

NAME: Christopher ONYEMA

CAREER OBJECTIVE: To work in a world class institution that promotes cognitive capacities, rewards total commitment to duty, promotes teamwork, and provides unlimited opportunities for career advancement for individuals with consistent outstanding performances.

HOBBIES: Reading, Swimming and Table Tennis.

TELEPHONE/WHATSAPP: +2348037749716

SKYPE: <https://join.skype.com/invite/bvpt0CEIcSC0>

E-MAIL: co.onyema@gmail.com

ACADEMIC QUALIFICATIONS

M.Sc. Applied Mathematics

University of Ibadan, Nigeria.

B.Sc. Industrial Mathematics

University of Benin, Nigeria.

PROFESSIONAL QUALIFICATIONS/AFFILIATIONS

Fellow

Institute of Information Management.

FIIM/001511

Project Management Professional (PMP)

Project Management Institute (PMI).

ID #: 5389624

Master Project Manager (MPM)

American Academy of Project Management.

Member/Certified Cost Technician (CCT)

Association for the Advancement of Cost Engineering (AACE International).

ID #: 406081

Certificate in Revenue Assurance

Digital Knowledge Associates.

Associate Certified Cost Manager (ACCM)

Certified Institute of Cost Management of Nigeria.

Certified Information Systems Auditor (CISA)

Information Systems Audit and Control Association (ISACA)

ID #: 13106461

Certificate in Data Processing

Integrated Concepts Computer Institute, Lagos.

EXPERIENCE

- April 2017 - Date: Entrepose DBN
Engineering | Supply Chain Management | Maintenance | On and Off-Shore Constructions.
www.entrepose.com
Project Controls Management,
 - Seplat OBEN project.
 - Shell Agbara-Ota Capacity Increase project (ACIP)
 - KRPC Revamp project
 - Total Egina projectLagos, Nigeria

Cost Controller

- Analyzing contracts to extract commercial data.
- Establishing the initial budget from successful commercial bids.
- Monitoring value of work done against work progress.
- Computing Actual Cost of Work Performed (ACWP), Estimate to Complete (ETC) and other project cost metrics.
- Conducting reconciliation of forecasted versus actual expenditure and revenue. Production of project accruals in conjunction with Finance and Operations.
- Producing monthly project cost reports and variance analysis for consolidation into the territory management report.
- Supporting the preparation of cost estimates for Change Proposals (CP)/Change Order Requests (COR) and integrating validated VO budgets into the cost control system.
- Ensuring proper allocation to the correct cost centres.
- Interfacing with budget owners on a regular basis to review commitments.
- Proactively identifying changes that have a commercial implication and ensuring project changes are tracked and reported.
- Following-up from requisitions, bid comparisons to third-party payments and vendor close-out (PTP).
- Reporting anomalies noted on personnel costs, subcontracts, vendor invoices, intercompany surcharges to the Project Management Team.
- Actively participating in Project Management Status Reviews (PMSR).

- Nov 2015 - Mar 2017: Westfield Energy Resources Limited
Engineering | Supply Chain Management | Maintenance | On and Off-Shore Constructions.
www.westfieldenergy.com
Estimating & Project Controls Unit,
Lagos, Nigeria

Cost Engineer

- Preparation of price estimates for bid proposals in response to invitations to bid (ITB) or requests for quotation (RFQ).
- Preparation of cost estimates for change proposals (CP) and/or change order requests (COR).
- Compilation and analysis of data on all factors that can influence costs, e.g. materials, equipment, labour, location, duration of the project, and special machinery requirements, including computer hardware and software etc.
- Preparation of draft subcontracts in conjunction with the contracts manager and maintenance of subcontract register, procurement of quotations from potential subcontractors.
- Defining Cost Breakdown Structures (CBS), and developing budgets and benchmarking systems with the aim of increasing efficiency in project cost control.
- Performing internal and external benchmarking to improve and optimize costs estimation.

- Reviewing in-house capabilities, including cost estimating risks, uncertainties and sensitivity analyses
- Updating existing cost estimating methodologies and tools through performance of economic analysis and evaluations.
- Carrying out studies in liaison with relevant discipline leads to determine CTR schedules and complementary costs necessary for bid preparations.
- Participating in pre-bid meetings, site inspections, and preparation of reports thereafter on all observed factors that may influence cost.
- Identify potential cost over-run situation and recommend corrective actions.
- Developing change management and controls systems including procedures, registers, analyses etc.
- Preparation of project-specific Nigerian content execution plans and reports to ensure compliance with the Nigerian Content development (NCD) law.

