

CONTRACT & CLAIMS MANAGER

Offering successful career with multi-cultural experience in running successful method-oriented operations and taking initiatives for operational excellence through process improvement.



PROFILE SUMMARY

- ❖ A **result-oriented professional** offering **over 20 years** of rich experience in administration of Employer/Contractor EPC Construction & Engineering Contracts – **FIDIC, NEC, JCT & Bespoke Contracts** –Aramco, Maa'den, Saudi Arabia Railway (SAR)
- ❖ With a Track record of providing expert advice relating to **entitlement for extension of time claims and the payment of additional monies claims**; based on his demonstrable awareness of **contractual and commercial risk issues on**.
- ❖ Hands on expertise of working on and delivering **large scale complex multi-billion-dollar design and build Heavy Civil Infrastructural projects (Giga Mega) in the Middle East, United Kingdom and Africa**
- ❖ Led end-to-end activities involving **bid evaluation, tender assessment, contract negotiation, review, and award**; managed **contract agreements, settlement of claims, and dispute resolution**, overseeing **pre- and post-contract** operations
- ❖ Steered the **successful roll-out of project operations** entailing defining scope, setting timelines, analysing requirements, **budget review & approval**, prioritizing tasks and identifying dependencies as per preset budgets
- ❖ Exhibited excellence in **monitoring the contractors and consultants** to determine that the activities are controlled in accordance with contractual requirements
- ❖ Participated in **Pre-Tender Contract Administration, Reviewing of Contracts, Tender Documents**, and full **Engagement** in commercial risk assessment; steered **formation of various contracts and agreement**, documentation, **Post Award Contract Administration**, reviewing of ongoing project status on a monthly basis and extending support on contractual matters to cross functional departmental heads
- ❖ **Excellent communication and interpersonal management skills** therefore leading teams to common goals; maintained organizational culture, values, and reputation and managed cross-functional teams for seamless task execution

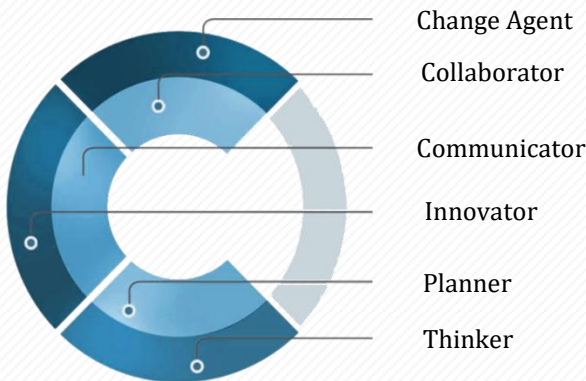


CORE COMPETENCIES

- Strategic Planning
- 3rd Party Liaison & Coordination
- Risk Mitigation Management
- Commercial Management
- BOQs, Change Orders & Variations
- Project Management
- Client Relationship Management
- Contractual Notices
- Pre & Post Contract Management
- Team Building & Leadership
- Tender Management
- Extension of Time Award



SOFT SKILLS



EDUCATION

- **Degree in Civil Engineering (Contracts & Commercial Management)** in 1997
- **Diploma in Civil Engineering (Civil Engineering & Quantity Surveying)** in 1995

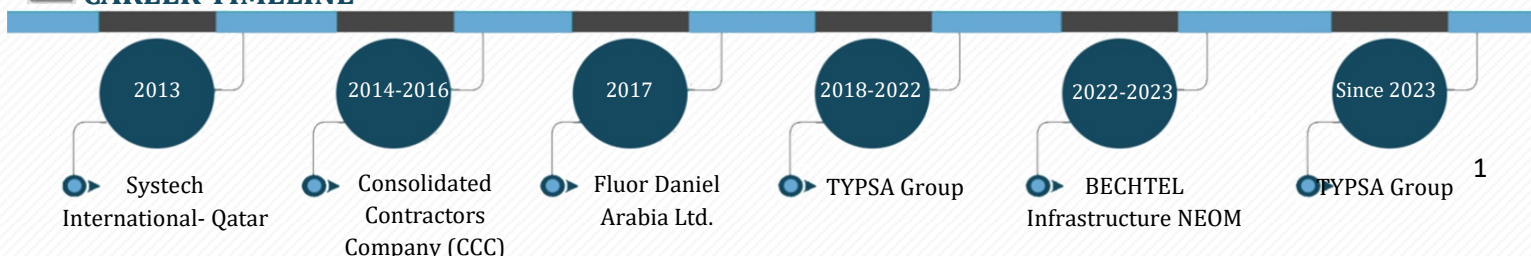


PROFESSIONAL QUALIFICATIONS

- ❖ Project Management Professional (PMP) ®
- ❖ Associate Member of Royal Institute of Chartered Surveyors
- ❖ Associate Member of Chartered Institute of Arbitrators



