

**SANDANA MOHAMMED MARRIKAR. K**

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**Profile:**

*Having 8 years experience in Contracts Management in Oil & Gas sectors. Well versed in all aspects of tendering activities including Contracts Administration.*

**&**

*Seeking a challenging career in this industry with capability & ability to learn new technologies quickly and to adapt to new environments.*

**Academic Qualification**

- **Master of Business Administration (MBA - Finance)**  
**Alagappa University.**
- **Bachelor of Business Administration (BBA)**  
**Madras University.**

**Career Certification:**

- ☒ **Microsoft Certified System Engineer - MCSE**
- ☒ **Cisco Certified Network Associates - CCNA**
- ☒ **Diploma in Computer Application - DCPA**

**Strength:**

- ☒ **Relevant hands-on experience**
- ☒ **Able communication**
- ☒ **Excellent team work and problem-solving abilities**

**Areas of Expertise:**

- |                                   |                                    |                                      |
|-----------------------------------|------------------------------------|--------------------------------------|
| • <b>Contracts Administration</b> | • <b>Office Management</b>         | • <b>Organization skills</b>         |
| • <b>Communication skills</b>     | • <b>Interdepartmental liaison</b> | • <b>Working to strict deadlines</b> |
| • <b>Team working</b>             | • <b>I.T. Computer literacy</b>    | • <b>Dedication</b>                  |

**ABU DHABI NATIONAL OIL COMPANY (ADNOC) REFINING - UAE  
PROCUREMENT DIVISION**

**Contracts Department**

**From April 08, 2012 to Till Date**

**Position : Contracts Coordinator - Long Term**

*Diligently coordinating with the end Users and bidders for various projects in Contracts Department and advice Users on various contractual and commercial matters in the field, which includes the following activities:*

- ✓ *Prepare invitation to tender, develops final draft for management approval, issuing tender documents and other correspondences.*
- ✓ *Coordinate with Users and resolves technical clarifications received from bidders prior to site visit and after site visits.*
- ✓ *Evaluate bidders' capabilities, recommends bidders list and prepares the submission to Tender Board for bidders' list endorsement and to competent authority for approval.*
- ✓ *Receive Un-priced Bids within the Due Date and Time specified in the Tender Invitation. Open the bids in presence of Tender Opening Committee. Forward the Technical Bids to User for Technical Evaluations. Forward Tender Securities/ Bonds, received from bidders, to Finance Department. Issue & Obtain Techno- Commercial Clarifications from Bidders, if required. Ensure conformity of the tenders to all the commercial conditions.*
- ✓ *Evaluating the Commercial offer of the bidders and preparing commercial comparison chart.*
- ✓ *Prepare necessary correspondences to advise Users to arrange budget enhancements, confirming budget availability, as and when applicable.*
- ✓ *Prepare recommendations for Award under guidance with contracts engineers and submits the same to Tender Board for its endorsement and to competent authority for approval.*
- ✓ *Prepare Letter of Award and Agreements, obtains acceptance of execution by successful bidder of the said documents and ensures their proper distribution after obtaining signature from appropriate authority. Follows up on the submission of performance bank guarantees, and verifies and recommends acceptance of such guarantees.*
- ✓ *Prepare weekly reports and monthly reports in coordination with all team members to present to the management and periodical reports for action follow-up.*
- ✓ *Operate and maintain a centralized filing system and ensure its completeness and tidiness. Maintain project-filing system, documents, drawings and relevant correspondence, assist in coding and distribution to respective users.*
- ✓ *Managing the original signed contract for the official contract file.*
- ✓ *Maintain and update contracts register data base and records accordingly to Company processes and protocols.*
- ✓ *Tender Board Agenda preparation and related works.*

**EMIRATES TELECOMMUNICATIONS CORPORATION – ETISALAT**  
**ABU DHABI - UAE**

**Position : HR & Admin (Semi Advanced Skilled) - Short Term**

- ✓ *Handling intranet correspondence like fax, memo, mails and E-mail correspondence & attending telephone calls*
- ✓ *Scanning incoming and outgoing of all documents like memo, faxes & letters and sending back to concerned Division, Departments & Sections after performing the task.*
- ✓ *Maintaining systematic computerized records of all incoming, outgoing and other technical documents.*
- ✓ *Preparing and sending the requests for new meetings through Event Scheduler Application.*
- ✓ *Maintenance of various data related to equipment. Updating of documentation system of both administration and technical matters.*
- ✓ *Typing all the required Competency Based Training Programs and Implementation Tables, Invoices using Excel and Word with 100% accuracy.*
- ✓ *Updating Time Sheet for all contracts Admin Staff.*
- ✓ *Sending month end reports to concern Contracting companies.*
- ✓ *Employees ID creation for new employees & maintaining CNIA offshore & onshore passes.*
- ✓ *Responsible for retrieving and arranging copies of all budget documents, etc.*

**ABU DHABI OIL REFINING COMPANY (ADNOC) - TAKREER, UAE**  
**ABU DHABI REFINERY DIVISION**  
**ADMINISTRATION DEPARTMENT**  
**From Nov 24, 2011 to Jan 04, 2012**

**Position : Document Controller (Reliever)**

- ✓ *Coordination with Refinery Division which consists of Seven Departments and various Sections.*
- ✓ *Imaging/ Storing and Distribution of all ADRD incoming & outgoing documents including internal correspondences such as memos, faxes, letters & Technical Documents/ Drawings to the relevant addressee.*
- ✓ *Supervise in the implementation of Document Control Procedure and distribution of revised drawings or documents to concerned departments as per DCC matrix*
- ✓ *Involves in the processing and monitoring of MOC (Management of Change) and update documents affected by the modification*
- ✓ *Cataloguing/Indexing the inward & outward documentations electronically through Action Follow-up (AFU) database*
- ✓ *Periodical update & backup of AFU database*
- ✓ *Generate, amend and maintain the periodical reports & to obtain the approval of the same*

