

YOUSIF MOHAMMED RADHI Ali

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Objectives

- To be able to work in a prestigious Company, Ministry and Authority that will have my skills and abilities to the fullest as a Contracts and Procurement Lead.
- To be able to make use of my Experiences and Knowledge in Tendering and Contracting to the target job.

Educational Qualification

2012 – 2014	Msc. in Engineering and Technology Management George Washington University
2009-2010	Bachelor of Engineering in Electrical & Electronics Engineering Teesside University
2003-2005	Higher National Diploma (HND) in Electric & Electronic Engineering Bahrain Training Institute in association with BETEC
1999-2003	Associate Diploma in Electrical Engineering University of Bahrain
1996-1999	Secondary Certificate - (Industrial Electrical) Muharraq Secondary & Technical School

Certificates

06 th to 07 th May 2015	Applied Negotiation and Re-Negotiation Strategy IF ONLY TRAINING & Consultancy Limited
04 th to 05 th May 2015	Advance Legal Contracts IF ONLY TRAINING & Consultancy Limited
01 st to 04 th December 2014	Contract Risk Management & Compliance GLOMACS Training and Consultancy
24 th to 25 th November 2014	EPC Project Risk Management marcus evans
10 th to 12 th November 2013	Contract Management for Oil & Gas Procurement Professional Haward Technology Middle East
01 st August 2013	International/Advanced Certificate in Purchase & Supply (CIPS) – Level 4 (Certified) Chartered Institute of Purchasing & Supply (CIPS)
07 th to 9 th October 2012	Contract Negotiation Haward Technology Middle East
01 st August 2012	CIPS International Certificate in Purchasing and Supply (CIPS) – Level 3 (Certified) Chartered Institute of Purchasing & Supply (CIPS)
08 th February 2011	Certified Business System Analyst (ILM) Oxford Management Center

13th to 16th June 2010	Tendering & Procurement Practices Bahrain Society of Engineers
5th Jan. to 16th June 2004	CCNA Present Certificate Bahrain Institute of Technology
1st July to 31st Aug. 2002	Summer Training Certificate Bahrain Petroleum Company (BAPCO)
27th Feb. to 25th Mar. 1999	Training Certificate Aluminum Bahrain (ALBA)

Work Experience

17th June 2012 – Present	Tatweer Petroleum Supervisor Contracts and Procurements
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Managing contracts for major projects including EPC . My role encompasses the following:

- Advise optimum contracting and procurement strategies to be adopted on projects.
- Create a strategy and conducting market analysis prior issuing any Tenders.
- Sound knowledge of Contract laws, thorough knowledge of all facets of Projects such Engg, Procurement, Construction, EPCM and LSTK contracts.
- Proficient in Contractual correspondence, contract verbatim report writing and problem solving skills.
- Formulate tender documents, perform pre-qualification of bidders and develop bidder lists.
- Tender /Contract development from Scope of work in line with Company policies and procedures.
- Constant follow-up with Proponents for Drawings, Engineering Standards, Missing details, if any, etc.. Monitoring of Bid Submission date and response of Bidders for our invitation. Extend of Bid Submission date if necessary in liaison with Line Departments and Company Strategy.
- Coordinate the process of issue of Tenders to approved bidders, opening of bids, bid evaluation, clarifications and contract award.
- Coordinates and carryout out bid evaluations in association with other support teams including negotiations when needed.
- Ensure compliance with Company procedures and requirements in the selection of Vendors and Sub-contractors.
- Prepare draft contract documents incorporating the effect of all agreements post tender ready for execution.

- Post award Contract administration, contractual support in change/claim analyses and assist Projects through closeout.
- Monitor the performance of the Contractor's subcontracting operations.
- Advise project teams on incoming / outgoing correspondence with Contractor on contractual issues and coordinate on such matter as required with other Tatweer Divisions.
- Attend site meetings with Contractor, providing contractual support to projects teams.
- Scheduling a Service Quality meeting during the execution of the Contract in order to ensure the Vendor is perform what we agreed with.
- Coordinate and lead the evaluation of contract trends variations and claims in accordance with Contract Change Procedures, actively participate in their timely resolution, prepare and process any variation / amendments to Contracts arising thereof through Company approval procedure.
- Support project management in the final "Close-out" of completed Contracts by ensuring the proper resolution of all outstanding issues.
- Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute services; obtaining approval from requisitioning department.
- Maintain strict confidentiality and ethics in contractual matters, ensure compliance of all facets of Contract function with company Policies and Procedures.

