

CURRICULUM VITAE

ÜNAL SEVİM

Electrical & Instrumentation Inspector/Supervisor

SUMMARY

Team-oriented, leadership, adaptation highly, have well-disciplined and rigorous work principle, creative and interrogator.

PERSONAL

Address Turkey: Siteler Mah. 443.sk. Petrokent Sitesi 1A Karanfil Apt. K:4 D:14 Aliğa / İzmir

Address Algeria: 09 chemin des crêtes Draria alger - Algérie

GSM: +905368787887

E-Mail: unalsevim@gmail.com

Date of Birth: 02.11.1982

Birth Place: Balıkesir / Bandırma

Nationality: Turkey

Military Service: DONE (05-2005/08-2006)

Driving License: B – 2002



SPECIALTIES

- Good Team leader and player.
- Good level of customer orientation.
- Good inter-personal and commercial skills.
- PC literate.

COMPUTER SKILLS

MS Office Programs, SAP-PM/MM/PS Modules, AutoCAD, Set route (Bechtel), Go Completions (BP), EDMS, E-Cloud (Enka), PCOS (Técnicas Reunidas)

EDUCATION

University (2) : Ahmet Yesevi University/ Industry Engineer / Frozen

University: Osmangazi University / International Trade 2000/2002

High School: Yunussemre Anadolu Teacher High School / Foreign Language 1996/2000

FOREIGN LANGUAGES

English: Reading: 10 / 10 Writing: 10 / 9 Speaking: 10 / 7

TRAININGS & CERTIFICATES

- Introduction to OSHA and the OSH Act / 360 Training 2018
- Professional Technical Competence / Turkish Government 2017
- COMPEX-ATEX Ex1/Ex2/Ex3/Ex4 / JTL 2017
- GOC (Guide on Certification) (CMS) Trainings / BP Georgia 2017
- Paperwork ERP Programmer / Cite Financier 2016
- Safety Leadership Training / Bazyan CCPP 2015
- ISO 9001:2008 Internal Auditor / Temis 2015
- Defensive, Off-Road and Anti-Skid Driving Training/ TSA 2014
- TPM / Beko Electronics 2008
- Introduction to SAP / Beko Electronics 2007

PROFESSIONAL EXPERIENCE

Senior Instrumentation Inspector at TSGI for Star – Aegean Refinery

September 2017 - Present

Site Office –Izmir / Turkey

Client: Socar



SOCAR TECNICAS REUNIDAS

Roles Accountabilities:

Instrument Calibration Facilities at Lab or Field. All QC documentation preparing. (QC-DCC)

Routine Cal. Lab. Surveillance of Instrument Calibration Activities. Inspection and Witnessing according to ARP Specification and QCP-ITP. Versatile with the management team to easily achieve the project schedule with acceptable quality control. Principal responsibilities are to monitor the activities of contractor / subcontractor personnel Co-ordination of all instrument inspections with the quality personnel and the contractor's compliance to Cons. Drawings, project Specs and properly checklists with regard to quality Surveillance of contractors and Subcontractor implementation of their quality management systems to verify compliance to contract documentation and iso 9001 requirements. Ensure Company Regulations with regard to work safety and environment preservation are maintained.

E&I Representative at Enka&Bechtel JV for Bp SCPX CSG1 Project

September 2016 – August 2017(End of the Project)

Site Office –Jandari-Tbilisi / GEORGIA

Client: BP



Roles Accountabilities:

Ensure that the Project Quality Management System with regard to both QA and QC is fully developed, established and maintained in compliance with the Project and ISO 9001 requirements. Oversight, monitor, audit, management of QA/QC activities of EPCM Contractor including their site, factory, plant activities, and where required contractors, vendors, supplier's QA/QC activities instructed by QA /QC Manager. Reporting of the responsibilities to the stakeholders. Manage and co-ordinate the surveillance of Contractors and Vendors in accordance with their surveillance plan and (or) ITP, etc. to ensure adequate performance and compliance to Project requirements. Coordinate with site QA/QC E&I Inspectors to ensure that inspection and testing requirements for installations of electrical equipment, instruments at site are met. Responsible for the production of all work in compliance with quality, safety, budget and schedule requirements as well as company procedures and contractual terms. Responsible to ensure that the design meets performance, safety, reliability and functional requirements of the client, and that the product delivered is of acceptable quality. Perform specific focused quality audits / surveillance inspection reviews as necessary. Review and comment on Vendor QC inspection reports and takes appropriate action as necessary.

