



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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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

Jul'06-Mar'09

Dec'09-Sep'11

Sutherland Global Services, Chennai, India as Technical Executive

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

Since Jun'14

Core Competencies

Contract Management

Tendering Operations

Costing & Estimations

Project Execution

Quantity Surveying

Vendor/ Sub-contractor Management

Invoices & Receipts

Liaison & Coordination

Skill Set



Organizational Experience

Since Jun'14 with Hills & Fort Construction LLC., Dubai, UAE as Commercial Coordinator ([http:// www.hillsandfort.com](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
- 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
- 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
- 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)
- Devised and implemented a supplier review process and metrics resulting in complete bilateral adherence to contractual obligations.
- 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](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](http://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

IT Skills

- MS Office Suite, AutoCAD and Internet Applications