



# Abhishek Singh

## PROFESSIONAL EXPERIENCE

### IRB Infrastructure Developers Ltd., Mumbai, India

July 2012 – Present

*Assistant General Manager, Business Development, Tendering & Techno legal*

- Responsible for evaluation of the projects, project risk assessment, strategy formulation. Reporting to President (Business Development & Techno legal) and Joint MD – significant part of the team for successful bidding of more than 10 NH projects on BOT (Toll)/ HAM.
- Business acumen to understand Top Management's needs & market assessment of present business.
- Responsible for identification of new business opportunities for the organization.
- Ensure evaluation, preparation and timely submission of RFQ/RFP with zero error, participating in pre-bid meetings, coordination with government, internal/ external agencies.
- Review of agreements like joint venture agreements and other long term agreements.
- Examining techno legal aspects of multiple Projects under construction/operation.
- Identification of the contractual possibilities culminating into claims from the client.
- To handle the contractual disputes and take them towards their logical end through Conciliation / Arbitration / Court.
- Review and drafting of day to day correspondence with client for faster progress.

### Adani Infrastructure (India) Ltd., Ahmedabad, India

Sep 2010- Jun 2012

*Deputy Manager, Corporate Techno-commercial Group*

- Handled the award of various civil works such as townships, hostels, administrative buildings, balance of plant works and other specialised power plant structures for the Thermal / Solar Power Plants.
- Led mid-size civil works packages - administered tendering, cost estimation, procurement, price escalation, note for approvals, contractual correspondences, monitoring project progress, variation orders and contract closing.
- Handled team size of more than 2 engineers.
- Conceptualized and developed bid documents and bid strategy for the projects.
- Analysed technical and commercial bids and conducted techno-commercial discussions/ negotiations effectively.
- Maintained and monitored MIS reports and vendor database on weekly and monthly basis.
- Established online depository for simplifying and timely access to important documents like Contracts, Orders, note for approvals, estimates and other relevant documents.
- Responsible for creation and monitoring of Contracts/ Purchase Orders using SAP.

### GMR Infrastructure Ltd., Bangalore, India

Sep 2005 – Sep 2009

*Civil Engineering Executive*

- Responsible for EPC contract progress, analysis, monitoring of National Highway-7 project, Adloor Yellareddy – Gundla - Pochanpalli (107 km, Rs. 7000 millions), reporting to VP, project completed on schedule. Incidence of sub-contractor failure, fresh contract broken up and management renegotiated with multiple contractors – significant contribution to coordination of correspondence, contract finalization, contract administration and site coordination.
- Reviewed and processed payment invoices with a turnaround time of two days.
- As a part of team, was instrumental in submitting the bids of Highway projects.
- Prepared quantity estimates for highways/structures and assisted in the preparation of Bill of Quantities for 5 bids – successful bidding of NH-45 A, Tindivanam- Ulundurpet.
- Coordinated with construction teams at site, engineering, project management, finance and legal in issues related with project execution to expedite ongoing projects.

### NCC Ltd., Bangalore, India

Apr 2005 - Sep 2005

*Graduate Engineer Trainee*

- Supervised execution at site ensuring quality, verified quantity and prepared bar bending schedules for construction of H-block of G+9 storied apartments, "Shriram Samruddhi", at Whitefield, Bangalore.

## ADDITIONAL INFORMATION

### Achievements

- Acknowledged for the contribution and reviewing of manuscript on "Contract and Commercial Management: An Operational Guide" published in 2011 [ISBN: 9789087536275]. Author: International Association for Contract and Commercial Management (IACCM).
- Appreciated for successful completion (Top-3) of SPRINT Sigma Project on, "Optimization of outsourcing process in Road Sector, GMR" and "Redesigning of existing procurement process at GMR Highways" in December 2006 and April 2007 respectively.

## PERSONAL INFORMATION

**Nationality:** Indian

**Email:** abishek.singh@gmail.com

**Mobile:** +91 86522 03535

## PROFESSIONAL SUMMARY

A result oriented professional with a rich and diverse experience of over 13 years in infrastructure industry. Extensive business development and techno legal expertise with strategic and focused approach in successfully achieving the business goals. Diversified skill set covering bid process management, contract management, technical and analytical capacity to engage with top management and support decision making.

## EDUCATION

2000-2004

**Bachelor of Technology – Civil Engineering. National Institute of Technology (NIT), Warangal, India**

2009-2010

**PGP in Infrastructure Management (PGPIM) – Adani Institute of Infrastructure Management (AIIM), Ahmedabad, India**

## LANGUAGES

English (Business)

Hindi (Native)

Marathi

## SOFTWARE SKILLS

MS Project, MS Office

## CURRENT ADDRESS

502, Leonardo B, Hiranandani Estate, Thane (West), Mumbai - 400 607.

**LinkedIn:**

<https://www.linkedin.com/in/abisheksingh/>