



SARAMAYA PILLAI

Administration | Management | Reporting | Supply Chain

Excellence means rapidly adapting to change and remaining in transition

Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step; targeting assignments with an organization of repute

Industry Preference: Oil & Gas, Energy, Medical/Healthcare

Location Preference: Dubai & Abu Dhabi

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PROFILE SUMMARY

- **BBA Professional** with a total of **16 years of experience** with the recent experience in administering contract/ bid/tender and vendor management; **currently associated with** Velesto Energy Berhad Group, Kuala Lumpur, Malaysia as Asst. Manager (Procurement Services)
- **Expertise** in performing in-depth review of commercial conditions of contracts/ bids/ tenders and interpreting the same
- **Strong exposure** in managing overall contract process, evaluating/ assessing tenders, dealing with bidders from different countries and assessing risk factors to bid decisions
- Successfully managed bids totalling **23.3M USD** in Velesto Energy Berhad
- **Impressive success in inter-department initiative for supplier management** through effective and emphatic communication in Velesto Energy Berhad.
- **Added value to the efforts of the organisation** by proposing/ ensuring that the department was ready for work from home (WFH) environment before the COVID-19 Pandemic in Velesto Energy Berhad in 2020
- Effective team leader with excellent interpersonal skills to relate to people at any level of business
- **Volunteered Speaker for the HR's Sharing is Caring Session** in June 2021, on the topic, Business Continuity - creating a continuity culture with an audience of 120 personnel, including top management
- **An adventurous poet who enjoys hiking, the outdoors and long distance drive especially if it is a 4x4.**



CAREER TIMELINE

(Last 4 designation)



Feb'10

↓
Jul'12

Offshore Geo-Surveys Sdn Bhd,
Malaysia as Sr. Executive
(Sr. GM's Office)

Nov'12

↓
Jul'12

Explorer Geoscience Sdn Bhd,
Malaysia as Sr. Executive
(Business Development)

Dec'18

↓
May'21

Velesto Energy Berhad
Malaysia as Assistant Manager
(Subcontracting)

Since
June'21

Velesto Energy Berhad
Malaysia as Assistant Manager
(Supply Chain Services)



CORE COMPETENCIES

No. of years

Administration

16

Vendor Management

16

Procurement / Sourcing

16

Bid Proposal Preparation

10

Liaison & Coordination

9

Reporting

6

Subcontracting

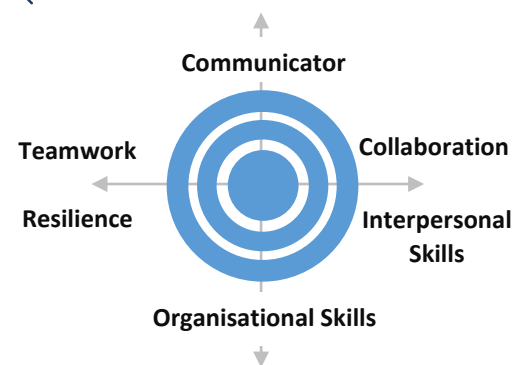
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Internal Auditing & Compliance

2



SOFT SKILLS



EDUCATION

2002: Bachelors in Business Administration (BBA)
Anglia Ruskin University (United Kingdom)



CERTIFICATION / TRAININGS

- Drilling for Non-drillers from INSTEP in 2020



WORK EXPERIENCES

Since Dec'18 with Velesto Energy Berhad Group, Kuala Lumpur, Malaysia as Asst. Manager in Supply Chain Department

Key Result Areas:

- **June 2021:** assigned to Procurement Services to streamline its processes and **Supplier Management** data cleansing & re-assessment in preparation for ERP implementation.
- **Sept 2020 – Dec 2020:** Inter-department project to liaise with all vendors and ensure payment is up-to-date.
- Supporting the key decision-making by preparing Subcontracts and Supply Chain Department monthly reports while restructuring department operations through digitalisation of department procedures
- Reviewing the subcontract/ bid/ tender documents on receipt to ensure completeness of the same
- Ensuring that clarifications are raised well in time to get better clarity on bid submission
- Coordinating & following up to ensure post bid clarifications are addressed
- Clearly understanding the work scope and best estimation with respect to execution of enquiry/ projects
- Confirming that commercial submissions to subcontracts/ bids/ tender are fully complied with all necessary details
- Analysing & processing contract requests by conducting market survey, preparing tender plans, and presenting the same to the management for approval
- Administering and managing contract grievances / disputes of end-user & vendor and resolving the same
- Managing the QC process for Subcontract Department
- Performing the QA/ QC of Subcontract Department and ensuring that the order of all subcontracting files is compliant with company procedures
- Adhering strictly to the governance procedure by contributing as QAQC PIC for developing QA
- Optimizing the contractual processes by designing, drafting, and updating subcontract related forms and templates



PREVIOUS EXPERIENCE

Dec'18 to May'21 with Velesto Energy Berhad Group, Kuala Lumpur, Malaysia as Assistant Manager (Subcontracts)

Nov'12 to Nov'15 with Explorer Geoscience Sdn Bhd, Kuala Lumpur, Malaysia as Sr. Executive (Business Development)

Feb'10 to Jul'12 with Offshore Geo-Surveys Sdn Bhd, Kuala Lumpur, Malaysia as Sr. Executive (SGM Office)

Dec'07 to Jun'09 with MCG Life Savers Group, Kuala Lumpur, Malaysia as Executive to Agency Manager

May'03 to Nov'07 with Megamars Sdn Bhd, Kuala Lumpur, Malaysia as Tender and Procurement Executive

Jul'02 to May'03 with MIMOS Bhd, Kuala Lumpur, Malaysia as Assistant Company Secretary



TECHNICAL SKILLS

- MS Office (Word, Power Point, Excel)
- Internet Applications



PERSONAL DETAILS

Date of Birth	: 20 th December 1978
Languages Known	: English
Address	: Kuala Lumpur, MALAYSIA
LinkedIn	: https://www.linkedin.com/in/saramaya-pillai/
Passport Details	: H54833616; valid up to: 24-June-26
Nationality	: Malaysian
Marital Status	: Single
Number of Dependents	: 0
Driving License Details	: 39380281 (Issued in Malaysia)
Visa Details	: N/A