

#### **Stefan Iacob**

#### **Address: Tinerimii Street No 39**

####  **Ploiesti, PH 100547, ROMANIA**

#### **Contact No. : 0040732533955**

#### **E-mail Address:** stefaniacob1972@yahoo.com

Skype: stefaniacob1972

|  |  |
| --- | --- |
| *PROFESSIONAL SUMMARY:* | * **Fourteen (14) years of experience in project management support and project services**. I had extensive experience in database management, cost accounting. cost control and reporting systems on different **international onshore/offshore projects** (both **mechanical/electrical**) in **Refinery, Petrochemicals, Chemicals, Energy, and Transport Infrastructures** **in Europe, the Middle East, and Asia**.
* Two (2) years of experience in coordination of a team for sales and after-sales activities (electrical materials) on national industrial/construction markets, creation, and maintenance of a customer’s network, contracts management, bids making, commercial negotiations and market research,
* Six (6) years of experience in sales / after-sales and customer services with responsibilities in providing customer support, increasing the sales income, coordinate the software implementation and develop the technical solution in correlation with the technical department for electrical/automation equipment and electronic cash equipment.
 |
| *WORK EXPERIENCE:* | 1. **COST CONTROL ENGINEER May 2020 – present**

**SYNERGY Construction – Main Contractor***Romania (URLATI – Prahova County*)* Person In- Charge for cost control specific activities for the **New Plant Project** as follows:
	+ Subcontractors Payment Applications (PAs): control, validation, final accounts,
	+ Monitor the correctness of the invoice received for supplies and subcontracts;
	+ The Budget & Change Orders updates, Income - Cost analysis, the Weekly Progress Report,
	+ Tracking actual costs and compare those to the budgeted costs for each work section as well as using data to forecast cost to completion,
	+ managing the cost control related software, ensuring the settings and updating the project data and related outputs,
	+ Assuring the permanent support for Procurement, Finance, Administration and Project Management in their daily activities (SAP Cost Codes allocation, Interim Payment Certificates, and other ad-hoc requests),
	+ Preparing, monthly, detailed statements of the costs for each expense center of the project.

  **Project**: **-** **P&G Orange Project** The New Production Plant (Chemical Products) **Client: - S.C. DETERGENTI S.A.** (a **PROCTER & GAMBLE** company)1. **COST CONTROL ENGINEER February 2020 – April 2020**

**OMV Petrom (an OMV GROUP Company) / RINA Consulting** *Romania (Petrom City Bucharest*)* Person In- Charge for cost control specific activities for the

**Upstream Division / National Onshore Projects** as follows:* + Preparation and validation of different project documents.
 |
| *EDUCATION:**OTHER PERSONAL SKILLS:* | 1. **COST CONTROL ENGINEER** –*Cost Control / Cost Accounting* **April 2019 – October 2019**

**ErSai Caspian Contractor LLC (a SAIPEM Company) / Orizon LLP** *Kazakhstan (Tengiz Construction Site*)  * Person In- Charge for cost control specific activities for the

**Refinery Construction / Pipe Racks Hook-Up Mechanical and Electrical** works as follows:* + Assuring full support for Project Management, Project Control, and Finance Departments on their activities and issuing different reports by request,
	+ Timely and accurate execution of cost controls,
	+ Allocating costs to the appropriate SOR (Schedules of Rates),
	+ Providing necessary data for preparation of: Monthly, Weekly and Daily Reports, HSE Statistics, productivity calculation, analyze and improve performance, Control and Cost Forecast, Easier planning: plans for future workloads, Transparency and traceability of performed work,
	+ Updating cost documentation and logs, allocating costs to the right Cost Centres,
	+ Preparation/support offered for different cost documents as Monthly Consolidated Cost Report (**CR**), Payment Application (**PA**), Value of Work Done(**VOWD**) Report.
	+ Follow-up of supplier’s invoices review and validation,
	+ Monitoring and analyses for Additional Works, Variation Orders / Change Orders,
	+ Supervising the timekeeper's team,
	+ Having a proactive approach as part of the project is team-oriented to the fulfillment of the Project and company Objectives.

 **Project**: - **TengizChevrOil - Future Growth Project** - 3GP Pre-Assembled Racks Installation **(PAR**s**)** **Client: - TengizChevrOil Company** (Kazakhstan) (a joint venture between Chevron, Exxon Mobil, and KazMunai Gaz)1. **COST CONTROL ENGINEER** –*Cost Control / Cost Accounting / QS* **March 2018 – Dec 2018**

