**RAMIT SHARMA**

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**Summary**

Accomplished and seasoned professional Senior Proposal Engineer with experience in estimation and bidding having strong interpersonal and communication skills including a clear, precise attitude and methodical attention to detial. Ability to prioritize proposals, pre qualifications to meet business needs and goals. Demonstrated ability to lead geographically dispersed internal resources and work in collabrative environment. Having more than 14 years background in Oil and Gas Sector including almost 7 years estimation and bidding experience in Oman. Core competencies includes Estimation, Bidding, Pre tender contracts and Planning as well as excellent communication and time management skills. Ability to work independently with limited supervision as well as within a team. Strong written and verbal communication skills including strong ability to build personal relationships with potential clients and internal personnel. Strong planning, negotiation, communications, analytical, project and organizational skills.

**Skills**

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| --- | --- |
| * Project Estimation and Bidding
 | * Critical Thinking
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| * Proposals Writing
 | * Project Control and Planning
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| * Budgeting
 | * Writing
 |
| * Coordination
 | * Time Management
 |
| * Negotiation
* Primavera
 | * Costing
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**Experience**

**Senior Engineer Contracts January-2020 to Present**

**Bahrain Special Technical Services WLL.**

* Deals mainly with writing up and preparing the paperwork, and working on the contractual conditions of a project, between the clients and the engineers.
* **Draft Contracts**

Draft and review contracts, often adding or changing clauses according to the specifications of stakeholders.

* **Handle Issues with Contracts**

During each stage of development, problems with contracts can arise, and a contract engineer must be able to allay them.

* **Keep Records**

This includes drawings, field notes, sketches, reference manuals and any other engineering materials and making sure that they are noted in the contract, and that all information is dictated.

* **Execute Contracts**

During the development process, letters must be drafted and signed by various people including clients, subcontractors, project managers and governmental overseers..

**Senior Estimator - Mechanical January-2019 to December-2019**

**SNC Lavalin Engineering India Private Limited.**

* Reviewing and evaluating requests for estimates.
* Preparing weekly bid calendar and ensures timely completion of estimates.
* Reviewing estimates and revisions for completeness and accuracy.
* Reviewing construction documents and understands scope of work to bid.
* Executing take-offs of construction documents, Estimate projects and quantity survey
* Inputs take-offs into computer spreadsheet.
* Obtaining pricing for materials and bids from subcontractors, Solicit qualified subcontractors
* Prepares cost analysis in computer by recapitulating material, labor, equipment, subcontractor and overhead costs incurred in the installation of items.
* Makes an estimate where predetermined standard(s) are not available.
* Required at all times to prioritize tasks according to schedule demands, senior management directives and periodic urgencies
* Develops and maintains resource information on products, vendors, subcontractors, government requirements, etc.
* Attends departmental meetings any post-bid or pre-bid meetings as required.
* Project transition to project manager (PM)
* Capable of performing the above tasks both as an individual and team participant
* Develop, maintain and encourage open communication and cooperative working relationships with all employees and departments
* Maintaining confidentiality of all company information
* Performing any and all other functions and duties that may be assigned by superiors

**Senior Engineer Proposals October-2011 to October 2018**

**M/s Arabian Industries LLC -** Muscat

* Directed cross-functional teams in preparing qualifications, technical responses, and cost estimates in response to Requests for Proposal (RFPs) for major clients in Oman and UAE.
* Evaluated proposal content requirements and managed deliverables. Utilized formal processes for preparing bids and proposals, to ensure all deliverables were compliant to bidding specifications, completed in a timely manner, and reviewed for proper management approval.
* Managed and developed multi-million dollar project proposals with competing deadlines, in conjunction with discipline estimators, to deliver proposals with average success rate of 50%; resulted in new clients
* Successful multi-million dollar proposals