Dcc&QA Supervisor at Kayı Construction for CNEP Bank Cite Financiere Project

October 2015- June 2016

Site Office –Algiers Center / ALGERIA

Client: Cnep Bank/GEPIM



Roles Accountabilities:

Controlling of all project documents and correspondences (such as Letters, Transmittals & Reports etc.) between Contractor, Company, sub-contractors and following continuation of document flow internally and externally. Controlling revisions of drawings, procedures and distributing latest revisions for internal use Storing soft copies of project documents to storing system (Paperwork). Managing the Project Deliverables in Electronic/Hard copy format. Managing Paperwork training to new users for the access to the project documents. Preparing of handover dossiers properly as per quality procedures and transmitting dossiers along with soft copies to Company. Coordinate Project H/O Packages in accordance with client procedures. Conducting Internal Audits & raising corrective actions in accordance with ISO 9001 Certification

Dcc&Information Supervisor and Turnover Coordinator at Enka for Qaiwan Group Bazian Power Plant Project

November 2014- September 2015(End of the Project)

Site Office –Bazian / IRAQ

Client: Qaiwan Group



Roles Accountabilities:

Controlling of all project documents and correspondences (such as Letters, Transmittals & Reports etc.) between Contractor, Company, sub-contractors and following continuation of document flow internally and externally. Controlling revisions of drawings, procedures and distributing latest revisions for internal use Storing soft copies of project documents to storing system (E-Cloud). Managing the Project Deliverables in Electronic/Hard copy format. Managing E-Cloud user accounts and E-Cloud training to new users for the access to the project documents. Preparing of handover dossiers properly as per quality procedures and transmitting dossiers along with soft copies to Company. Coordinate Project H/O Packages in accordance with client procedures. Conducting Internal Audits & raising corrective actions in accordance with ISO 9001 Certification. Walkdown leader to CSU Acceptance and Prepare to Turnover. Liaising with clients, vendors and contractors to deliver completed project handover documentation to client specifications. All Turnover documentation preparing. (QC to CSU)

E&I QA /QC Inspector at Tecnicas Reunidas For Tupras Resid Upgrade Project**June 2014-December 2014(End of the Project)****Site Office –Izmit / Turkey****Client: TUPRAS****Roles Accountabilities:**

Overall responsibility for monitoring of whole Electrical and Instrumentation (E & I) activities/operations in Tupras RUP. Ensuring that all Main Contractor QC Instrument documentation is completed as per Project. Completion system and project Quality plans. Submit daily field reports of all E & I work activities to QA/QC Chief Engineer and maintain comprehensive inspection records. Ensure that the Subcontractor uses Company approved procedures, specifications and works in compliance with the ITP's (inspection and test plan). Reports directly to Project Quality Supervisor and Documentation Coordinator. Act as company representative at the work site and Quality Control subcontractor (and their sub-contractors) Works. Ensure that subcontractors (and their sub-contractors) comply with contract terms conditions. Report progress to QA \ QC Department head office daily and approve site intern reports weekly

E&I QA /QC Inspector at Enka For Mass Holding Erbil Combined Cycle Power Plant Project**September 2013-June 2014(End of the Project)****Site Office –Erbil / IRAQ****Client: Mass Group Holding****Roles Accountabilities:**

Walkdown leader to CSU Acceptance and Prepare to Turnover. All QC documentation preparing. (QC-DCC). Drive the Site technicians right point for test / inspections. E&I inspections (All electrical equipment installations, Cable Laying and Terminations, Heat Trace Installations, Instrument installations with tubing). Logging all QA/QC E&I maintenance and test machines DueDate. Controlling and Reporting all site electrical and Instrumentation inspections. Preparing to all inspection reports and ITR's for presentation Contractor's QC. Testing to all cables with suitable test machine. Testing and Reporting electrical materials. Testing and Reporting Earthing and cathodic materials. Testing and Reporting Heat Tracing materials. Testing and Reporting instrumental materials. While performing tests, prepared necessary documentations such as filling forms and preparing reports

E&I QA /QC Inspector at Enka For SHELL Majnoon Petrol Development Early Production Facilities Project**Jan 2012-September 2013(End of the Project)****Site Office –AL-Basrah IRAQ****Client: Shell Petroleum Development****Roles Accountabilities:**

Walkdown leader to CSU Acceptance. Logging all QA/QC E&I maintenance and test machines Due Date. Controlling and Reporting all site electrical, cathodic and Instrumentation inspections. Preparing to all inspection reports and ITR's for presentation Contractor's QC. Testing to all cables with suitable test machine. Testing and Reporting electrical materials preinspection. Testing and Reporting Earthing and cathodic materials. Testing and Reporting instrumental materials. While performing tests, prepared necessary documentations such as filling forms and preparing reports

REFERENCES

Available upon request.