

Personal Details

Date of Birth: 19th December. 1984 Languages Known: English, Hindi, Malayalam and Arabic Nationality: Indian **Marital Status**: Married Visa Status: Employment **UAE Driving License**: Yes Permanent Address: Will be provided upon request Nationality: India Passport Details: Will be provided upon request

Academic Details

Career Timeline

Allsec Technologies LLC. India as **Technical Executive**

NISHA MATHEW

A competent professional with nearly 9 years of experience targeting senior level assignments in Costing & Estimation / Contract Management with a leading organization of repute preferably in Dubai/Abu Dhabi/Sharjah

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Profile Summary

- Experienced in contract management including negotiating the terms and conditions in contracts and ensuring compliance with the terms and conditions, as well as documenting and agreeing any changes that may arise during its implementation or
- Nurtured customer relationship, negotiating contracts, managing tenders, training employees, and assessing customer needs
- Supervised contract teams, assign tasks, maintain the relationship with suppliers or service providers and make sure that contracts are cost-effective
- Hands-on experience in preparing estimates, quantity take off and bill of quantities for various Clients and Consultants
- Expertise in executing various estimation, engineering & technical activities
- Managed commercial activities involving pre-contract and post-contract services and co-ordination with internal / external departments
- Proactively identifying & resolving problems, ramping up project activities with on time deliverables and maximizing efficiency
- O PG Diploma in Procurement and Contracts Management from Westford School of Management (Affiliated to eduQual UK University) in 2017
- O B.Tech. (Electronics & Communication) from Baselios Mathews II College of Engineering (Affiliated to Kerala University) in 2006

Hills & Fort Construction LLC... Dubai, UAE as Commercial Coordinator

Jul'06-Mar'09 Dec'09-Sep'11 Since Jun'14 **Sutherland Global** Services, Chennai, India as Technical Executive **Contract Management Quantity Surveying Core Competencies** Vendor/ Sub-contractor Management **Tendering Operations Costing & Estimations Invoices & Receipts** Liaison & Coordination **Project Execution** Skill Set Change Agent Thinker Collaborator Communicato Planner

Organizational Experience

Since Jun'14 with Hills & Fort Construction LLC., Dubai, UAE as Commercial Coordinator (http://www.hillsandfort.com)

Key Result Areas:

- Monitoring and executing contractual matters of projects with respect to budgeted cost, demand forecasts & time overruns to ensure timely execution of the projects against cash flow
- Maintaining contract agreement in coordination with sub-contractors, managing preliminary project plan, site selection, layout, preliminary engineering, detailed engineering, equipment specification
- Liaising with Govt. authorities and attaining approval from the Director Board/GM, for all Agreements with Clients/ Subcontractors based on the jobs allocation Interpreting contractual obligations & rights and evaluating technical problems for management reporting
- O Scrutinizing contract/ tender documents for the review of tech. specifications, estimates and tenders of day-to-day activities, preparing bills/ invoices for work executed by site team
- O Preparing a weekly report and sharing the same with the senior management to identify improvement areas and the lags in each project progress
- Conducting cost benefit analysis of the projects including feasibility studies, assessment of the requirements, interface and commissioning as well as reviewing contract drawings and specifications
- O Coordinating with external agencies for techno-commercial negotiations, preparation of tender/contract documents, cost estimates, including billing, variation/deviation proposals, claims
- Coordinating for planning material and developing vendors for obtaining timely procurement of materials & equipment at cost effective prices to ensure smooth execution of project
- Following up with the Client for all submitted bond/security cheques, retention release for all completed projects

Highlights:

- Conceptualized and executed a plan to rationalize the number of contractors / vendors / suppliers from 50 (Fifty) to 20 (Twenty)
- O Devised and implemented a supplier review process and metrics resulting in complete bilateral adherence to contractual obligations.
- O Major contracts handled included Storm Water connection in Nestle Project, Dewa water connection works
- Reduced overdue collection instances in key accounts by 10% in year through measures such as Maintaining a good customer relationship, Continuous follow-up, providing the necessary coordination with the Main Contractor/Supplier.

Previous Experience

DEWA Tapping - Small Works Division

Role in Brief: Collaborated with Execution team for gathering site details, prepared quotations based on the site reports, invoices/bills for the work awarded, reviewed & scrutinized agreement in case of any risk factors before finalizing the contract, Maintained records of the payment receivable list, project details, financial review reports for the project. Supported the estimation department for submission of tenders, maintained enquiry and follow-ups for Material Procurement and negotiations.

Dec'09-Sep'11 with Sutherland Global Services, Chennai, India as Technical Executive

(http://www.sutherlandglobal.com)

Role in Brief: Promoted value added services to contract clients with access to client's PCs remotely and resolved the technical concerns. Addressed technical issues related to software applications, managed technical operations.

Jul'06-Mar'09 with Allsec Technologies LLC, India as Technical Executive

(http://www.www.allsectech.com)

Role in Brief: Evaluated customer calls and shared the best practices with the team members thereby improved customer delight and promoted value added services

Trainings

- Induction Training for newly joined commercial department staff
- Training for document maintenance
- MS Office Suite, AutoCAD and Internet Applications

IT Skills