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→ **Contracts Administration & Management** → **Technical/Commercial** → **Procurement, Operations**

PROFESSIONAL PROFILE

Over 16 years of rich and extensive experience in Contracts & Commercial Management that includes drafting FIDIC Contracts, Joint Venture Agreement, Settlement Agreement, Novation Agreement, Profit Share Agreement, Letters of Acceptance, Intent and Nomination, Work /Purchase Orders, Memorandum of Understanding, preparing Volume 1 for Tender documents, Notices of Default/Termination, Request for Proposals, Tender Management, Procurement, Post and Pre-Contract Management & Administration, Commercial Management, Change Management, Effective Contractual Correspondences. Hands-on experience in administering contractual and commercial aspects of the construction of airports, master development (Akoya Oxygen AED 6 billion and Damac Hills AED 6 billion), mixed use developments, high-rise residential and commercial buildings, hotel projects. Self-motivated team player with strong leadership skills and ability to deliver quality work in a timely manner.

PROFICIENCY OVERVIEW

Contract Management

⇒ Draft Contracts precisely. Negotiate with Contractor(s) and Consultant(s) to agree on amicable contractual terms in accordance with the company standards. Identify & highlight major risk areas arising from contractual matters to the management and advise possible mitigative measures. Review all Contract documents to ensure conformity and to minimize patent and latent ambiguities.

Contract Administration

⇒ Assist, advise and provide clarifications and guidance to the project team on contractual issues in relation to the interpretation of Contract and monitoring Contractor's compliance with the Contract.

Contractual

⇒ Draft timely contractual notifications to and/or from the relevant stakeholders and maintain necessary records to ensure the effective administration of all contractual matters.

Correspondence

⇒ Scheduling and rescheduling of supplies, budgeting and planning the funds for procurement and sourcing of materials, ensuring optimum utilization of materials and maximum cost savings.

Strategic Sourcing

⇒ Identifying and developing potential vendors for achieving cost effective purchases of materials, reduction in prices and timely delivery.

Vendor Development

⇒ Preparing technical conciliation, tabulation of quotation, evaluating quotation, advising potential for value engineering and cost saving arising out of alternative materials, finalizing procurement and contract feasibility.

Tendering / Bidding

CAREER SNAPSHOT

DAMAC Properties Co. LLC, Dubai

Assistant Manager – Contracts

Nov 2013- Till Date

- Develop and implement procedures for contract management and administration in compliance with company policy as appropriate. Contribute to and influence company policies on contractual matters. Ensure that all contractual procedures are implemented and maintained. Advise on all contractual matters.
- Responsible for negotiating the terms and conditions of contracts (i.e. particular conditions of Contract CoC Part II and LOA) and ensuring compliance with the terms and conditions during the Contract administration phase, as well as documenting and agreeing on any changes or amendments that may arise during the Contract period. Provide guidance and assistance to Project Management Team on all contractual matters.
- Liaise with other department's to collate information required for the preparation of letter of acceptance, **consultancy services agreements, amendments** to contract/agreement, etc.
- Conduct pre-bid and post bid clarification meetings with Contractors/Consultants for reaching amicable terms in the Contract(s) with minimal risks to the company.
- Make amendments to contractual documents as required.
- Draft correspondences and maintain records to ensure the effective administration of the Contract(s).
- Review and respond to contractors' claims in accordance with the provisions of the Conditions of Contract and ensure the company's interests are protected. Advise on commercial implications of change orders.
- Assessment of Interim Valuations and Variations: Appraisal of Interim Payment Certificates by the Contractor/Consultant.

- Draft Volume 1 (tender and contract conditions) for **tender documents** for construction work packages (i.e. enabling works, main works, MEP works, ID works etc.) prior to issuing for tender to the contractors/ subcontractors.
- Review request for fee proposal for consultancy services (lead consultancy services, ID design, project management services) prepared by Technical Dept/Commercial Dept and finalize prior to issuing for tender.
- Prepare **letter of nomination** for ID, Carpentry and Joinery, Aluminium and Glazing, MEP works, sanitary, light fittings, tiles packages etc. to be issued to consultant(s) to instruct the contractor(s) accordingly for the nominated suppliers/subcontractors.
- For smaller work packages and consultancy services:
 - a) Liaise with Commercial Department to advise on the appropriate work order format (from a list of standard work order formats) for use in tender depending on the type of work or services to be carried out/performed.
 - b) Assist Commercial Department to negotiate with the tenderers on the contractual terms and conditions of the work orders/ purchase orders.
 - c) Prepare **work orders/ purchase orders** to the selected contractors or consultants in conjunction with Commercial Department and Technical Department to ensure that all commercial and technical terms are clearly incorporated in the work orders.

AL FARA'A GROUP, Al Ain	Assistant Manager – Purchase/Supply Chain	June 2012-Oct 2013
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- Responsible for **planning, sourcing, procurement, supplier relationship management and performance reporting** for all assigned departmental and/or project procurement requirements.
- Analyzed planned spend in all categories to identify **procurement plan** strategic sourcing opportunities to reduce cost and/or improve delivered value to internal customers.
- Delivered all procurement services from preparation of **procurement strategy**, management of tender process through to **contract placement and administration**.
- Measured and evaluated suppliers to ensure that **contractual obligations** and performance metrics are being met or exceeded.
- Reported the service delivery and spend profile by each supplier, **monitoring trends** and continuously seeking improvements.
- Organized and attended regular meetings with internal customers to discuss all relevant operational requirements such as demand planning, supplier performance and **process development improvement**.
- Supported **SLA reviews, root cause analysis**, and continuous improvement of customer service capability.
- Supported, **monitor and improve departmental KPI reporting**, enabling performance to be accurately measured and reported.
- Identified opportunities and took action to **reduce costs** through greater efficiencies, economies of scale or improved resources for a project team or business unit.

