**SUMMARY**

I am skilled at compiling detailed documents to ensure that all queries are answered and ultimately providing best possible opportunities for success. Always delivers on time and within budget with accomplished documentation that, once executed, meets client needs.

**HIGHLIGHTS**

## Excellent ability to manage various work streams, competing deadlines and responsibilities

## Ability to deal direct with management, colleagues and clients

## Flexible and able to work as part of a team with good writing & problem solving skills

## Experience of creating reports and providing commercially focused commentary

## Excellent Microsoft package skills including Word, Excel, PowerPoint and Outlook

* Preparing detailed bids
* Know bidding procedures for oil and gas industry

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| **WORK RELATED** | |
| **Education**  **Experience** | Commerce Graduate with Post Graduate Diplomas in Computer Management  and Advanced Diploma in Information Technology  27 years |
| Class room Trainings | Directional Drilling 1, Breakthrough to Peak Performance, MS Project 2007 |
| **Online trainings**  **Softwares** | QHSSE, Lithium battery, Well Logging Security, IT Helpdesk Management, MENA IT Induction, EEP Knowledge, EEP Competency Assessment, Health & Safety Induction, Environmental Induction, US Export Compliance, Anti-Corruption and FCPA, Customer Service Awareness, Financial Performance Way, etc  Xait Porter and Salesforce. Know JD Edwards and SAP |

**EXPERIENCE**

**Nov 2006 to Nov 2016 - Weatherford Dubai Regional Office - Service (Tender) Co-Coordinator**

**[ Reporting to Sales & Marketing Manager]**

* *Providing customers with complete bids and/or quotations in the specified formats by the set due dates and performing tasks in such a manner that concerns and needs of customer and Weatherford are addressed.*
* *Proficiency in managing Integrated services complex bids [ i.e. multiple product lines]*
* *Working on customer inquiries, pre-qualifications, tenders, requirement, pre and post tender clarifications to study and prepare the required responses/actions.*
* *Gathering different departments’ inputs required for finalizing bids or quotations to ensure meeting customers due dates. Compiling generated quotations, proposals and/or bids and ensuring that all supporting technical & commercial documents met customer requirements.*
* *Maintaining comprehensive monthly’s inquiries log, statistical and analytical reports reflecting quotation and tenders status, awarded orders/contracts and the related revenues ( liaising with countries ) . Updating price lists with any changes approved by management.*
* *Organized filing system together with technical library and price lists and Legal documents.*
* *Visiting branch offices to work on tenders e.g. Mumbai, Abu Dhabi etc – rendering them help*
* *Implemented the ideal “Tender – office copy” which saved time and cost of the company*

**Experience Continued ..**

**June 2004 to Nov 2006 Precision Drilling Services [** A Weatherford company **] India - Tenders Coordinator**

**[ Reporting to Country Manager ]**

* *Compiling generated quotations, proposals and/or bids and ensuring that all supporting technical & commercial documents met customer requirements. I was then transferred to Dubai.*

**Feb 2002 to June 2004 Tata-AIA Life Insurance Company -india - Advisor**

**[ Reporting to Business Associate ]**

* *Meeting customers and providing them solution for life insurance policies*

## Aug 1996 to Feb 2002 Halliburton Offshore Services Inc India - Proposal / Tender Specialist

**[ Reporting to Business Development Manager]**

* *Entire tender dynamics – submission. to contract maintenance, post award etc.*
* *Designing and Maintaining technical brochures library*
* *Independent correspondence with customer for pre & post tender, contracts, follow-ups etc.*
* *Attending tender openings at different places of customers*
* *Overall the job called for high degree of analytical skill and meticulous accuracy.*

## May 1987 to Aug 1996 Various companies in India - EDP Officer / System Supervisor etc.

* *Assisting in development of application programs on Payroll, Inventory, Fixed deposit*
* *Running overall EDP department.*
* *Maintaining of existing systems and taking back-ups of data*
* *Train other depts. staff etc.*

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| **PERSONAL INFORMATION** | |
| **Nationality**  **Date of Birth**  **Sex** | Indian  31st July 1966  Male |
|  |  |
| **Languages known** | English, Hindi & Marathi |
| **Marital Status** | Married – Staying in Dubai with wife and son (18 Years old) |
| **Other information** | Possess valid UAE driving Licence [ valid till Dec 18 ] |

**ACHIEVEMENTS**

* “Employee of the Month” award in Weatherford India office in Nov-Dec 06
* Developed an internal program to retrieve technical and other related documents that form part of tender preparation in Oct 2010
* “HOC” card winner in Halliburton in Feb 2001

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