

Shelvyn Dowlath

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PERSONAL STATEMENT

Strategic and results driven business analyst with six and a half years' experience in the energy sector. Exceptional analytical skills combined with a pragmatic approach and sound business acumen. Skilled in analysing corporate business processes to develop customized solutions, reduce cost and improve performance.

SKILLS

- Business Analysis
- Strategic and Business Planning
- Project Management
- Financial Analysis
- Contract Management
- Project Analysis

PROFESSIONAL EXPERIENCE

Business Analyst

MAR 2012 - NOV 2018

Petroleum Company of Trinidad and Tobago Limited, Point-a-Pierre

- Review contract terms and agreements (using SAP) to prepare packages for renegotiation of contracts.
- Develop, monitor, and report on Refining and Marketing implementation plan in accordance with Petrotrin's Strategic Plan 2017-2021.
- Perform feasibility studies, cost and schedule estimates for small to medium term development projects, new refinery processes and technologies.
- Develop business plans and perform market research for Company related projects.
- Review business plans and project proposals for new projects from external companies.
- Conduct project development activities to enhance the value chain of refinery process streams.
- Prepare request for proposal (RFP) and evaluation criteria documents, evaluate bids, and prepare award documents.
- Assist in developing projects that reduce the carbon footprint of the Company.
- Liaise with key stakeholders and business networks (internal and external) for data gathering of business development activities.
- Assist in budget preparation for the department and minor projects.
- Prepare and deliver reports, updates, and presentations.

Lecturer

JAN 2014 – APR 2015

School of Higher Education, San Fernando

Lecturing Heriot-Watt University Modules for:

- Project Planning and Implementation
- Business Management in the Built Environment

ACADEMIC QUALIFICATIONS

MBA Business Administration

OCT 2016 – SEP 2017

Anglia Ruskin University

MSc. Construction Project Management

SEP 2011 – JUN 2014

Heriot-Watt University

BSc. Process and Utilities Engineering – Chemical Option

SEP 2005 – APR 2009

University of Trinidad and Tobago

REFERENCES

Available on Request