CAREER TIMELINE



WORK EXPERIENCE – FROM 2013 TO 2023

TYPSA Group, Saudi Arabia as Contracts & Claims Manager

Mar'23-Present

Client: Saudi Arabia Railway (SAR)

Project: 400km Rail, Road & Civil Infrastructure, Buildings, Signalling & Telecommunications

Sub Projects CTW120, CTW130, CTW140, CTW320, STW230

Project Value: \$ 1.5 Billion

Role:

- ❖ Issued contractual determinations, rebuttals & responses of Contractor's Extension of Time Claims
- ❖ Leading the departmental team to deliver the above projects
- ❖ Steering efforts towards development of claims through setting strategy and action plans and determining appropriate resources
- ❖ Providing guidance and oversight component of claims responses prepared by Quantity Surveyors and Contract Administrators
- ❖ Facilitating processes and standard methodologies, templates and the like to achieve consistent approach to claims preparation across the infrastructure business for 5 Project simultaneously
- ❖ Drafting well-structured and persuasive responses to tender bid requests, clearly articulating the organization's strengths and capabilities
- ❖ Establish processes to be implemented at outset of projects that are designed to ensure that projects are well-positioned to prepare claims if circumstances later require
- ❖ Dealing with Client, Consultant, & Contractors contractual and commercial issues
- ❖ Collaborating with in identifying and managing risk like Scrutinize BOQ, Specification and Contract Clauses
- ❖ Recruiting or engaging claims personnel to work pre-emptively to ensure ability of projects to prepare claims if required and to prepare claims when required
- ❖ Managed, assessed, responded, reviewed & settled over 500 Contractors claims for Extension of Time & over 200 Variations to the Contract
- ❖ Establishing and implementing quality assurance processes in support of preceding every contract commencement
- ❖ Providing client with project information and updates through regular meetings, reports, meeting minutes & correspondence

PREVIOUS EXPERIENCE

Bechtel Rail Infrastructure Neom – Sharma as Contract & Claims Manager –

Oct'22-Mar'23

Client: NEOM

Project: The Spine High Speed Rail Link on the Mega City Project – 170 Km

Project Value: \$ 500 Billion

Role:

- ❖ Reviewed, approved & managed contract & sub-contract documentation / PRs, POs & SIs
- ❖ Ascertained contracts & sub-contracts & POs have been drawn up prior to commencement of works
- ❖ Reviewed draft appropriate contractual and commercial terms and condition
- ❖ Led the claim process and evaluation of contractors' claims submissions for extension of time & variations to the contract
- ❖ Draft amend and negotiate contractual instruments for approval and contract execution
- ❖ Procured, managed, negotiated, submitted & settled final accounts
- ❖ Issued notices and dealt with payment provisions
- ❖ Mentored and built team of multi-cultural / national and multi-disciplined teams
- ❖ Managed the interface between package contractors / clients
- ❖ Interpreted and administered the contract in accordance with the contract documents and with due consideration for its intent
- ❖ Formulated and administered routine correspondence, negotiation memoranda, and contract documentation
- ❖ Assessed and determined extensions of time including formally notifying contractors of practical completion and issuing of final certifications
- ❖ Identified & managed risk and opportunities associated with the Contract
- ❖ Prepared commercial reports for presentation to senior management
- ❖ Managed WIP levels and cash flow to ensure efficient processes and cash collection
- ❖ Reviewed contractual correspondence, specifications & bill of quantities
- ❖ Managed and maintained relationships by establishing visible presence with clients, contractors and stakeholders
- ❖ Determination, rebuttal & responses of Contractor's Claims

Client: Saudi Arabia Railway (SAR)**Project:** 400km Rail, Road & Civil Infrastructure, Buildings, Signalling & Telecommunications**Sub Projects:** CTW120, CTW130, CTW140, CTW320, STW230**Project Value: \$ 1.5 Billion****Role:**