**Responsibilities handled**

* Leading tenders from receiving RFQ to submission of tender (Techno-Commercial Proposals)
* Reviewing tender/bid documents, specifications and drawings, perform quantity take-offs / detailed BOM, float enquiries to receive quotations for the materials & services, organizing bids for subcontract works and technical/commercial evaluation of Vendors & Subcontractors proposal.
* Develop and verify MTOs, equipment and bulk quantities against P&IDs and drawings.
* Review estimates to ensure accuracy, completeness and compliance with defined scope of work.
* Engineer and coordinate with teammates on estimating methods and preparation directions.
* Estimating labor, material, and time requirements by studying proposals, drawings, specifications, and related documents. Utilizing the company approved costing methodology, data and systems to present estimate results in a detailed breakdown format.
* All in-house co-ordination for preparation of bid including follow-up, collection of input from various sub-contractors or 3rd party.
* Ensure completeness of Subcontract Enquiry Packages and availability of Subcontract offers well in time.
* Ensure Subcontractor responses are complete & tabulated accurately on a Bid Evaluation spreadsheet.
* Estimating Indirect costs for the project including management services, equipment and material costs, construction costs, operating costs, and other costs associated with project.
* Coordination with the Procurement Group to ensure Vendors RFQ Technical and Commercial Bid Evaluations are completed in a timely manner.
* Prepare / Review the preparation of the construction schedule, providing man-hours and equipment requirement for each activity and also ensure correctness to capture anticipated durations and manning.
* Assist Proposals Manager in the identification, evaluation and ranking of risks as well as developing a strategy to manage and mitigate the risks to Company.
* Present to Proposals Manager for review the Cost Estimate in detail prior to review of the tender by Management.
* Assist Proposals Manager with the preparation of a list of clarifications and qualifications to the proposal.
* Completing the clients pricing and technical tender schedules.
* When requested, carry out peer review of estimates compiled by others, checking for completeness, pricing accuracy and adequate manning and resource requirements.
* Organizing Budget Handover Meetings to Project Managers.
* Maintaining Lessons Learnt database from existing projects.
* Assisting Proposals Manager in other various departmental development work
* Revise and conclude incoming Requests for Proposals (RFP’s).
* Advising top management about the suitability of the tender and the resulting impact on the business plan Manage and plan all discipline estimating activities, evaluate detailed cost estimates, person- hour and consumable estimates.
* Attending Site Visits, Pre-Bid clarification meetings, Tender clarification meetings and final negotiation meetings with the client & keeping a record of all verbal information disseminated by the client during the pre-bid meeting and job showing
* Preparation of Cost Estimates and Techno-commercial Proposals in line with tender requirements.
* Preparation of enquiries for quotations for materials, services, subcontract works, specific to project needs, negotiating with various vendors to obtain the optimum prices with the required validity.
* Preparation of the Project schedule, Manpower and equipment projections and ensuring the adequacy of the same for the successful execution of the project.
* Co-coordinating all the bid preparation activities, and ensuring the successful preparation of a highly competitive techno-commercial bid.
* Update all Bid/Proposals status and circulate to Management regularly and explaining the details behind each estimate, including the basis of the man-hours allocated for each task, personnel resources needed to execute each task, etc.
* Thoroughly reviewing the complete ITT documents in line with the resource projects and construction planning, and identification of constraints, exceptions, deviations, and recording them as qualifications/assumptions made for the preparation of cost estimates.
* Post Project Award contract study, preparation of revised estimates based on agreed list of assumptions / qualifications and allocation of man-hours estimated profit margin to the management. Assisting project manager on alternative project execution approaches based on the scope of work and the most cost effective possible execution methods.
* Preparation of extra claims for additional scope of work during project execution & intimate to Project Department.
* To monitor the actual cost v/s budget cost for secured jobs.
* Consult with clients, vendors, personnel in other departments or construction foremen to discuss and formulate estimates and resolve issues.
* Confer with engineers, owners, contractors and subcontractors on changes and adjustments to cost estimates.
* Establish and maintain tendering process, and conduct negotiations.
* Visit site and record information about access, drainage and topography, and availability of services such as water and electricity.

