[Zino.359402@2freemail.com](mailto:Zino.359402@2freemail.com)

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| Summary |  |

A hardworking and Goal-oriented Supply Chain Management and Commercial Law Professional with relevant experience in Contract management, Contract negotiation, Supplier Management and service and Goods Procurement

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| Work Experience |  |

**Tender and Contract Advisor – Odfjell Well Services Ltd**

**May 2014- Till Date**

* Responsible for Contract Qualification/Negotiation from Tender stage to Contract Award.
* I Distribute the relevant sections of invitation to tender documents to various departments and co-ordination of responses
* Responsible for issuing tenders for procurement of goods and Services.
* I develop tender submission in relation to the client’s requirements.
* I Prepare and submit accurate tenders to meet the company’s high standards
* I Update the tender and contract information on internal database
* I participate in the Evaluation of contracts, risks and insurance requirement for tenders.
* I Prepare documentation and attend Corporate Risk Committees.
* I Participate in the Contractual Network’ Core Team.
* I provide Contract related support to Regional operational division and administrative staff.
* I assist in the Drafting of agent-agreements, co-operation-agreements, IP rights etc.
* I participate in negotiations of contracts.
* I promote the need for contractual awareness and provide Contract Training were required.
* I ensure quality, updating and follow-up on current contracts/agreements.
* I participate in Post-award contract administration.
* I ensure communication and information flow toward co-workers, customers & VP OWSD Region.
* Always available and approachable for other managers for integration, flow of information and cooperation between disciplines departments and offices within OWS Region.

**Contract Specialist – Proserv Middle East FZE**

**May 2013- May 2014**

**Role**

* I assisted with the drafting, review and negotiation of contract terms and conditions for new and existing business to ensure they are qualified and executed in accordance with Company's risk parameters, procedures and strategies, in order to mitigate potential risks and liabilities.
* I supported key tendering and project activity such as Bid Submissions, PO acknowledgement, handover of projects from proposals to the project team and project kick off.
* I assisted in the development of standard T&Cs, commercial processes and tools.
* I participated in the delivery of training and awareness activities provided to the sales and & marketing, and business development professionals across the enterprise.
* I developed and maintained a regional contracts database.
* I supported the supply chain team for supplier management and improvement.
* I Supported management for risk reviews for project over a specific amount.

**Contract Specialist – Kaflow Ltd**

**Oct 2011- Jan 2013**

* Administered all contracts in accordance with company contracting and procurement procedure and QHSE requirements
* Prepared and reviewed tenders against company contracting terms and provide legal support in relation to contracting terms and conditions, Contractual Rights and obligations
* Responsible for the implementation and administration of the company’s contracting strategy including Preparation of pre-contract documents i.e. Prequalification, ITT
* Negotiated, reviewed and drafted contracts/subcontracts and other commercial agreements including contracts for the procurement of goods and services for commercial projects in the oil and gas industry to ensure the mitigation of legal and commercial risks

**Office/Contracts Administrator – Kamya Consulting Ltd**

**Dec 2009- Oct 2011**

* I was responsible for the implementation and on-going assessment of all office policies and procedures; received and processed job orders from client.
* Negotiated and drafted contract agreements, Prepared invoices and processed payments and updated the database of new and completed jobs.
* Prepared and evaluated tenders for contract purposes and provided contractual support for all procurement activities including the preparation and maintenance of all Main Contract Administration documents.

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| Education |  |

* **Master of Science Degree (MSc) Purchasing and Supply Chain Management** Robert Gordon University, Aberdeen Scotland, 2011/2012
* **Master of Laws Degree (LL.M) International Commercial Law,** University of Aberdeen, Scotland, 2008/2009
* **Bar Certificate (BL)**

Nigerian Law School: 2006/2007

* **Bachelor of Laws (LL.B)**

Delta State University, Nigeria: 2001-2006

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| |  |  | | --- | --- | | Languages |  |   English – fluent    Additional Information |  |

Full Member - Chartered Institute of Purchasing and Supply (MCIPS)

Member - Council of Supply Chain Management Professionals

* Excellent and Confident in communication and presentation
* Able to work unsupervised to meet deadlines and multitask without compromising quality of output.
* Skilled in identifying, measuring and allocating resources to achieve set goals
* Good team player, skilled in motivating colleagues and ensuring work is focused and completed to specification

**IT:**

* Trained for Oracle 10g Database Administration and a Working Knowledge of SAP
* IT: Trained and experienced in using xait porter