

# Vijayaprakash Govindarajan M.Sc,PMP®,CSM®

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## **EXECUTIVE SUMMARY**

Experienced professional in rig maintenance and operations management with proven expertise in team acquisition, development, and management. Skilled in stakeholder collaboration and detail-oriented execution. Proficient in training, coaching, and mentoring teams. Adept at utilizing AI technologies, managing procurement processes, change and conflict management, document analysis, inventory control, and warehouse operations. Demonstrated ability in managing marketing and sales teams, optimizing workflows, resource management, and reporting performance to stakeholders.

## **PROFESSIONAL EXPERIENCE**

### **Planned Maintenance Supervisor**

SSV Louisiana, Offshore Oil and Gas (April 2021 – May 2022)

- Liaised and planned with the drilling team for daily operations.
- Prepared RIG maintenance plan; scheduled and executed upon approval.
- Prepared and Presented Rig Maintenance for Planned and Unplanned activities
- Conducted daily meetings with maintenance teams and management for status updates.
- Managed vendors for rig maintenance, purchase, SOW, time, and communication.
- Managed the AMOS database; checked and corrected in liaison with each team.
- Maintained all assets of the rig for periodic maintenance.
- Monitored disputes within teams and resolved issues.
- Responsible for management of change
- Prepare and Present to Stakeholders Weekly and Monthly status Reports

### **Administrative Operations Manager**

PSG Tech COE, Coimbatore, Tamil Nadu (April 2018 – April 2021)

- Managed and maintained machinery, plant, and employees.
- Conducted daily team meetings with department heads for daily operations and projects.
- Managed the marketing team for sales updates and planned production accordingly.
- Oversaw HR, finance, store, admin, production, Project management and control.
- Handled customer relations, followed up on payments, addressed customer feedback & disputes.
- Managed vendor relationships, training, mentoring, and organized external training.

### **Material Man/Senior Storekeeper**

Jasper Drilling / Saipem, Drilling Rigs Offshore Oil and Gas (November 2001 – April 2018)

D/S Jasper Explorer | SSV Scarabeo 9 | Pipe Layer Castoro 12 | D/S Saipem 10000

- Managed and maintained assets on and off the rig.
- Conducted daily meetings with department heads for daily operations.
- Managed warehouse, inventory, purchase, and receiving material.
- Recorded and reported daily consumption of consumables, tools, and spare parts.
- Prepared, issued, and handled shipping documents on and off the rig.
- Assisted in project and rig material planning for future projects.
- Communicated with vendors and the purchase team for the PO/PR process.

## Lecturer

VLBJCAS / Sankara / PSGCAS (August 1993 – March 2001)

- Taught and trained electronics to UG/PG students.
- Prepared and conducted internal exams.

## Marketing & Service Engineer

MCIH · Full-time (August 1994 - September 1995)

- Marketed industrial process control instruments and provided after-sales service.
- Demonstrated company products to customers; traveled across the country.

## PROFESSIONAL CERTIFICATIONS

- Project Management Professional (**PMP**) **3838071, 09/05/2024**
- Certified Scrum Master (**CSM**) **ID 001648797, 17/05/2024**
- Google Project Management Certification, Udemy, 23/12/2023
- Generative AI Overview for Project Managers, PMI, 07/12/2023

## QUALIFICATIONS

- M.Sc. Applied Electronics, P.S.G. College of Arts and Science, 1993
- B.Sc. Electronics, Sri Ramakrishna Mission Vidyalaya Arts and Science, 1991

## MEMBERSHIPS

- PMI Bangalore, India Chapter Member since 17 December 2023, ID 1328478
- Scrum Alliance Member since 17 May 2024, ID 1648797

Skill Category	Skills
<b>Leadership and Management:</b>	Team Leadership, Project Management, Administrative Operations, Training and Development, Stakeholder Coordination, Crisis Management, Operational Oversight, Change Management, Resource Management, Vendor communications and Management, Asset Management.
<b>Technical and Operational:</b>	AI Technologies and Prompting , Procurement Process Control and Management, Inventory Control and Management, Document Analysis and Management, Warehouse Management, Rig Maintenance and Management, Inventory Management (AMOS) Warehouse Design and Implementation, Equipment Maintenance and Repair Logistical Planning, Workflow Optimization , Work Performance Reporting,
<b>Problem Solving and Critical Thinking:</b>	Risk Management, Strategic Planning, Proactive Problem Solving, Negotiation and Conflict Resolution, Process Improvement
<b>Communication and interpersonal:</b>	Attention to Detail, Active Listening, Customer Relations Management, Marketing and Sales Team Management, Reporting and Documentation, Effective communication, Persuasive Negotiation, Cross functional Collaboration
<b>Industry Specific:</b>	Offshore Drilling Operations, Maritime Operations, Safety Compliance, Customs and Excise Duties Handling, Port Authority Negotiations
<b>Sales and Business Development:</b>	Sales Strategy and Management, Market Expansion, Client Relationship Management Business Growth Initiatives
<b>Analytical and Innovation:</b>	Data Collection and Analysis , Innovative Solutions Implementation, Evidence-Based Decision Making
<b>Organizational Skills:</b>	Meticulous Planning , Coordination and Execution, Attention to Detail