**Details of Some of the Major Successful Tenders worked upon:**

* Construction Services for Yibal Khuff Project (Off Plot & Power Plant) - (PDO) - Scope includes Well head facilities, Remote Manifold Stations, Flow lines, Pipelines, Export Pipelines and Combined Cycle Power Plant.
* EPC Works for Modification of Sohar GSS & New Ibri GSS (OGC)
* Al Noor MGI, Sakhiya Miniflood & Zalzala Construction (PDO)
* 5 Years Off Plot Design & Construction Contract (PDO)
* 5 Years Call off Contract (Orpic)
* Construction of Export Pipelines (OOCEP)
* Construction of Flow Lines (OOCEP)
* EPCC of Oil Gathering Facilities – Phase 3 (Including Well head equipment, Surface Products) (PETRONAS-Iraq)
* EPC of Storage Tanks (Hyundai)
* EPC of Siah Nihayda Gas Plant (ABB-Spa)
* EPC of Pioneer Camp for Khazzan Gas Project (BP)
* EPC of OMIFCO & AL-Kamil GSS Segregation (OGC)
* EPCC of Tanker Truck Loading Facilities (ORPiC)
* EPC of Pressure Reducing & Regulating Skids – Offshore (ZADCO)
* EPC of WSP Control Valves & Piping Work - Offshore(ZADCO)
* Short Term Fabric Maintenance Contract (BP-Iraq)

**Senior Engineer July 2006 to October-2011**

**M/s Punj Lloyd Limited –** Gurgaon

Projects handled as a planning engineer in Punj Lloyd Limited

**Project 1: - Kashagan Experimental Programme – LLP (EPC** of 150 KM, 24”dia. Oil & Gas Pipeline)

**Client : -** AGIP – KCO

**Location**: - Atyrau (Kazakhstan)

**Project 2**: **Dahej-Uran Pipeline (DUPL)-1 for GAIL**. (132.3 KM Natural Gas Pipeline, 02 nos. of IP Stations and 07 nos. of SV stations piping works.

 : Shell to GAIL Spur line of DUPL-1 (7.786 km)

 : 01 no. of Hot Tapping work (Shell gas line to GAIL pipeline)

 : 09 no. Horizontal Directional Drilling work. (Max. up to 1500 m)

**Client :** Gas Authority of India Limited (GAIL)

**Project 3:** **East West Gas pipeline Project** (250 Km Natural Gas Pipeline, 48” Dia.)

**Client** : - Reliance Gas Transportation and Infrastructure Ltd.

 01 no. Horizontal Directional Drilling upto 2 Km length for Narmada River

**Responsibilities handled**

* Effectively control & monitor day to day activities so as to complete the work in scheduled time.
* Proper planning of manpower & material & closely monitoring of requirements
* Preparation & review of method statements, work specific quality control plans
* To ensure the participation of quality control team in all construction activities to get the work done with client satisfaction
* Proper coordination for updating the Engineering & Design team with actual site conditions for design revision and coordination with client.
* Planning & Scheduling of Activities and resources.
* Effectively handling all crews & guiding engineers, supervisors to increase progress.
* Daily Progress Report updating and Progress tracking.
* The responsibilities also include control in the deviation of planned v/s Actual Budget, Planned and Actual progress.
* Control on critical items for the project.
* Certifying the bills of Sub-contractors by daily analyzing the progress in the work.
* Best Effort Scheduling and Making Catch-up Plans.
* Ensuring all HSE requirements on the site, during construction works.
* Organizing on board meetings on daily basis for planning the responsibilities among working teams.

**Education**

**B Tech –** Mechanical Engineering **July 2006**

**Punjab Technical University**

Punjab (India)

**Diploma –** Mechanical Engineering **July 2003**

Sant Longowal Institute of Engineering & Technology (SLIET – Deemed University)

Punjab (India)

**Certificate –** Mechanical – Air Conditioning and Refrigeration  **July 2000**

Sant Longowal Institute of Engineering & Technology (SLIET – Deemed University)

Punjab (India)

**Certifications**

* Training for Certified Cost Engineer (CCC/CCE) from Association of Advanced Cost Engineers International (AACEI).
* Certified Kildrummy@ Cost Manager Professional
* Certified Team Binder – EDMS Manager Professional
* Certified user of CostOS – Estimation Software
* Certified user of Candy – Estimation Software

**Languages**

English, Russian, Hindi, Punjabi

**Personal Information**

Permanent Address : House No. B/11/2818 NGM ROAD, BARNALA – 148101

Date of Birth : 11th Dec, 1982.

Nationality : Indian

Languages : Hindi, Punjabi, English, Russian

Marital status : Married

Passport Details : N8144296, Expiry Date: 12/04/2026