○ Apr 2015 - Oct 2015: Elfren Integrated Limited

Engineering | Supply Chain Management | Maintenance | On and Off-Shore Constructions.

www.elfrenltd.com

Tendering department,
Lagos, Nigeria

Cost Engineer

- Development of a database of competitive unit rates.
- Preparation of cost estimates for commercial bids in response to request for quotes.
- Commercial tendering
- Etc.

○ Jan 2011 - Mar 2015: Subsea 7

Energy, Oil & Gas Services: Engineering | Project Management | SCM | On, Off-Shore and Subsea Constructions.

www.subsea7.com

Project Management Team,

- ExxonMobil - OSO RE Offshore Pipeline & Topside Project.
- Total E&P - OFON Phase 2 Project.

Lagos, Nigeria

Project Contract Administrator

- Preparation and substantiation of cost Estimates for contract variations for client's scrutiny and approval.
- Coordination of cost estimation activities and input from various disciplines.
- Support tendering department for efficient and prompt response to pre-qualification/ invitations to tender from client, and support SCM for subcontracting scope.
- Maintenance of subcontract register, procurement of quotations from potential subcontractors and preparation of draft subcontracts in conjunction with the contracts manager.
- Preparation of the monthly accrual/financial reports, Nigerian Content Development (NCD) reports and other reporting required by the project management.
- Collation of supplier/subcontractor reimbursable costs, and preparation of service tickets.
- Preparing invoices for project progress payments, milestones and change orders, for submission to and approval of the client.
- Maintaining up to date and accurate change and invoice registers.
- Facilitating the proper filling of all hard and soft documentation and records associated with the contract management and tendering activities.
- Assisting in contract close-out process.
- Collaborating with the contracts manager in the review of ITT documents and compilation of clarification requests/exceptions to draft terms of contract.

- Assuring compliance with approved procedures/processes, and proactively introducing improvements or simplifications where appropriate.
- Substituting the contracts manager during periods of leave.
- Actively promoting and managing HSE requirements and goals.

○ July 2008 - Oct 2010: Saipem, Nigeria.

Energy, Oil & Gas Services: Drilling | Engineering | Fabrication | Procurement & Logistics | Swamp, On & Off-Shore Constructions.

www.saipem.com

Site Management Team,

- Shell NCTL Project Site.
- Total OML 58 (Upgrade) Project Site.

Budget and Control Management Unit,

- Administration, Finance and Control Department
- Port Harcourt, Nigeria

Cost Control/ Logistics Officer

- Labour cost forecasting, budget preparation and analysis.
- Monthly Timesheet Processing (a collaboration between Budget Control and Project Control units) for SAP entry.
- Calculation and posting of redundancy accruals.
- Standard labour rates computation.
- Cost monitoring, and advising project management on cost over-runs in a timely manner so that corrective actions can be taken.
- Maintaining electronic and hard copies of vendors invoices (and other cost related documents) for project cost reporting.
- Maintaining up to date and accurate invoice register.
- Providing information to project management and Accounts/Finance department for accrued invoices at predetermined project payment milestones for invoicing.
- Assigning correct WBS codes to purchase requests and timesheets.
- NCD man-hour reporting.
- HRIS administration and evaluation of data processing systems.
- Planning and coordination of personnel (expats and locals) movement to and from the NCTL project site.
- Updating records of market price data of materials, spare parts, equipment and manpower to be used in the cost estimate.
- Maintaining electronic and hard copies of subcontractors, suppliers and vendors information.
- Preparing comparative reports for approvals of quotations.
- Preparing and processing of purchase requests, orders etc.
- Monitoring of subcontractor purchase orders for actual and committed costs and provide report on the analysis of variances.
- Monitoring and coordinating deliveries of items from suppliers to Project Site
- Updating/Imputing Daily Reports in the Condor® Database Application.
- Verification of Subcontractor Timesheets/invoices.

○ August 2002 - July 2008: Fedeliity Nigeria Limited

Real Estate Management, Renovations, Property Development and Consultancy

Lagos, Nigeria.

Admin. Officer

- Management of all business and personnel data.

- Administration of company's computer systems.
- Project cost analysis/ market research.
- Preparation of workers' wages.

CORE COMPETENCIES

Cost Control, Cost Estimation, Financial Reporting, Supply Chain Management, Invoicing, Tendering, Vendor Management, Reconciliation, Data Management/ Analysis, Scheduling, Research, Systems Administration and Control, Revenue Assurance.

Microsoft Office| SAP R\3 PS| Primavera P3| SPSS| Sage PJC| Sage Estimating| Condor® HRIS| ACL Analytics

REFEREES

Will be provided on request.