- ❖ Issued contractual determinations, rebuttals & responses of Contractor's Extension of Time Claims
- ❖ Led the departmental team to deliver the above projects
- ❖ Analysed contract requirements, special provisions, terms and conditions for ITTs, ITPs and RFPs
- ❖ Drafted amended and negotiated contractual instruments for approval and contract execution
- ❖ Prepared and administered routine correspondence, negotiation memoranda, and contract documentation
- ❖ Prepared, organized and maintained contract records and files documenting contract performance and compliance and attended meetings
- ❖ Reviewed, advised, drafted & negotiated the legal aspects associated with contracts and tenders
- ❖ Proposed, pre-qualify and recommend suitable contractors/suppliers for bid lists to maximize tendering efficiency
- ❖ Integrated the technical part of the ITT package received from Technicians with relevant commercial documentation
- ❖ Drafted appropriate contractual and commercial terms and conditions to best serve and protect the Company's interests
- ❖ Negotiated, prepared and issued final contracts in a timely manner

Flour Daniel Arabia Ltd. as SNR Contract Administrator – Claims/Contracts**Jan'17-Dec'17****Client: MA'ADEN Aluminium Company****Project:** Refinery, Smelter, Rolling Mill, Rail, Mine – Integrated Infrastructure**Project Value: \$ 10.5 Billion****Role:**

- ❖ Issued contractual determinations, rebuttals & responses of Contractor's Extension of Time Claims
- ❖ Led the departmental team to deliver the above projects
- ❖ Analysed contract requirements, special provisions, terms and conditions for ITTs, ITPs and RFPs
- ❖ Drafted amended and negotiated contractual instruments for approval and contract execution
- ❖ Prepared and administered routine correspondence, negotiation memoranda, and contract documentation
- ❖ Prepared, organized and maintained contract records and files documenting contract performance and compliance and attended meetings

Consolidated Contractors Company (CCC) as Contract & Sub Contracts Manager**Jan'14-Dec'16****Client: ARAMCO / PETROFAC Ltd.****Project:** Jizan Refinery Package 4 & 5 – North/South Tank Farm & Loading Facilities**Project Value: \$ 2.5 Billion****Role:**

- ❖ Determination, rebuttal & responses of Contractor's Claims
- ❖ Led the departmental team to deliver the above projects
- ❖ Reviewed, drafted appropriate contractual and commercial terms and conditions
- ❖ Managed the claim process and evaluated Contractors' Extension of Time Claim Submissions
- ❖ Drafted, amended and negotiated contractual instruments for approval and contract execution
- ❖ Issued, assessed, authorized & certified contract variations
- ❖ Issued notices and dealt with payment provisions
- ❖ Interpreted and administered the contract in accordance with the contract documents and with due consideration for its intent.
- ❖ Analysed contract requirements, special provisions, terms and conditions including non-standard conditions
- ❖ Assessed and determined extensions of time including formally notifying the date of practical completion and the issuing of final certifications

System International, Qatar as Claims Consultant/Sr. Contracts Administrator**Jun'13-Dec'13:**❖ **Sub Project** - New Doha International Airport Tunnel & Infrastructure Project❖ **Sub Project** - Doha Central Library Project❖ **Sub Project** - Nakilat Shipyard**Project Value: \$ 1.2 Billion****Role:**

- ❖ Reviewed, drafted appropriate contractual and commercial terms and conditions
- ❖ Managed the claim process and evaluate contractors' tender submissions
- ❖ Draft amend and negotiate contractual instruments for approval and contract execution
- ❖ Prepared and administered routine correspondence, negotiation memoranda, and contract documentation
- ❖ Analysed contract requirements, special provisions, terms and conditions including non-standard conditions

Client: USA Millennium Challenge Account –Tanzania (MCA-T)**Project:** Laela to Sumbawanga Trunk Road 95 Km – Renovation**Location:** South-West Tanzania**Project Value:** \$ 97 Million**Role:**

- ❖ Responsible for claims review, compilation and presentation
- ❖ Managed the claim process and evaluate contractors' tender submissions
- ❖ Draft amend and negotiate contractual instruments for approval and contract execution
- ❖ Prepared and administered routine correspondence, negotiation memoranda, and contract documentation
- ❖ Analysed contract requirements, special provisions, terms and conditions including non-standard conditions
- ❖ Led, build, and maintained relationships by establishing visible presence with clients, contractors and stakeholders to secure positive, constructive and cost-effective commercial agreements