 **TOZZI QATAR WLL** – *Qatar (LUSAIL City*)  * Person In- Charge for cost control specific activities for two construction projects related to **Transportation / Rail / Metro Infrastructures - Electrical, Data, Telecom, and TV** works as follows:
	+ Assuring full support for Project Manager and Senior Planning Engineer on their daily activities and issuing different reports by request,
	+ Timely and accurate execution of cost controls,
	+ Supporting the Senior Planner in preparation of the progress status and productivity reports,
	+ Updating cost documentation and logs, allocating costs to the right Cost Centres,
	+ Management of cost databases as Quantities Erected, Total Man-hours, Equipment, Scaffolding and Material,
	+ Preparation of different cost documents on a daily/weekly/ monthly basis as Summary of Daily Activity Progress Report (SDAR), Monthly Consolidated Report and Interim Payment Certificates (IPCs),
	+ Follow-up of supplier’s invoices review and validation,
	+ Monitoring and analyses for Additional Works, Variation Orders / Change Orders,
	+ Training and supervising the entry-level colleagues,

 **Projects: - DOHA Metro Project**  **LUSAIL LRT (Light Rail Transit)** - CCS (Communication and Control System), - FDS (Fire Detection System), Works covering tunnels and a total of 68 stations and substations. **Client: - THALES Middle East WLL (**a **THALES International Group** company) **5. COST CONTROL ENGINEER –** *Project Accounting / Cost Control* **Sept 2017 – March 2018**  **ACCEDE MEC –** Finland (KILPILAHTI) * Person In- Charge for cost control activities for a construction project related to Mechanical works **Power Plant Construction - Piping and Equipment installation** as follows:
	+ Timely and accurate execution of Cost controls,
	+ Verifying work progress status updating Cost documentation and allocating costs to the right Cost elements,
	+ Assuring/developing and maintaining all Cost reports feeding in Cost reporting systems (supported by software tools),
	+ Cost follow-up of Mechanical Works Site activities (prefabrication and erection, extra-work and variation orders, working hours and equipment),
	+ Provide resource and cost updates to support the project schedules,
	+ Accounting calculation of welds executed, piping spools erected, piping supports and structural steel,
	+ Database management and reporting of project workforce, working hours and timesheets,
	+ Full support to Senior Planner, Project Control Manager in the creation of specific reports (daily / weekly/ monthly) and cost control analyses,
	+ Maintained the right communication level with all company’s departments/subcontractors/ customer’s representatives,
	+ Having a proactive approach as part of the project team-oriented to the fulfillment of the Project and company Objectives

 **Project: -** **New Power Plant** – Porvoo Industrial Area, **Kilpilahti (Finland),** **Client: - TECNICAS REUNIDAS** (Spain)  1. **COST CONTROL ENGINEER** –*Project Accounting Cost Control* **Sept 2013 - April 2017**

 **TOZZI QATAR WLL** – *Qatar (DOHA and different site offices*)  * Person In- Charge for cost control specific activities for multiple construction projects related to **Petrochemical / Desalination / Power Plants Construction**

**- Electrical, Instrumentation, and Telecom** work as follows: * + Assuring full support for Project Manager, Project Control Manager, Contracts Manager and Senior Planning Engineers on their daily activities and issuing different reports by request,
	+ Controlling activities of staff hours, erection/ installation costs, and construction overhead to be provided to clients as per the contract requirements,
	+ Management of cost databases as Timesheets, Total Man-hours, Commissioning Man-hours,
	+ Preparation of different cost documents on a daily/weekly/monthly basis as Daily Activity Report, Daily Progress Report, Weekly Report, Monthly Payment Application (MPA), Monthly Cost Report,
	+ Preparation of detailed cost reports and summaries of back charges as per Purchase Orders,
	+ Responsible for the process of issuing the company\s Invoices related to workforce, equipment, and quantities,
	+ Administrative in-charge of the company’s cost control system (Assets List, Expenses, Cost and Revenue Analysis)
	+ Follow-up of supplier’s invoices review and validation.
	+ Monitoring and analyses for Additional Works, Variation Orders / Change Orders,
	+ Project accounting activities for petty site cash, fuel consumption, assets, medical costs.

 **Projects: -** QSTEC Polysilicon – Phase 1, - KEPPEL Project, - ACCIONA RAF 3, - ACCIONA UHP (Um Al Houl Power IWPP), - HITACHI UHP (Um Al Houl Power IWPP). **Clients: - QATAR Solar Technologies** (Qatar)**,** **- ACCIONA** (Spain), **- Hitachi Engineering & Construction** (Japan). **7. PROJECT CONTROL ENGINEER** –*Cost Control / Time Scheduling* **March 2013 – Jun 2013** **TGE Gas Engineering** – *Germany (BONN)* * Person-in-charge of the preparation for project-related cost and schedule in the general construction of large-scale plants, preparation, and tracking of complicated project schedule and cost reports in cooperation with the Project Management and Lead Engineers, database-driven progress and cost control and analysis of target/actual deviations and elaboration of the required corrective actions.
	+ Project Type: **LNG Reservoirs Construction**