- ✓ *Handling telephone calls and to relay messages / Handling intranet correspondence like fax, memo & mails, office automation including Xerox, etc.*
- ✓ *Active participation in the promotional campaign by sharing creative ideas & to coordinate with Automation Section and Administration Department*

**HCL TECHNOLOGIES LIMITED, CHENNAI, INDIA.**

**From Oct 30, 2010 to Oct 30, 2011**

**Position : Senior Team Leader** - *in backend office operations for Bank of Ireland.*

- ✓ *Looking after the daily production and updating procedure changes to all team members.*
- ✓ *Conduct Objective setting for the team, identifying weaknesses and offering coaching and mentoring in areas that require it.*
- ✓ *Maintaining weekly and monthly (production + Quality) reports & creating procedure logs.*
- ✓ *Ensuring all team members are updated with the current procedures and conducting team meetings every weekend.*
- ✓ *Maintaining daily Turnaround time and increased Quality percentage from 96% to 99%.*
- ✓ *Process SME for five different products*
- ✓ *Attending daily mail queries from clients and replying*

**R R DONNELLEY INDIA OUTSOURCING PVT. LTD, CHENNAI, INDIA.**

**From Oct 13, 2004 To Oct 29, 2010**

**Position : Senior Process Analyst** - *in backend office operations for Bank of Ireland.*

*My scope of work can be listed as under:*

- ✓ *Opening of Savings, Deposit Accounts and Growth Bonds*
- ✓ *Customer Level & Account Level Modifications*
- ✓ *Closure of Accounts*
- ✓ *Internal Fund Transfers through BACS*
- ✓ *TDS Modifications*
- ✓ *Handling and resolving of customer requests & complaints*
- ✓ *Investigation of Customer details for prior registered customers*
- ✓ *Checking of Anti Money Laundering for customers through EXPERIAN*
- ✓ *Reversal of Funds from Accounts.*
- ✓ *Handling requests from Retention Team*

*As a Mentor/Team Leader, following where the responsibilities:*

- ✓ *Process SME for five different products*
- ✓ *Looking after the daily production and updating procedure changes to all team members.*
- ✓ *Maintaining weekly and monthly (production + Quality) reports & creating procedure logs.*
- ✓ *Maintaining daily Turnaround time and increased Quality percentage from 96% to 99%.*

**STARNETS COMPUTING TECH PVT. LTD, CHENNAI.**

**From April 2000 To March 2001.**

*As an Office Administrator / Supervisor, following where the responsibilities:*

*My scope of work can be listed as under:*

- ✓ *Performed secretarial, stenographic and general office duties*
- ✓ *Reception duties like receiving incoming calls, answering queries and makes telephone calls, scheduling appointments.*
- ✓ *Take down and passes messages to the concern.*
- ✓ *Receive letters, cables, reports and couriers and distribute to the concern.*
- ✓ *Takes dictation and drafts letters, memos and routine correspondence for the superior officers.*
- ✓ *Arranges for meetings and conferences as instructed.*
- ✓ *Makes photocopies of the received incoming mails and distributes. Prepares outgoing mails for dispatch. Maintains a register for incoming and outgoing confidential mails.*
- ✓ *Performed other similar secretarial duties assigned by the Superiors such as travel bookings and arranging accommodation and tours.*
- ✓ *Image base projects as a leader.*
- ✓ *Heading image base projects for a group of 25 people in a shift.*
- ✓ *Responsibilities of the forms sending abroad clients.*
- ✓ *Supervising the entire shift workers.*

**PIXEL SOFT LABS EMERGING TECH. CHENNAI.**

**From April 1999 To March 2000.**

*As a Secretary / Office Assistant / Supervisor, following where the responsibilities:*

*My scope of work can be listed as under:*

- ✓ *Type's letters, reports and tabulations. Includes entering, amending and retrieving. Prepares routine letters and reports as per the Superior instructions*
- ✓ *Handled other similar duties such as compiling and circulating official letters etc.*
- ✓ *Receives telephone calls at the office, answer queries, schedule appointments and passes messages as directed.*
- ✓ *Supervising the shift workers*

✓ *Typing image base forms and documents.*

**Personal Profile:**

<b><i>Date of Birth</i></b>	<b><i>:</i></b>	<b><i>09-07-1982</i></b>
<b><i>Nationality</i></b>	<b><i>:</i></b>	<b><i>Indian</i></b>
<b><i>Religion</i></b>	<b><i>:</i></b>	<b><i>Islam - Sunni</i></b>
<b><i>Gender</i></b>	<b><i>:</i></b>	<b><i>Male</i></b>
<b><i>Father's Name</i></b>	<b><i>:</i></b>	<b><i>Khader</i></b>
<b><i>Marital Status</i></b>	<b><i>:</i></b>	<b><i>Married with 1 child</i></b>
<b><i>Languages Known</i></b>	<b><i>:</i></b>	<b><i>English &amp; Tamil</i></b>
<b><i>Passport No.</i></b>	<b><i>:</i></b>	<b><i>M4764463</i></b>
<b><i>Date of Issue</i></b>	<b><i>:</i></b>	<b><i>27-01-2015</i></b>
<b><i>Date of Expiry</i></b>	<b><i>:</i></b>	<b><i>26-01-2025</i></b>

**Declaration:**

***I hereby declare that the above written particulars are true to the best of my knowledge and belief.***

***(K. Sandana Mohammed Marrikar)***