African Minerals Ltd. (AML) as Sr. Contract Administrator – Claims/Contracts**Aug'11-Dec'12****Client: Tonkolili Mine Infrastructure & Facilities - 12 Mt pa of Hematite Iron Ore****Project:** Rail & Road Network, Process Plants, Port & Material Handling Facilities**Location:** Northern Sierra Leone – West Africa**Project Value:** \$ 3.5 Billion**Role:**

- ❖ Responsible for managing a staff of 5 Quantity Surveyors & 2 Assistants
- ❖ Working closely with the contract team to administer the commercial contracts
- ❖ Reviewed, approved & managed contract & sub-contract documentation / PRs, POs & Sis
- ❖ Ensured contracts & sub-contracts & POs have been drawn up prior to commencement of works
- ❖ Ascertained that they are placed in a timely manner to meet the requirements of the contract programme
- ❖ Managed WIP levels and cash flow to ensure efficient processes and cash collection
- ❖ Prepared monthly financial reporting identifying trends and areas for improvement
- ❖ Steered pricing and preparation of pertinent documents for claim sub-station

**IT SKILLS**

- ❖ Microsoft Office (Excel, Word, Access, PowerPoint)
- ❖ **Design:** AutoCAD
- ❖ **Planning:** Microsoft Project

**TRAININGS****Courses:**

- ❖ Ethics & Anti-Corruption
- ❖ HSE Course -Safety
- ❖ Leadership & Risk Assessment
- ❖ Construction Claims
- ❖ Contractual Obligation & Rights
- ❖ Design-Build Contracts

Workshops:

- ❖ Health and Safety in Infrastructure Projects
- ❖ Road Maintenance Management



ADDITIONAL EXPERIENCE – 2000 TO 2012

ALFRED Mc-ALPINE – Scott Wilson JV as Managing Quantity Surveyor

Aug'09-Aug'11

Client: Highways Agency

Project: Area Managing - Agent Contractor

Location: Area 7 – Nottingham East Midlands

Project Value: £ 250 Million per year

Role:

- ❖ Steered management of revenue generation, internal financial reporting and supply chain management
- ❖ Executed sub – contract management and final account submission to HA
- ❖ Implemented standardization procedures
- ❖ Implemented full valuation of Area 7 works to HA and ensured payments are received in accordance with the contract terms
- ❖ Procured, managed, negotiated, submitted & settled final accounts
- ❖ Managed, assessed, submitted & settled compensation events & early warnings

Ringway Construction Ltd. – Jacobs Ltd. JV as Managing Quantity Surveyor

Aug'08-Aug'09

Client: Traffic for London

Project: Highways Maintenance & Term Maintenance

Location: Central London Area

Project Value: £ 100 Million per year

Role:

- ❖ Steered Commercial Management & Contract Administration of a portfolio of about 200 projects a year
- ❖ Led a team of 6 QSs to deliver the above schemes
- ❖ Maintained profit margins for each project with values varying from approximately £5,000 and £1.5 million
- ❖ Supervised Motorway White-Lining and Road Markings, Cats eyes, Signage & Communication Gantries, Street Lights etc.
- ❖ Identified, qualified and raised contractor's instructions and compensation event notifications in accordance with the terms and conditions of the sub-contract

Interserve Project Services Ltd. as Managing Quantity Surveyor

Jul'06-Jul'08

Client: Highways Agency

Project: Graded Separated Junctions (GSJ) Project

Location: A1 Peterborough to Blyth

Project Value: £ 84 Million

Costain Taylor Woodrow JV Ltd. as Senior Quantity Surveyor

Jul'02-Jul'06

Client: Metronet Ltd. / Tube Lines Ltd.

Project: London Kings Cross / St Pancreas

Project Value: £ 120 Million

- ❖ Major Railway Station Construction
- ❖ Station Redevelopment & Refurbishment Scheme

Role:

- ❖ Commercial Management & Contract Administration
- ❖ Led a team of 6 QSs to deliver the above schemes
- ❖ Identified, qualified and raised contractor's instructions
- ❖ Management of compensation events and issuance of claim notifications in accordance with contract conditions
- ❖ Analysed contract requirements, special provisions, terms and conditions including non-standard conditions
- ❖ Led, build, and maintained relationships by establishing visible presence with clients, contractors and stakeholders to secure positive, constructive and cost-effective commercial agreements