26th Mar 2005 – 14th June 2012

**Bahrain Petroleum Company (Bapco)
Contract Management System Administrator**

- Responsible for issue of tenders, opening of bids and bid evaluation of the offers we receive. Also, make recommendation on the basis of the bid prices and conformity of the offers.
- Create a strategy and conducting market analysis prior issuing any Tenders.
- Our job involve constant follow-up with Proponents for Drawings, Engineering Standards, Missing details, if any, etc.. Monitoring of Bid Submission date and response of Bidders for our invitation. Extend of Bid Submission date if necessary in liaison with Line Departments and Tender Board. Seeking the reason from the bidders for their non participation or not meeting the bid submission dates. Requesting the missing documents such as Bahrainization Certificate, Initial Bonds and any other document as necessary.
- Documenting, administrating and release Initial Bonds and Performance Bonds.
- The job also involves constant coordination with Tender Board and attending Tender Board's Tender opening session as BAPCO representative.
- Attending meeting with different departments, Bidders or Existing Contractor on different issues.
- Overall Responsible for the Contracts Preparation.

- Conduct vendor prequalification prior awarding the contract to ensure the capabilities of material or service provider.
- Following up a rigorous transitional process to ensure that contractual aspects are not overlooked by the contractors.
- Negotiate with recommended supplier or Contract to obtain a better price.
- Prepare specifications by making modifications to existing document.
- Prepare Letter of Invitation to submit the bid to all bidder(s) in case of Single Source or Limited Tender.
- Review RFP (Request for Proposal) submitted by the Contractor as per Company's rules and regulation.
- Prepare Letter of Intent to the successful bidder to submit Performance Bond/Bank Guarantee and Insurance Policy as per Company's Rules and Regulation.
- Prepare Contracts / Purchase Agreement as per Company's and Contractor's Agreed Terms & Conditions and Rates.
- Dealt with a many service contracts. This requires us to go through the contracts documents and scrutinize them to do final checks and obtain the required information before setting up the Purchase Agreement in the Business system.
- Scheduling a Service Quality meeting during the execution of the Contract in order to ensure the Vendor is perform what we agreed with.
- Perform regular security monitoring to identify any possible intrusions to ensure system protection and avoid any possible contractors' payment delay.
- Periodically, review and evaluate security policy and suggest necessary changes to ensure system robustness and strict confidentiality over the security data.
- Set up and maintain and control "online" all Purchase Agreements and confidential Contractors' schedule of rates to ensure the availability of the Contractors' services and materials to the Proponents and Company operations are consistently maintained.
- Support all the Company users (staff and management) in raising and processing the Requisitions to ensure that the required services and materials are provided to Proponents in continuous manner.
- Coordinate entry and update Suppliers (Vendors/Consultant) database in order to set up Purchase Agreements and to ensure that the payment to the vendors is processed and security access type to the vendor's personnel is provided.
- Close services and/or material Purchase Orders in Oracle as and when required, to ensure the purchase agreement fund is managed and good housekeeping to the system is maintained.

- Participate in System Management Committee (SMC) and on any project related to Business system to discuss and resolve all issues related to Organization computer systems associated to procurement.
- Work closely with System Admin., Accounting group and Procurement Analyst to identify system anomalies, payment rejections, identify correction actions, analyze / review the existing business processes.

Additional Skills

- Well versed in Business System (Empac & Oracle)
- Well versed in leadership.
- Well versed in Contract Management
- Well versed is Contract Negotiation Techniques
- Well Versed in Tenders and Procurements Rules and Regulation
- Microsoft Windows & Office Professional.
- Well versed Presentation, Communications and Computer Skills.
- Driving Experience.

Hobbies

- Using Computer, Internet
- Reading and Swimming
- Voluntary Participation