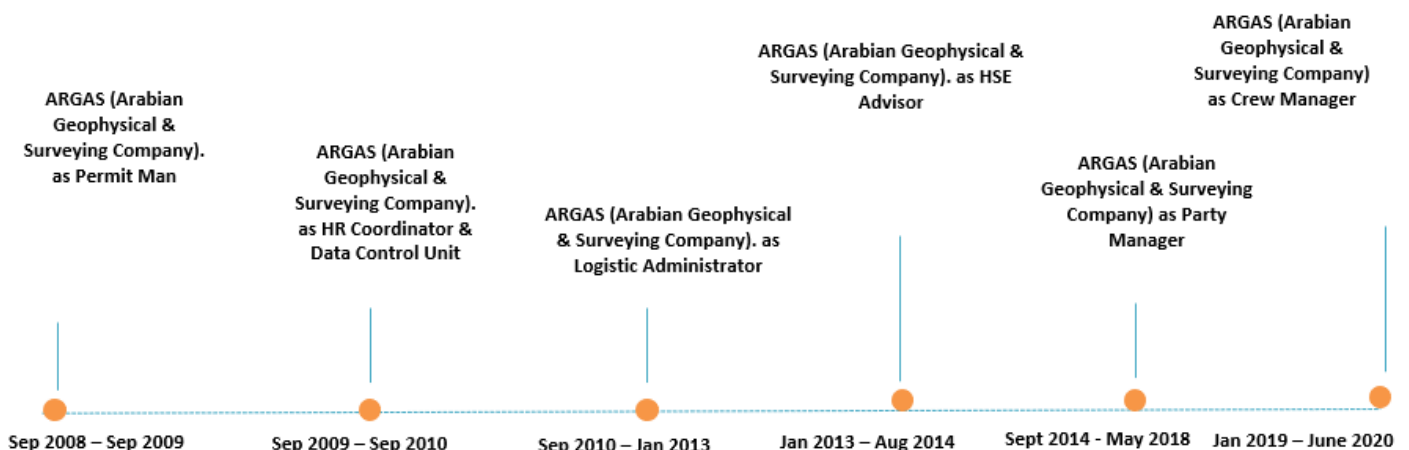
- Guided team members in accomplishment of objectives; improved their performance through counselling, skills enhancement.



Administration & HR:

- Leveraging perspective and prowess, strategic vision and track record leading of mapping requirements; developing processes in line with the pre-set guidelines.

Career Timeline



Career Review

ARGAS (Arabian Geophysical & Surveying Company) as Crew Manager

Jan 2019 – June 2020

- Demonstrated excellence in delivering professional and efficient support, contributing to the productivity of the group's overall performance by establishing team spirit and assisting in the smooth functioning
- Playing a stellar role in setting up the structure of the party (choice of the base encampment, informing local authorities, etc.); monitoring the party's efficiency by setting indicators to monitor costs, lead times, and quality.
- Managing crew operations so as not to cause offense to local customs and culture or damage religious places or private property
- Accountable for planning and carrying out regularly, with the assistance of the H.S.E. Advisor, training in all aspects of crew operations
- Allocating and/or request human and hardware resources defined contractually to the priorities of each department and field condition. Organizing and controlling collaboration and communications between fellow party members (his managers, local personnel, and subcontractors), with client representatives, and with local authorities (police, army).
- Providing operations oversight and advice to corporate stakeholders to improve strategic planning.
- Responsible for H.S.E. in the work unit and monitoring on-site every day the abilities of the people at work.
- Drafting accident reports, analyze and define the causes, decide upon and install appropriate preventive measures
- Checking weekly with the Doctor/EMT the record of illness and accidents to ascertain how long people will be off work.
- Reassigning, transferring, or terminating people who prove to be a danger to themselves or other members of the crew or refuse to comply with H.S.E. procedures as outlined by the H.S.E. department.
- Monitoring the performance of all senior supervisors to ensure that their H.S.E. and professional responsibilities are carried out following ARGAS and Client Company guidelines. Ensuring that the crew practices local rules and regulations governing the protection of the environment, in addition to beneficial guidelines not in effect locally
- Creating a dynamic environment that fosters development opportunities and motivates high performance amongst team member

ARGAS (Arabian Geophysical & Surveying Company) as Party Manager

Sep 2014 - May 2018

- Instrumental in guiding and coordinating the activities of party members, ensuring that the specifications and standards are understood by everybody. Provided technical support for his crew and make sure that it is capable of matching up to requirements.
- Organized co-operation and interaction between individuals and departments to foster a sense of harmony and esprit de corps
- successfully assured that the internal administrative and management documents are completed and sent on time to the appropriate people (field office or head office).
- Served as the first point of contact with the client for party-related problems (operational aspects, quality problems, & contractual aspects). Ensuring that the motivation and dedication of his staff to the work remain high
- Dexterously assessed results and take the necessary corrective actions in collaboration with his supervisor; looking after the fulfillment of the contract, identify drifts and report to the supervisor.
- Dexterously attained the optimum performance of the crew, developed the communication between all members of the crew (junior and senior staff alike), and act as a focal point of contact so providing the coordination that will allow all the departments to act as one cohesive unit. Maintained a permanent and effective control of the results produced by the crew ensuring that at all times the greatest possible quality is produced for the client at the lowest cost to the company

