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Contracts Manager**SUMMARY**

Experienced Procurement & Contracts Professional with a demonstrated history of working in the oil & energy, Ship building and Marine Industry. Skilled in Contract Administration, Negotiations, Vendor Management , ERP (Oracle SAP), Teamwork, and Microsoft Office. Strong purchasing professional with a Bachelor of Engineering - BE focused in Chemical Engineering from University of Nottingham.

EDUCATION

BEng (Honors), Chemical Engineering University of Nottingham*2012***EXPERIENCE**

Contracts Administrator*Dec 2021 to Present*

For QatarEnergy, Doha, Qatar

1. Manage, coordinate and plan tender & contracts activities upto 5 billion QAR Annually. Monitor, control, follow-up & ensure all contract related issues are resolved
2. Maintains contractual liaison between Client, Legal, consultants and other project stakeholders.
3. Coordinates with the Contracts Manager relating to field administration of contracts.
4. Responsible for the timely preparation of legal and contractual documents such as; Letters of Instructions (LOIs), Contract Change Orders / Modifications, Insurance Documents, Sub-Contractor Approval packages, Certificate of Completion (CC), SFA (Statement of Final Accounts) and other legal or contractual packages as needed.
5. Prepares and negotiates cost impacts and schedule changes with Contractor for contract Change Orders / Modifications /Variations – as a member of the Sponsoring Department.
6. Prepares contract initial and final acceptance, certificates of maintenance and coordinates contract closeout.
7. Prepares and maintains records of activity and status of contracts to ensure compliance with contract terms and conditions.
8. Reviews and assists in resolving and processing claims, back charges, invoices.
9. Performs other duties as assigned by the Contract Manager

10. Ensure compliance with QatarEnergy policies and standards
11. Coordinate and manage Contract Tendering activities within QatarEnergy

Contracts Engineer

Oct 2020 to Dec 2021

For Adnoc Logistics & Services(ADNOC) Abu Dhabi, UAE

12. Develop contracting strategy. Review and liaise with User Div/Dept in respect to scope of work/service, schedule and tendering, change order, etc., type of contract (EPC, EPCM, etc.) and method of compensation (lump sum, unit rates, cost plus, etc.); etc.
13. Recommend prequalification criteria when selecting bidders deciding whether to draw names from the registered consultants and contractors or to carry out a further prequalification exercise.
14. Control the prequalification of bidders ensuring proper coordination with User Div/Dept, proper registration, relevant experience, correct capability and willingness of contractors, etc.
15. Prepare and follow-up the process of obtaining bidders list & strategy approval ensuring proper distribution of opportunities among the registered contractors and applying judgment to match requirements of the specific jobs with the capabilities of the proposed bidders.
16. Prepare tender documents after ensuring completeness and clarity of scope and specification of works and services from technical, legal, financial and contractual viewpoints.
17. Coordinate with user Div/Dept all Tenderer requests for clarifications and the issuance of Tender Bulletins and later Tender Clarifications.
18. Coordinate the transfer of Technical copies of bids and oversees the technical evaluation thereof ensure integrity of tendering procedure and original scope.
19. Ensure the finalization of the technical evaluation prior to deciding to open the Commercial bids of the technically acceptable bidders.
20. Lead Company negotiation team with bidders as per Delegation of Authority.
21. Control the techno-commercial evaluation of bids from financial, contractual and technical points of view, and evaluates the winner among the bidders. Prepare and obtain approval of the Award Recommendation Report.
22. Prepare and follow-up the issuance of Fax of Award and oversees the preparation and execution of the agreement document ensuring all criteria of award are included, such as proper approval, contract price, schedule, bank guarantee and insurance, etc.
23. Provide the annual commitment plans and schedules to meet user Div/Dept contracting requirements and actively engage in the implementation of the same. Ensures cost effectiveness and on time service position.

24. Review the performance of contractors and reports to Contracts Manager on his/her findings.
25. Participate, as required, in the Evaluation Committee meetings on prequalification of contractors/consultants.
26. Interpret contractual obligations. Liaises with Finance Division and Corporate Planning, Internal Audit and Legal on matters relating to such contracts.
27. Advise on all commercial and contractual aspects pertaining to variation/change order packages.
28. Review claims, evaluate them in the light of contractual obligations and advises on appropriate steps to be taken.

