**SHAH VINIT J.**

Contact Number: +91 9820739473; +974 70779584 (WhatsApp)

Email:vineetshah27@hotmail.com

# PROFILE SUMMARY

Gathered and accomplished an experience of almost Ten (10) years in the field of Contracts demonstrating the ability to perform variety of highly competitive industries, cutting-edge markets, and fast-paced environments with the past experience in Contractual and Company Laws.

The profile includes but not limited to Contract Finalization and Drafting, Contract Negotiation, Contracts Re-writing, Tenders, Bids, Sub-contracts, Service Level Agreement(SLA’s), Key Performance Indicators(KPI’s), Purchase and Service Order(s). Gained experience within these years in analyzing major indemnity and Liability factors of a Contract taking into organization's critical business requirements, identify deficiencies and potential risk assessments and audits, Compliance throughout the Life Cycle, Relevant Law Compliance, Assist in litigation process.

# FUNCTIONAL SKILL SET

|  |  |  |
| --- | --- | --- |
| * **Contract Management** | * **Key Client Accounts** | * **Compliance** |
| * **Drafting** | * **Master Service Agreement(s) (MSA) (Regional Account Agreements)** | * **Liabilities and Indemnities** |
| * **Contract Re- writing** | * **Security/Risk Management** | * **Risk Assessment** |
| * **Computer Literate** | * **Due Diligence** | * **SLA/KPI** |
| * **Mergers & Acquisitions** | * **Legal Matters** | * **Tenders/Bid** |

# TOOLS PROFICIENCY

# Microsoft (MS) Office

# ERP – SAP, RAMCO

# Weatherford Tender Process Management System (TPMS)

# Tally

# All E-Tendering Portals of Oil Based Companies

# PROFESSIONAL EXPERIENCE

# *Qatar Airways Group Q.C.S.C.: 22-Dec-2019 to 23-Jun-2020*

# *Cargo Contracts Officer*

# Duties Handled

# Writing, evaluating, negotiating and executing various contracts covering a range of transactions such as CSA, GSA, GHA, Quality, GDP Service, lease, sales and purchase Agreements.

# Creating and maintaining relationships with customers and inter department (legal, finance and stakeholders).

# Maintaining correspondence and documentation related to contracts.

# Communicating and presenting information to stakeholders regarding contracts.

# Monitoring contracts and moving forward with close-out, extension or renewal of contracts

# Problem-solving contract-related issues.

# Create and manage and update organizations contracts strategy and policies related to it.

# Generate reports on the current status of existing agreements

# Negotiate contract terms, conditions and follow up to ensure execution according to the negotiated terms. Create standardized language for new contracts(Template).

# Analyse and report on specific risks associated with contracts on case to case basis and obtain approvals if required.

# Review contract estimates, including proposed materials, production costs, etc and determine whether they seem reasonable and accurate as per guidelines.

# Ensure that all records are accurate and up to date and report on monthly basis.

# Write contract letters and other communications and notices.

# Negotiate and approve contract terms while ensuring that projects remain within the established legal mandates of the organization including but not limited to policies and procedures.

# Attend meetings to assess progress on projects which are in motion, and take detailed notes to share with stakeholders.

# Analyse contracts to ensure they comply with state and federal laws and regulations with the legal advisor.

# Provides responses to tenders floated, bids and terms and conditions for proposals.

# Ensures that contracts are executed in accordance with corporate guidelines such as finance, credit and stakeholders approvals (QCAS and CAF).

# Conducts research prior to writing contracts.

# Audits existing contracts and oversees contract modifications.

# Analyse a contract’s risk to the business.

# Monitors the performance of each signed contract.

# Communicates contract implementations to subordinates.

# Maintains a computer database for the company’s contract management system.

# Conducts analysis of new laws, regulations and contract trends to determine potential impact on the business.

# Coordinates with the finance department to ensure correct billing and collection of contractual revenues.

# Lead complex contract negotiations and manages all changes in and addendums to existing contracts.

# Conduct special projects as assigned

# Health and Safety requirements;

# Maintain the required regulations of health and safety and present the same in contracts as required by company policies.

# Quality Control requirements;

# Maintain and endure KPI in agreements and monitor them with the stakeholders to ensure that organizations required quality is maintained both internally and externally.

# Key relationships

# Contract Manager.

# Trainings

# HIA General Security Awareness, Handling Bomb Threat Calls, Human Factors Course, Safety Management System, Office and Information Security Awareness.