 **8. OFFSHORE COST ENGINEER –** Cost *Accounting / Cost Control* **July 2011 – Dec 2012** **TOZZI KAZAKHSTAN WLL / CMS** – *Kazakhstan (ATYRAU Offshore Site Office)** Person In- Charge for cost control specific activities for an offshore construction project related to **Refinery Construction - Electrical, Instrumentation, and Telecom** works

as follows: * + Generating accurate monthly/weekly/ daily cost working hours reports for all project activities including, where applicable, both company and client commitments (Client: AGIP KCO),
	+ Ensure agreed changes are recorded on a project change registers and that relevant data is incorporated into monthly cost reports,
	+ Provide advice where requested to validate expenditure including onshore/offshore staff-hours actual costs (including vendors and materials) and onshore/offshore sub/contracts,
	+ Cost control of client Change Orders in case of additional works, supplies, and service outside the contractual scope, then follow the cost development of all variations to the contract,
	+ Preparation and maintenance of project cost control structures and permanent communication with client representatives as Senior Quantity Surveyors, Contract Administrators, Construction Manager, Cost Engineers, Senior Discipline Engineers to give adequate support and to solve misunderstandings,
	+ Providing information to Project Control Manager in support of internal cost/value reporting activities,

 **Project: - Offshore Electrical, Instrumentation, and Telecom Hook Up Kashagan Project** D-Island – Kazakhstan.  **Client:** **-** **AGIP KCO** (a member of **ENI GROUP**). **9. JUNIOR PROJECT CONTROL ENGINEER –** *Project Accounting / Cost Control* / QS  **SIMONTAGGI –** Europe Different*Site Offices*  **Sept 2008 – July 2011**  * Person In- Charge for cost control activities for multiple construction projects related to Mechanical **Refinery / Petrochemical / Power Plants Construction**

**- Piping and Equipment installation** works as follows:* + Contract invoicing, project milestones and payment status database,
	+ Maintaining cost database with necessary documentation and information, ensuring proper data entering and updating, collecting data and managing day by day the bill of quantities,
	+ Cost control for mechanical works progress (prefabrication and erection) extra-work and variation orders, subcontractors work (working hours, equipment, and payments),
	+ Accounting calculation of piping spools, piping supports, and structural steel,
	+ Control and manage the databases of P&ID & isometric drawings, piping BOM & MTO, Golden Welds,
	+ Database management and reporting of a project workforce and person-hour status,
	+ Full support to Senior Planners, Project Control Manager in the creation of specific reports (daily / weekly/ monthly report and other reports) and cost control analysis, maintained the right communication level with all company’s departments/subcontractors/ customer’s representatives.

 **Projects: -** CCGT Moerdijk 2 Power Plant **(The Netherlands)**, * + Above Ground Gas Processing Facility **(Germany)**,
	+ New Hydrogen Plant & New Hydro-Cracker Unit **(Greece)**,
	+ New Hydro-Cracker Complex **(Italy)**,
	+ Geel PTA 2/3 Expansion Project **(Belgium).**

 **10. AREA SALES MANAGER –** *Sales for Electrical Materials and Equipment*  **ELECTRO-GLOBAL Cluj Napoca** – *Romania, Bucharest subsidiary* **Nov 2006 – Aug 2008** * Coordinate the activities for the sales team - increase the customer log more than 20 crucial industrial, construction, and Oil & Gas companies from the national market, established long terms commercial relations with customers, manage the after-sale database for the sales area, provide technical support for equipment commissioning, negotiates the payment plans with clients, maintained professional work relations with suppliers.

|  |
| --- |
|  **11. SENIOR CUSTOMER SERVICES ENGINEER -** *Sales and After-Sales for ECR* |
|  **INFORMEDIA CASH SYSTEMS** – *Romania, Ploiesti*  **Apr 2000 – Nov 2006**  |

* Person-In-Charge for the increase of the customer log established long-term commercial relations with customers, manage the after-sale database for the sales area, provide technical support for hardware equipment and software products, negotiates payment plans with clients, maintain professional work relations with suppliers.

**The ‘’ PETROLEUM – GAS UNIVERSITY ‘’** of Ploiesti, Romania **Oct 1992 - Jul 1997** *Profile and specialization*: Mechanical and Electrical Engineering Dept. Oil and Gas Industrial Systems Engineering  Bachelor of Science (BS)**The “I.L.Caragiale “High School** of Ploiesti, Romania **Sept 1986 – June 1990***Profile and specialization*: Mechanics**Computer Software:**  Windows 10, Microsoft Office Suite (Advanced level),Power BI, Power Query, Power Pivot (Basic level),  SAP – ERP system (Basic level)PRIMAVERA P6 / MS Project (Basic level)**Languages:** Romanian ( mother tongue ) - excellent, English - working proficient level, Italian – basic.**Leisure Interests**: Driving, Travelling, Reading, and Music**.****Other Skills:** - Driving license holder both in Europe and Qatar / GCC.   - Serious-minded person, trustworthy, loyal, and has integrity, - Works independently but at the same time a good team player, - Good resistance to stress activities, - Organize excellent analytical abilities and presentation skills, - Multi-tasking, pro-active, and has a healthy customer service attitude, - A hard-working and enthusiastic learner, - Quality-focused. |