

JULAILA ANEEZ

Contracts Specialist

Dubai, UAE

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A degree qualified Civil Engineer with over 3 years of experience as Contracts Specialist in Tyco Fire and Security, Abu Dhabi and 1.5-year experience as Quantity surveyor in construction sector.

PROFESSIONAL QUALIFICATION:

- Bachelor of Technology (B.Tech) in Civil Engineering (2013), University of Calicut
- Certified Purchasing Professional (CPP)
- Auto CAD from CADD Centre, Calicut (2013)
- Diploma in Quantity Surveying (2013), IQSS, Calicut.

PROFESSIONAL EXPERIENCE:**Contracts Specialist, Tyco fire and security, Abu Dhabi, UAE (2016 April- 2019 March):**

- Review contractual agreements between a company and suppliers of products or services.
- Manages / administers small tenders
- Prepares for final approval pre-qualification and selection of contractors
- Evaluating bids, preparing contracts, and negotiating terms
- Assist Clients to fulfill the terms of or to terminate contracts on mutually amicable terms
- Prepare contractual agreements using current research methods and a knowledge of a client's needs and ability to fulfill its requirements
- Negotiate the terms and conditions with suppliers and potential partners.
- Prepares, organizes and maintains contract records to ensure contract compliance
- Ensure that the terms of contractual agreements written in language that is legally binding and in accordance with the desires of the client
- Review contract terms and conditions to verify that they are in compliance with company policies and all applicable federal and state regulations
- Supports the project team and provides advise/ support regarding the requirements of the contract and clarifies contractual queries.
- Clearly explain contract terminology to clients and other interested parties in simple, everyday language
- Attends Project meeting to ensure compliance with contract requirements.
- Good organization skills and the ability to multitask on several projects simultaneously
- Evaluate and manage the risks related to the contracting commitments.
- Ensures all warranties, bonds, insurances, guarantees, etc. are in place and maintained and updated in accordance with the contract

Quantity Surveyor, Centre for Construction Management, Calicut, India (June 2013 - Nov 2014) :

- Preparation of quantity measurement and monthly payment applications.
- Preparing monthly invoices according to progress of work
- Measurement from building drawings, structural steel drawings, groundwork and civil works
- Assisting in the planning at various stages of project.
- Preparation of measurement sheets and assist in quantity takeoff for tenders
- Preparation of BOQ for quotations from building drawings
- Plan and review engineering activity, provide support on technical issues, establish measure for process performance

KEY SKILLS:

- AutoCAD
- MS Office
- Team Work
- Excellent team player
- Quick learner
- Passion for winning
- Multitasking
- Self-motivated
- Positive attitude
- Negotiation Skills

PERSONAL INFORMATION:

Date of Birth: 14/02/1990

Nationality: Indian

Marital Status : Married

Visa Status : Husband Visa

Passport No : M2428361

Language : English, Malayalam & Hindi

Driving License : Valid (UAE)

DECLARATION:

I hereby declare that the above information is true and best of my knowledge

JULAILA ANEEZ

DUBAI