**CURRICULUM VITAE**

**SHASHI**



**Post Applied for : Office Administrator / Executive Secretary – (Tendering / Contracts Department)**

**Nationality**

**Languages**

**Indian**

**English, Hindi**

**KEY EXPERIENCE**

**I have an extensive 20 years of experience working as Pre Contract Administrator and Procurement Officer in Construction Industry in UAE (13yrs) and India (7yrs).**

**My expertise includes several domains such as preparation and compilation of technical and commercial Bid submission, Sub contract administration, preparation of work order / purchase orders. In addition I have a fair understanding construction contract conditions used in UAE and have hands on experience working on specialized softwares widely used in construction industry such as SAP, and Aconex.**

**EDUCATIONAL QUALIFICATIONS:**

**M.B.A. – Marketing**

**Master of Science from Ranchi University. India (University Topper in year 1999)**

**PROFESSIONAL HISTORY**

**:**

**Total Experience 20 years (1999-2020)**

**June 2012 to March 2020**

**:**

**Gurgaon, India.**

**(Line of Business – Real Estate )**

**Worked as Senior Executive Contracts; reporting to Head of Contracts.**

**Shashi**



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**November 2006 to April 2012**

**:**

**Mushrif National Construction LLC.**

**Abu Dhabi, UAE**

**(Line of Business – Main Contractor for Building and**

**Infrastructure works)**

**Worked as Pre Contracts Administrator and Commercial Coordinator; reporting to Commercial Director**

**April 1999 – October 2006**

**:**

**INECO Ltd.**

**Abu Dhabi, UAE**

**(Line of Business – Pipeline, Insulation, Electro Mechanical)**

**Worked as Procurement Manager; reporting to General**

**Manager**

**Responsibilities**

**As a Senior Executive Contracts in Gurgaon, India**



* **Pre Contract work**

**Preparing and Compiling Tender documents. Calling vendor for quotation and follow up.**

**Preparing Tender comparison and recommendations.**

**Preparing response to Tender queries and other letters to Contractors / Suppliers. Compilation of Contract document.**

* **Post Contract work**

**Preparation of Contract Amendments.**

**Drafting letters to Contractors / Suppliers.**

**Receiving requests from Projects In charges for Variations, Extra items, Extension of time, Termination, Additional Resources etc, forwarding to concerned personnel in department, monitoring their progress thereafter and issuing respective letters to projects / vendors on finalization.**

**Updating and keeping live record of current status of all projects in term of respective committed cost (contractors only), Time of completion and any issues therein.**

**As a Pre Contracts Administrator in Mushrif National Construction LLC, Abu Dhabi, UAE**



**Shashi**



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* **Pre Contract work**

**Leading a team of 7 purchase officers.**

**Calling vendor for quotation and follow up.**

**Studying Tender documents to get a clear understanding of requirements pertaining to Technical and Commercial submissions.**

**Procuring Quotations from different suppliers to assist tendering department.**

**Preparation of sub-contract / purchase orders in accordance with the agreed terms. Organizing Bank guarantee, tender bond in accordance with the tender conditions. Compilation of Bid Submission documents.**

* **Post Contract - Coordination with running projects**

**Receiving daily report from running projects comprising of attendance, minutes of meeting, work progress, Non Compliance Reports (NCR), Engineer’s Instructions, etc; recording them and forwarding to concerned department for action.**

**Receiving material requisition from sites and coordinating with procurement department for issue of the same.**

**Updating schedule of Client’s Variations, Sub contracts variations and purchase orders for different projects in coordination with Procurement / Commercial department.**

* **Office Administration Works**

**Managing a team of document controllers and keeping track of all the out going and incoming documents using Aconex software.**

**Handling day to day correspondence from clients, sub contractors, running projects etc.**

**As Procurement officer with M/s Ineco Ltd. Abu Dhabi UAE**



* **Local purchase (for projects in UAE and abroad)**

**Sending enquiries to different suppliers and receiving Quotations.**

**Checking compliance of the quote with the contractual material specifications. Preparing comparative statement and recommendations of suppliers leading to**

**finalization of sub contract / purchase order.**

**Checking financial terms in suppliers quote with respect to advance, credit, necessity of bank guarantee etc.**

* **Overseas purchase (for projects in UAE)**

**Placing order of material for different project located in UAE and Abroad using SAP.**

**Shashi**



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**Follow up for timely delivery. Organizing shipping agent.**

**Negotiation Payment terms with overseas suppliers in respect to FOB (free on board), C&F(cost & freight), CIF (cost insurance & freight)**

**Preparation of comparison statement incorporating freight and custom charges Organizing LC for shipment as per agreed terms.**

* **Overseas Dispatch (for projects outside UAE)**

**Responsible for material dispatch to other countries for the projects abroad. Preparation of shipping documentation.**

**Negotiation Payment terms with respect to FOB (Free on Board), C&F(Cost & Freight), CIF (Cost Insurance &Freight) with local /abroad supplier**

**Preparation of shipping invoice and packing list for materials in stock. Attestation from Abu Dhabi Chamber of Commerce.**

**Organizing certificate of origin from Abu Dhabi Chamber of Commerce, Finalizing shipping agents and following for timely delivery.**

* **Bank Documentation**

**Organizing LC for shipment as per agreed terms.**

**Checking validity of bank guarantee with respect to duration and amount and monitoring their validity, renewal etc.**

* **Pre Contract work**

**Preparing Quotation / offer for new works.**

**Sending enquiry and receiving quotations from suppliers, checking their payment terms, provision of Bank guarantee, time of delivery, shipment requirements etc.**

**Compilation of Bid Submission comprising mainly of BOQ, specifications, tender bond, base line programme – bar charts, qualifications, resource allocation plan etc as per tender requirement.**

**Computer skill:**

**SAP (Systems, Applications and Products data processing software) – widely used in Procurement and Tendering department in construction industry.**

**Aconex - project collaboration and document management software M S Office ( Advance Excel, Word, PowerPoint)**

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**Field of Specialization:**

**Construction Contract Administration Tender Compilations**

**Material Procurement Logistic Management**

**Drafting correspondenc letters to Client, Sub Contractors, Banks, and Government Authorities etc.**

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**Mobile Number** : 0504973598

**Reference** : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com

**YouTube Video CV**

<https://www.youtube.com/channel/UCdsv_v9Czkx2Dc8bW4Bt4wA>

**View My CV on Gulfjobseeker.com CV Database**

<http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php>

**Chat with me Live on Zoom**

<https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

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