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FALCON ID # 41023

Maintenance / Senior / Contracts Engineer

Residential Country : Bahrain Nationality : India
Resume Title : Contracts Engineer Notice Period : 1 Days

EDUCATION

Qualification	Institute / College /university	Year	Country
B E / B Tech		0000	Not Mention

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Contracts Engineer	Reputed Company	Bahrain	07/2013	/
Contracts Engineer	Maverick Automations Pvt Ltd	India	11/2007	06/2013

ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

WORK EXPERIENCE

Contracts Engineer (Projects) (July, 2013 - till date) REPUTED COMPANY

Job Responsibilities

? Assisted in developing and executing strategies for all contracts related to project

- ? Coordinated with sales and marketing team for developing advertisements for inviting bids
- ? Mediated between all the concerned departments for organizing various resources to ensure on time execution and completion of projects
- ? Coordinated with Process Engineer for finalizing time constraints for the final contract
- ? Prepared various documents as may be required for the contract process
- ? Studied market and prepared list of bidders
- ? Entertained all communications and inquiries pertaining to contracts
- ? Coordinated with Project Manager for ensuring project is executed as per contract terms and organizational requirements
- ? Inspected vendor facility to ascertain production capacity for ensuring consistent support
- ? Assisted Purchase Department in inviting tenders for procuring new machines and equipment for the plant
- ? Inspected quality of raw materials provided by vendors for quality assurance
- ? Negotiated contract terms with bidders before final contract award
- ? Supervised entire contracts award and execution for ensuring compliance to terms and conditions

Contracts Engineer Associate (Nov, 2007 - June, 2013) Maverick Automations PVT LTD,INDIA

Job Responsibilities

- ? Responsible for verifying credentials of bidders and ascertaining their eligibility
- ? Prepared various documents as required for contracts process
- ? Coordinated with bidders for various inquiries pertaining to contracts
- ? Maintained records of all bidding process and contracts awarded, including client database, and updated the same in central system
- ? Interpreted terms and conditions for clients for actual execution of contract
- ? Prepared various reports for management review and scrutiny
- ? Handled all follow up for contract awarded
- ? Collected necessary information from the market for issuing contracts for bidding process
- ? Made necessary arrangements for actual bidding process, including finalization of time and date, venue details, etc.
- ? Ensured contracts awarded to successful bidders are executed and completed on time
- ? Followed up on contract progress for identifying defaulters, and reported the same to Contracts Manager for taking appropriate action
- ? Updates central system with contract progress details
- ? Managed administrative works related to contracts
- ? Handled entire contract file system for maintaining records of all clients, contracts awarded, etc., for future reference

Additional Information :

EDUCATION HISTORY

Anna University ·BE EEE (May 2007)

TECHNICAL SKILLS

Project Management, Vendor Relationship Management

Proficient in MS Office (Word, Excel, & PowerPoint),

MS Project, Informix-Genero