HASTIE International, Qatar	Senior Engineer – Procurement	May 2011-May 2012
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- Handled Procurement function for both Mechanical and Electrical items required for CP-61 package of New Doha International Airport (**NDIA**). CP-61 is for Aircraft Terminal Administration Block A & B, Medical Centre, Aircraft Maintenance Hanger and other facilities.
- Prepared the RFQ's for the equipment required on the Project, sent Enquiries to approved manufacturers and obtained quotations, Prepared comparative statement with technical and commercial terms, Negotiated and **Finalized the supplier**, got approval from Higher Management on the proposed vendor, Placed PO, Co-ordinated with both Internal and External Stake holders, Expedited material delivery, Solved supplier payment problems.
- Maintained **Material Tracking schedule (MTS)** for Main contractor/Consultant/Client submission.
- Attended Client/ Consultant meeting related to Materials **Procurement progress** of the project.

ETA M&E Division, Dubai	Senior Engineer – Planning & Procurement	Nov 2006- Apr 2011
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- Handled Material Planning and Procurement function for 11 Projects in Abu Dhabi and 4 Projects in Dubai. Reporting to the GM – Planning & Procurement, M&E Div. I was assigned to manage the Procurement of all these projects – projects cost AED 2.14 Billion. Responsible for procurement of **MEP equipments**
- Compiled the BOQ/schedule, vendor list and prepared **Enquiry Package (RFQ)** of equipment's for the Project, raised queries to Consultant in accordance with schedule and specs if any. Sent enquiries to approved manufacturers and other similar manufacturer and liaised for **quotations**.
- Verified the quotations in accordance with schedule and technical specifications, Prepared **Techno commercial Comparison** and finalized the material based on Technical compliance, Prices, best delivery and Credit terms.
- Conducted commercial **negotiation** and concluded on techno commercial requirements. Made purchasing decisions based on specific strategy, need and business policy.
- Concluded the deal and obtained **award acceptance** from the bidder. Prepared contract terms, conditions and commercial schedules. Performed kick-off meetings for checklist to make vendors understand the scope.
- Prepared **material submittal** in co-ordination with the selected vendor and verified against the Consultant's standard requirements and submitted for Consultant approval.

- Located and sourced the **alternate suppliers** in case of problems with primary suppliers.
- Upon Submittal approval by Consultant, prepared **Letter Order** and ensured timely delivery of material as per project completion schedule in accordance with Main Contractor's clause 14.1 programme.
- Attended project progress meeting and planned the material **procurement log**.
- Managed day-to-day interaction with vendors and monitored **vendor performance** after completion of the project with respect to quality, schedule, deliverables, service and performance. Communicated qualitative feedback to the vendors.
- Conversant with the **ASTM, BS standards, UL & FM listing, NFPA** & local civil defense authorities' requirements, **INCOTERMS 2000/2010** for the MEP project materials procurement. Maintained required standards of **ISO 9001:2000** in work procedures.
- Made efficient purchasing of **inventory** (both import and local) and **non-inventory** items, supplies and capital equipment's.
- Primary skill acquired: result oriented, creativeness, strong interpersonal & communication skills, have entrepreneurial learning's.
- Management skill acquired: planning, prioritizing, time management, effective use of reporting systems, financial and commercial acumen.

Mechmet Engineering, India Engineer – Planning cum Sales July 2003 –Oct 2006

- Prepared Forecasting and **Raw Material Planning** (in co-ordination with Stores Department), Share of Business, Day wise **schedule** to press shop and vendors.
- Prepared **Production Planning** for plating and coating, new supplier development for raw materials, semi finished goods, finished goods, follow up with existing suppliers, Supplier rating.
- Imports and distribution of goods, Commercial acumen related to logistics, Review and prepare stock **MIS report**, analyze spares and consumption requirements.
- Estimated inventory carrying costs, Developed alternatives to minimize cost, **Inventory Control Policies**.

Hindustan Aeronautics Limited (H.A.L), India Trainee Engineer – Outsourcing Jun 2002- Jun 2003

- Part of Techno-Commercial activities of Outsourcing Cell, **Vendor Development** activities like Vendor Categorization, Approved vendors.
- Sent enquiries to vendors for quotation, **Comparative Statement** Report, Purchase Order Generation.
- Reminders to vendor against pending **Purchase Order's**, Weekly, Monthly and Quarterly report to DGM (Outsourcing).
- Heat treatment, sheet metal, Tooling. As a part of achievement was computerization of all Outsourcing activities.

IT Exposure

Operating Systems : Windows 2000-2010, XP,Vista
Software : AUTOCAD, PRO-E 3D Modeling

SCHOLASTICS

- ⇒ M.B.A. (Marketing) – IGNOU Delhi – First Class in 2005
- ⇒ B.E. (Mechanical) – Pune University – First Class (63.06%) in 2002
- ⇒ D.M.E – Mumbai University – First Class (74.33%) in 1999

PROFESSIONAL MEMBERSHIPS AND CERTIFICATIONS

- ⇒ Regularly attend **FIDIC** Contract Administration and Management, Dispute Resolution and Adjudication training programmes for continuous professional development (CPD).
- ⇒ Pursuing Membership of Royal Institution of Chartered Surveyors (MRICS).

PERSONAL DOSSIER

Nationality: Indian
Age: 37 yrs
Driving License: U.A.E & Qatar
Marital Status: Married, **Dependents:** 04