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## G4S Qatar W.L.L.: 01stJune, 2014 to 31st August,2019

***Contract Specialist***

**Duties Handled:**

**Contract related Duties**

* Contribute to contractual domain expertise in implementation, execution and administration.
* Assist the Project Manager(s) and the Contract account owner (Service division) throughout the life cycle of the Contract.
* When required, performs in a cross-functional role for other business elements.
* Initiate review in accordance with CRM checklist for all Contracts.
* Drafting of Contract Administration Procedures (CAP & CAG) and Contract Management Plan(CMP), Clear defining of scope of work & KPIs through various discussion with Services.
* Act as contractual “middleman” between concerned division/ dept staffs and customers, ensuring timely review and approval / reconciliation of variations.
* Supervision of contractual records and documentation, such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for each and every contract.
* Handle on-going issue Accounts (Keep, Grow and New Accounts) and change management.
* Hold Contract kick off meeting and progress meeting to ensure smooth transitions.
* Initial Negotiations with the Client(s) during the stage of implementation of the Contract.

**Tender related Duties**

* Ensuring compliance on CRM policy, process and procedures as well as QHSE policy, process & procedures in each contract and tender.
* Provides guidance and leadership to cross-functional business team members.
* Work with Insurance management department (in absence communicate with Contracts Manager) to coordinate contractual insurance requirements.
* Work with finance to ensure adherence to make sure the invoicing terms and payment terms are cleared off. Including, understanding / evaluating the impact of financial terms and term options.
* Monitor transaction compliance (milestones, deliverables, invoicing and so on.), Service level agreement compliance.
* Ensure contract close-out, extension or renewal.
* Understands Contract Terms interpreting then into contract documents to assist the delay/ dispute resolution afterward.
* Negotiations with the Client(s)/Contractors or Subcontractors during the stage of of issuing Tenders Pre and Post bid Clarifications and implementation of the Contract.

**Legal responsibilities**

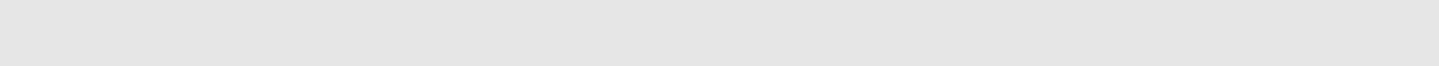
* Prepare the synopsis for complex contract to understanding contract by Contract & Legal study for critical Decision.
* Negotiation responsibilities as per CRM guidelines.
* Understands the business case on 360 degree in respective of Contract Lifecycle process with issues, implications and benefits.

**Policies related duties**

* Prepare contract Administration procedure for the contracts to follow a direction of work flow which will define the KPIs and performance in overall. Including NPS, QHSE compliance and other standard compliance required. Division’s concerned personal and approvals for the documents to be finalized in the contract.
* Develop and implement procedures for contract management and administration in compliance with company policy for each contract.
* Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation.

**Accomplishments**

* Almost within a period of One (1) year of performing in the profile a complex and large number of Agreements and Tender responsibilities were undertaken.
* Changes made to the current running CRM Policy and obtained approvals within the management and region
* Established changes made to the existing Standard terms and Conditions of the Company.
* Allocated complete responsibility to review High Risk Contracts and Tenders
* Training on Implementation of Cash 360 Machines (First Stage implementation).

***BABAJI SHIVRAM CLEARING& CARRIERS PVT LTD.: 1st November, 2013 to 31stMay, 2014***

***(Jr.) Manager-Contracts & Tendering***

***(Logistics Provider for Oil & Gas operators & Tool Providers)***

***Agreement/Contract Related Duties***

* Master/Regional Service Agreement.
* Agreement Negotiations.
* Purchase /Service Orders.
* Compliance as per Company and Contract Laws.
* Assist in Contract finalization for National Oil Companies, CAIRN India ltd., British Gas India, etc.
* Preparing Quotations.
* Contract Finalization in Supervision of the companies Contract Supervisor, Contract Specialist and Legal Head, Credit reviews to Contracts, Tax Reviews to contracts along with compliance are the other functions performed for a contract.
* Consult Legal Department in related matters and Compliance.
* Risk Assessment.

***Tender Related Scope***

***Prequ*alification Stage Responsibilities**

* Review the Prequalification document provided by client and check.
* Prepare a synopsis and discuss the same with Management, whether we are interested in this project or not.
* If we are not qualifying in any Clause in Prequalification requirement, discuss the same with client for relaxation if possible.
* Prepare the complete Prequalification document as required by Client.
* Attend the Pre Tender Meeting.

**Bidding Stage** **Responsibilities**

* Review of tender document in the proposal stage and maintain a excel sheet for missing details, specification & standard documents.
* Preparation of Tender Synopsis and Presentations for Kick of meeting with internal departments.
* Conduct a cross functional meeting to discuss tender details, clarifications required and work schedules.
* Raising Pre-Bid Technical and Commercial queries to client.

