

SAMBIT MOHANTY



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Dear Sir/Ma'am,

It is with great interest I write to you for a suitable position in your esteemed organization and I have attached my CV for your consideration with regards to the same.

As you may see, I possess qualitative and diverse experience of over **8 years in Contracts Administration, Claims Practice and Alternate Dispute Resolution** across buildings, infrastructure and industrial projects.

I am presently associated with **Almoayyed Group, Bahrain** as **Contracts Manager** helping the organization adopt the Contract Administration effectively and lead the way in Claims Practices for projects thereby transforming the management for mitigation of commercial/contract risks and secure additional revenue. Prior to this, I have undertaken responsibilities in the area of **Contracts Administration, Claims Management, Forensic Delay & Quantum Analysis and Project Controls**.

The key highlights mentioned below are indicative of the work that I have managed; my CV sets forth further details.

- Contracts Administration – Contracts risk assessment, negotiation and management processes (FIDIC Suites, JCT and Bespoke Contracts), Legal Principles
- Claims Practice – Management and administration of claims
- Delay and Quantum Analysis (well versed with SCL protocols and AACE standards)
- Project Control Tools Viz. Primavera P6, Wrench, Candy CCS, Aconex
- Baseline Schedule Preparation, Progress Monitoring, Earned Value Management
- Inter-disciplinary coordination
- Understanding and drafting contractual correspondences and notices.

In addition to my experience, I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn. I am also currently pursuing relevant chartered certifications that would supplement and foster my credibility further in this domain. With my sincere intent to contribute in an environment which is conducive to professional and intellectual growth, I am excited for an opportunity in your organization which is an industry leader with great repute.

I commend your efforts in giving time to review my credentials and experience; I have excellent references and would be delighted to discuss any possible opportunity with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.

Thanking You,

Sincerely,

Sambit Mohanty
Bahrain

Enclosure – CV – Sambit Mohanty (2 pages)