

Dear Sir,

I 'Basil Ismail', Senior Planning & Performance Engineer with offering 15 years of multi-faceted & global experience in Project Planning along with executing my duties as a leading Industrial Engineer. My profile summary is as under:

- Competent and diligent professional with an experience of over 15 years in entailing Project Planning & Execution, Operations & Maintenance, Asset Management, Quality, Safety and Team Management; currently spearheading as Senior Planning Engineer with ADNOC Refining.
- In depth understanding and expertise in planning, resources management, monitoring and documentation of projects. Core competence in application of preventive, planned & predictive execution practices ensuring maximum operational availability with expertise in ensuring adherence to Safety, Environment and Health standards.
- Proficient in identifying root cause of problems& operational bottlenecks, work out pragmatic solution.
- Experienced in implementation of preventive, predictive & planned maintenance activities thereby, ensuring maximum uptime of machines / equipment with quick adaptability to meet new requirements successfully through a systematic & organized approach for increased efficiency and competence.
- An effective communicator with strong presentation, people management, interpersonal, negotiation, analytical and problem-solving skills.

During my professional journey, I have been associated with the two major companies under different job designations. These companies along with timelines are:

**Since Jan' 2006: ADNOC Refining (TAKREER) – Abu Dhabi Oil Refining Co. (ADNOC)**

Growth Path:

**July 2016 – Till Date: Senior Planning & Performance Engineer**

**Dec 2013 – Jun 2016: Planning Engineer**

**Jan 2006 – Nov 2013: Maintenance Planner**

As Senior Planning & Performance Engineer, I attained the following responsibilities:

- Assumed the responsibilities of Planning Section Leader in his absence from the plant.
- Contributing comprehensive project management expertise in the areas of – Project Planning, scheduling, drawing cost estimates and judiciously deploying manpower, machines and material resources to optimize overall efficiency.
- Assessing competency for all planners, schedulers and trainees as department assessor.
- Maintaining coordination with the project team & all internal/external parties to freeze the technical parameters/ work scope to iron out any ambiguities.
- Managing resources to create estimates for the project, work breakdown structure, project plan, contingency plan & schedules and identifying risks within time and cost constraints.
- Identifying, developing and implementing initiative related to operational excellence
- Leading and motivating workforce and monitoring their efforts to achieve highest individual and team productivity.
- Initiating continuous improvement concept to enhance working practices, procedures and machine performance.
- Implementing preventive, planned & predictive maintenance and driving continuous improvement
- Managing safety issues while supervising the site to ensure that all the safety parameters are complied with to assure safety of the employees

- Execute cost saving techniques/ measures and modify the system as & when necessary to achieve substantial reduction in O&M expenditure
- Assisting in the budgeting activity of the plant and managing all financial activities.
- Coordinating and following up on maintenance contracts and contractual obligations assigned to planning along with respective concern engineers; recommending payment against respective budget & cost codes with cost control engineer.
- Conducting of yearly wrench time study for Ruwais Refinery West Maintenance by utilizing In-House resources.

As Planning Engineer, I had following duties:

- Managed project development from beginning to end. Defined project scope, goals & deliverables that support business goals in collaboration with senior management and stakeholders.
- Planned the execution of maintenance activity, observed standard procedures for maintenance & considerably reduced down time.
- Ensured plant safety and observed physical conditions of work & work practices and implemented preventive, planned and predictive maintenance to maximize uptime of equipment & installations.
- Maintained proper documentation / records of control and review of maintenance, repairs, additions, changes and modifications also ensured all repair and maintenance work was carried out in a safe and professional manner and that machinery and equipment were available for use at all times.
- Creating job specifications and job scope for development of contracts and assisting in the evaluation of bids received.
- Coordinating and following up on maintenance contracts and contractual obligations assigned to planning along with respective concern engineers; recommending payment against respective budget & cost codes with cost control engineer.
- Ensuring periodic and preventive maintenance is appropriately scheduled & accomplished and emergency troubleshooting & maintenance support are readily available.
- Developing various computerized reports on work order back log, manpower and material utilization and maintenance performance indices.

As Maintenance Planner, I had underneath duties:

- Performed planning function for work orders related to daily work priorities, estimation of plant maintenance (rotary & static) equipment.
- Spearheaded activities pertaining to shutdown, estimation of manpower & material required for major turnaround & assisted Planning Engineer for reservation of material and preparation of shutdown schedules on primavera software.
- Provided technical inputs like work/job step details, estimated resources like manpower, equipment, cost and duration in preparation of technical work scopes and to assist in preparation of contract document.
- Analyzed data from Maximo, guide field engineers & supervisors to acquire the target set by senior management for maintaining KPI's like manpower, work requests, backlog, preventive maintenance and maintenance cost.
- Pivotal Participation in major Turnaround and warranty shutdowns such as: Condensate Plant Turnaround 2006, Gasoline Plant Warranty shutdown 2007, Condensate Plant turnaround 2010, Gasoline Turnaround 2010, Green Diesel plant warranty shutdown 2013.

The second company with which I was associated and performed my duties as a Mechanical & Industrial Engineer are as:

**Jan 2004 -Nov 2005: Lahoud Engineering Co. Dubai, UAE**

Project: Gasoline / Low Sulfur Gas Oil Project in Ruwais Refinery, ADNOC Refining UAE

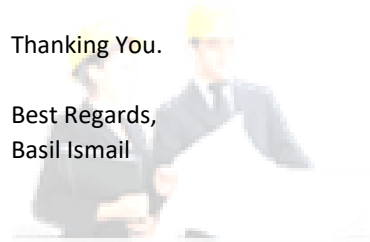
My key duties were:

- Supervised all construction activities and provided technical inputs for methodologies of construction & coordination with site management activities.
- Formulated & reviewed method statements and quality control plans.
- Spearheaded transportation, installation and commissioning of various static and rotating equipment.
- Administered fabrication and erection of process and utility piping.
- Engaged in activities pertaining to under-ground piping fabrication, protective coating/wrapping and insulation works.
- Ensured strict adherence to necessary safety measures like necessary preparation of work-site, fire-fighting equipment, personal protective & gas detection equipment, scaffolding and staging, safe load indicators for heavy erection equipment, usage of only certified machinery, tools & tackles.

With all this experience in consideration, I would like to proceed my application as an Industrial Engineer and I am sure that my technical as well as managerial skills will surely be beneficial for New Zealand's Engineering Industry along with providing me endless opportunities to explore my career path in the specified Engineering domain while living in a prestigious country like New Zealand.

Thanking You.

Best Regards,  
Basil Ismail



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