ARGAS (Arabian Geophysical & Surveying Company). as HSE Advisor

Jan 2013 – August 2014

- Oversaw the work of the party's medical personnel, check the results and work with the Crew Manager to ensure that the procedures are observed and objectives achieved; prepared the Crew HSE plan based on the generic ARGAS HSE Plan.
- Identified the hazards to which the crew is exposed.
- Planned ways of preventing and limiting these hazards and the methods of recovery in the event of accidents in line with ARGAS and Client HSE standards and procedures; circulated the HSE responsibilities of every member of the party.
- Checked that the resources defined in the HSE plan/documentation are available to prevent and limit the dangers and to ensure recovery after accidents. Organized regular inspections of the party's operations and installations to check that established standards and procedures are being followed and ensure that any incorrect practices are rectified
- Chaired induction meetings for all new Group 1 employees and supervise induction meetings held by Camp Boss, Doctor, or E.M.T. to Group 2 new personnel joining the crew. These meetings explain the employee's responsibilities and describe the tasks to be performed in addition to all relevant information related to H.S.E; specific H.S.E. equipment regarding job specifications
- Checked that all employees have been trained for the task to be performed particularly in the H.S.E. aspects of the job.
- Prepared, hold or supervise the training program established by ARGAS in H.S.E.M.S., Defensive Driving, Fire Fighting, and First Aid
- Participated, organized and conducted meetings at all levels of supervision on H.S.E. guidelines
- Carried out the progress checks are made through frequent field trips; personnel understanding of these guidelines are estimated through interaction between the H.S.E. department and all personnel

ARGAS (Arabian Geophysical & Surveying Company). as Logistic Administrator

Sep 2010 – Jan 2013

- Arranged material import & export also transferring material from base to crew and from crew to base
- Coordinated and monitored logistic operations. Ensured premises, assets, and communication ways are used effectively

Previous Work Experience

ARGAS (Arabian Geophysical & Surveying Company). as HR Coordinator & Data Control Unit

Sep 2009 – Sep 2010

ARGAS (Arabian Geophysical & Surveying Company). as Permit Man

Sep 2008 – Sep 2009

ARGAS (Arabian Geophysical & Surveying Company). as Secretary

Feb 2006 – Sep 2008

Royal Commission for Jubail & Yanbu. as Secretary - (Co-Op Period)

Jun 2005 – Sep 2005

Major Projects

Dates	Country	Client	Type	Contractor	Terrain
Jan 2019 – Jun 2020	KSA	ARAMCO	OBN Offshore seismic survey	ARGAS	Offshore DW & SW Project: S79
Oct 2017 – May 2018	OMAN	OXY	3D onshore seismic survey	ARGAS	Land seismic survey Project: OXY 53
March 2017 – April 2017	KSA	ARAMCO	Offshore seismic survey	ARGAS	Offshore seismic survey Test project
Dec 2016 – Jan 2017	KSA	ARAMCO	Offshore seismic survey	ARGAS	Offshore seismic survey Project: Moussafir Floating Node
Sep 2014 – May 2015	Kuwait	KOC	Offshore seismic survey	ARGAS	2D Offshore seismic survey Project: HQ 028 ED 11
Sep 2010 – Jan 2014	KSA	ARAMCO	OBC Offshore seismic survey	ARGAS	Offshore seismic survey Project: S65, S66 & KJO
Sep 2009 – Sep 2010	KSA	ARGAS	Head Office	ARGAS	Head Office
Sep 2008 – Sep 2009	KSA	ARAMCO	3D onshore seismic survey	ARGAS	Land seismic survey Project: S56
Feb 2006 – Sep 2008	KSA	ARAMCO	3D onshore seismic survey	ARGAS	Land seismic survey Project: S44
Jun 2005 – Sep 2005	KSA	Royal Commission	Co-Op Period	Royal Commission	Co-Op Period

Education and Credentials

- Bachelor in Business Administration, King Faisal University, 2014
- Associate Degree in Office Management, Jubail Industrial College, 2005
- Diploma in Business Administration, Commercial Institute

Courses:

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| <ul style="list-style-type: none"> ▪ Strategic Contract Management & Administration for Specialists. ▪ Effective Planning & Organizing Skills to Achieve individual & Organizational Goals ▪ Planning & Organizing Skills ▪ Finance for Non-Finance Executives ▪ Strategic Contract Management ▪ Seaman Book ▪ NEBOSH IGC ▪ OSHA ▪ 2nd Annual Kingdom Waste Management & Recycling ▪ Basic offshore safety induction emergency training (Including EBS) ▪ Tropical Further Offshore Emergency ▪ Basic Hydrogen Sulphide Awareness ▪ CIEH - Safety ▪ Fire Fighting. ▪ First Aider. ▪ Confined Spaces ▪ Risk assessment | <ul style="list-style-type: none"> ▪ COSHH ▪ H2S ▪ Making the Change ▪ Internal Auditor According to ISO ▪ Diploma in Human Resources Management from Oxford University. ▪ Human Resources Management from Maryland University ▪ HR Management from The Gulf Future Center ▪ Advanced Excel & PowerPoint. ▪ Microsoft Excel 2010 from New Horizons ▪ Basics of Medical Insurance from Insurance & business Saudi training center. ▪ Secretary Certificate from Chamber of Commerce ▪ Working Remotely ▪ Working from Home ▪ Coronavirus COVID-19 ▪ Coronavirus Precautions and Prevention ▪ COVID-19 Precautions ▪ How Do Viruses Jump from Animals to human ▪ What We Do (and Don't) Know About the Coronavirus |
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Personal Dossier

*Date of Birth: 09th January 1981 | Linguistic Abilities: English, and Arabic
Driving License: Saudi Arabia driving license | Address: Saudi Arabia, Eastern Province*

References

Name	Job title	Telephone/ Mobile	Email
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