**Technical Bid Preparation**

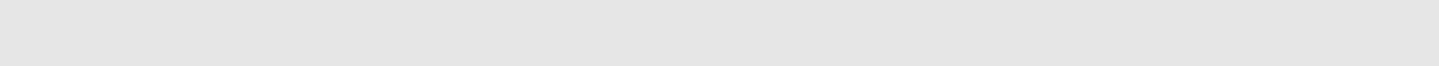
* To derive Technical Proposal Coordinate with personnel from other departments i.e. Engineering, Procurement, Project planning Dept., HSE Dept., Quality Dept., Contracts, Insurance Dept., Human Resources, Marketing and Other departments (as per requirement).
* Prepare a responsibility matrix for all internal departments for Bid Compilation.
* Prepare Organization Chart, Execution Plan, Construction Plan and other document as per client requirement and scope of work.

**Commercial Bid Preparation**

* Co-ordination with Engineering Team and scrutiny of received MTO’s and MR’s.
* Raising RFQ to subcontractors / vendors and subsequent follow up with subcontractors/vendors to get offers.
* Evaluating proposal of vendors/ subcontractors and preparing comparative of respective offers received and negotiation with the selected vendors / subcontractors.
* Preparation and compilation of procurement sheet.
* Performing E-tendering.
* Estimate Indirect Cost (Indirect Manpower, Camp set-up, Site running expense etc.)
* Assist Bid Manager in Commercial Proposal and prepare a summery sheet for final cost.
* Cost Control.
* Assist Project Management Team after Award of contract in preparation of Budget.

**Accomplishments**

* Joined as Contracts and Tendering Officer and Promoted to (Jr.) Manager-Contracts and Tendering.
* Successfully completed and individual attendance to RADAR.
* Complete Responsibility of all High Risk and Large Number of all company Tenders and Agreements.

***WEATHERFORD OIL TOOLS M.E. LTD: 01st May, 2012 to 30thApril, 2013***

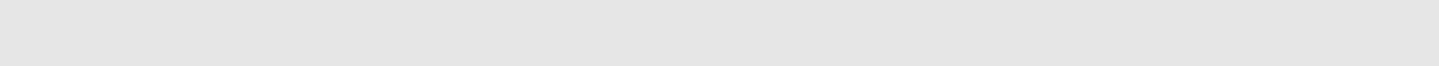
***(Jr.) Contracts Administrator***

***Duties Handled:***

* Prepare sales and purchase contracts.
* Reviewing Client contracts.
* Negotiate contract terms with internal and external business partners.
* Explain terms and conditions to managers and interested parties.
* Ensure that employees understand and comply with company contracts.
* Analyze potential risks involved with specific contract terms.
* Stay up-to date with legislative changes and coordinate with the legal department as needed.
* Ensure all deadlines and conditions described on contracts are met (e.g. payments and shipping).
* Maintain organized system of physical and digital records.
* Consult and obtain legal confirmations and compliance required on the contracts.
* Working closely with Senior Management on High Risk and High Value Contracts.
* Being a part of Client meetings and negotiations with the internal Contract Manager, legal, Operational and Finance Team.

**Accomplishments**

* Employee of the Quarter IV 2012
* Successfully completed and individual attendance to Integrated Management System (IMS) (ISO Certifications).
* Successfully completed and individual attendance to Compliance Training (Sanction Countries and Incoterms)
* Successfully completed and individual attendance to Quality Health and Safety (Weatherford QHSE Gem’s).



# *M/S THAR & Co. (Chartered Accountants): 1st July 2009 to 31st December, 2011*

# *Assistant to Taxation and Assessment Head*

***Duties Handled:***

* Tax Audit.
* Assessment.
* Audit Reports.
* Prepared income tax returns of various clients.
* Analysis of the current market rates and progress (Real estate).
* Compliance of company policy as per companies Act, 1956.
* Assist in finalizing Agreements and Contracts.
* Compliance of Contracts with legal, Tax and credit reviews.

**Accomplishments**

* Joined as an Article and Promoted to Assistant to Taxation and Assessment Head

**Education**

* Company Secretary - ICSI (The Institute of Company Secretaries of India) Master’s Degree 2012-2018 (Masters-1)
* Bachelors in Commerce (B.COM) Sydenham College of Commerce and Economics 2005-2011
* L.L.B (First Year- Masters) 2020 – Undergoing (Master’s-2)

**PERSONAL DETAILS**

Date of Birth : 27th July, 1989

Nationality : Indian

Gender : Male

Driving License : Qatar and India

Languages Known: English, Hindi, Gujarati

Marital Status : Single