Procurement Specialist

Jan 2019 to Apr 2020

For Lamprell Energy Limited, Sharjah, UAE

1. Instituting procurement targets, formulating operational budgets and assuring adherence to the same.
2. Managing the complete Tender Process of ITT, RFP, RFQ, RFI, Weighted Factor Analysis, Committee Management, Commercial Analysis and Contract Issuance Through ERP (SAP, Oracle).
3. Value addition in the process by value Engineering.
4. Maintain the stakeholder support through-out the contract cycle for any variation or changes in scope or the alterations.
5. Strategically prepared Volume price agreement, Frame work Agreement, Blanket Orders etc.
6. Tactically handled claims and dispute and working on resolution in accordance to Company Policies.
7. Advising the projects teams for making decision on Buy or rent for the assets.
8. Mutually working around and establishing on service level agreement with key stakeholders for effective management.
9. To produce Spend Analysis to categorize ABC & XYZ analysis on congestion with inventory, value, manufacturing lead time.
10. Well handled the claims with the contractor & supplier and mitigating the same by Resolution without raising it to the stage of arbitration.
11. Managed battle of forms with the contractor for the disputed matters and taking up breach of contract and its resolutions.
12. Managing bottlenecks and taking corrective measures; drafting reports and communicating the same to management to ensure operational efficiency.

13. Suggesting measures to improve processes in terms of productivity and quality.
14. Steering project operations while ensuring adherence to contractual completion of projects.
- 15 . Formulating action plan pertaining to scope of work & to evaluate & prequalify bidders & contractors.
16. Monitoring and reviewing the accruals accounting to provide the data to Finance.
17. Conduct surveys and market studies to determine price levels, trends, business activities and availability of products. Provide guidance to user departments.
18. Supervise, direct, assist, train and coordinate activities of assigned procurement personnel.
19. Attending inspection visits to vendors facilities/ factories in order to make sure that equipment / material will be delivered to sites on the required date and as per the specifications.

Contracts Engineer

For Petromen Contracting and Oilfield Services, Abu Dhabi, UAE

Jan 2012 to Dec 2018

- Provide responses to bids, proposals and contract negotiations.
- Prepare requests for proposals for distribution to vendors.
- Develop a set of standard contracts for the company.
- Analyze all requirements and provisions in contracts, including terms and conditions, to ensure compliance with all laws and regulations and company policies and procedures.
- Ensure that contracts are executed in accordance with corporate guidelines.
- Conduct research prior to writing contracts.
- Audit existing contracts and oversees contract modifications.
- Analyze a contract's risk to the business.
- Visit client sites and meets with business partners.
- Monitor the performance of each signed contract.
- Ensure that business goals are accomplished by contract implementation.
- Train and supervises other contract professionals.
- Communicate contract implementations to subordinates.
- Maintain a computer database for the company's contract management system.
- Conduct analysis of new laws, regulations and contract trends to determine potential impact on the business.
- Coordinate with the finance department to ensure correct billing and collection of contractual revenues.

- Ensure that contracts are in line with corporate goals and objectives.
- Lead complex contract negotiations and manages all changes in and addendums to existing contracts.
- Identify potential improvements to existing policies.
- Prepare reports on the status of contracts for management.
- Conducts special projects as assigned.
- Negotiates and oversees leasing agreements.

KEY SKILLS

- Strong Leadership
- Effective Communication Qualities
- Team Player with Experience in Diversified Working
- Ability to Work Under Pressure
- Strong Willingness to Learn New Skills
- Adapt to New Challenges
- Negotiations
- ERP (Oracle,iSupplier SAP & SAP Ariba)
- Working towards obtaining RICS Certification

MAJOR ACCOMPLISHMENTS

- 2010/11 Elected the Secretary of gaming society at the University of Nottingham.
- 2009/10 Founder of the gaming society at the University of Nottingham.
- 2008/09 Awarded University of Nottingham High Achievers Scholarship.
- 2007/08 TOP 2 in class and highest in mathematics at Islamia English School in A levels

Availability

Can Join Immediately