

**NEHA DAHAKE**

502, Scrum Utkarsh, Maan Road, Hinjewadi
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Contracts Engineer / Contract Administrator with 6 years & 10 months of experience in metro rail and large-scale infrastructure projects, specializing in Tendering, Contract Administration, Claims & Variations, EOT assessment, and Contractual correspondence. Strong knowledge of GCC/SCC provisions, compliance, and dispute avoidance, with a structured approach that supports timely, cost-effective project delivery.

KEY SKILLS

- Contracts Management & Administration
- Tender Documentation, Evaluation & Bid Coordination
- Pre- and Post-Contract Administration
- Contractual Correspondence & Compliance (GCC / SCC)
- Claims, Variations & Extension of Time Management
- Procurement Support & Vendor / Subcontractor Coordination
- Cost Control, Billing & Payment Verification
- Project Coordination & Stakeholder Communication
- ERP Systems (Strategic), Oracle Primavera
- Technical Documentation & Project Reporting

EXPERIENCE

29/01/2024 – 21/10/2025

Billing Engineer (Operations and Control Team)

Vishwa Samudra Engineering Pvt. Ltd., Mumbai

Contractor – Residential, Commercial & Infrastructure

- As part of the Operations & Control team, handled subcontract administration, contractual procurement activities, and compliance control across multiple projects.
- Reviewed and implemented contract and subcontract clauses, ensuring alignment of scope, deliverables, payment terms, and timelines.
- Coordinated with site and billing teams to ensure progress tracking, billing, and documentation complied with BOQ and contract provisions.
- Supported vendor and subcontractor evaluation, work order issuance, and purchase order management using Strategic ERP.
- Resolved billing discrepancies through contractual analysis and stakeholder coordination.
- Drafted and managed formal contractual correspondence with vendors and subcontractors.

13/12/2022 – 16/01/2024

Contracts Support Engineer

Hill International

General Consultant for Mumbai Metro Line 4

Pre-Contract (Tendering & Award Phase)

- Supported the end-to-end tendering process, including preparation and review of tender documents, BOQs, and contractual conditions in line with FIDIC-based frameworks.
- Assisted in bid evaluation and clarification management, ensuring contractual compliance and transparent communication with bidders.
- Reviewed tender and draft contract documents to identify scope, risks, obligations, deliverables, and compliance requirements prior to contract award.
- Contributed to pre-award approvals and documentation, facilitating smooth contract finalization and handover to execution teams.

Post-Contract (Contract Administration Phase)

- Administered contracts in accordance with FIDIC Conditions, including drafting and issuing contractual correspondence, notices, and records within prescribed timelines.
- Supported change management activities, including variations, claims, and Extension of Time (EOT) assessments with proper substantiation.
- Monitored contractual compliance during execution through coordination with site teams, consultants, and contractors.
- Prepared and maintained contractually accurate documentation for project meetings, reviews, and audits.

11/04/2022 – 08/12/2022

Billing Engineer (Contracts)

Tata Consulting Engineers Pvt. Ltd., Surat

PMC for Mumbai – Ahmedabad High Speed Rail Project

- Reviewed contractor bills for compliance with BOQ, specifications, and contract conditions.
- Verified quantities and technical submissions for interim payment certification.
- Coordinated with contractors to obtain clarifications, compliance, and resubmissions as required.
- Assisted in evaluation of variation proposals under lump-sum contract conditions.
- Drafted and managed formal contractual correspondence for assigned project packages.

08/01/2019 – 30/11/2021

Assistant Executive (Civil)

National High Speed Rail Co. Ltd., Mumbai (Third Party payroll)

Client of Mumbai – Ahmedabad Bullet Train Project

- Supported contract management activities including tendering, BOQ preparation, and contractual billing.
- Monitored contractual progress, variations, and scope control for major construction packages (Package C-I).
- Drafted and reviewed contractual correspondence with consultants and contractors.
- Managed project documentation and prepared progress and MIS reports using Oracle Primavera for internal and external stakeholders.
- Provided technical inputs during review of GADs and geotechnical investigation reports.
- Participated in coordination meetings with contractors, consultants, and government authorities to resolve contractual and execution-related issues.

EDUCATION

- Bachelor Of Engineering, Civil from Sipna College of Engineering and Technology, Amravati, Maharashtra (2014 – 2018) with **CGPA 8.46**.
- Higher Secondary education from Shri Shivaji Science College Amravati (2014) with **75.85%**.
- Secondary education from St. Francis High School, Amravati (2012) with **90.91%**.

INDUSTRIAL TRAINING

- Laying of Track slab and Rail Training at NAIR, Vadodara
- Oracle and P6 Primavera software training for customized organizational Progress Measurement System.

INTERNSHIP

- Internship at Sthapatya Consultants Pvt. Ltd., Amravati

TECHNICAL SKILLS

- Strategic ERP
- AutoCad 2016
- MS Office 2010
- Primavera
- SAP (Training)

CO-CURRICULAR ACTIVITIES

- Conveyor Representative for Civil Department in the College Technical Festival, 'VIDYOTAN' for 02 consecutive years
- Achieved 'A' Grade in Intermediate Drawing Exam
- Achieved 'A' Grade in Elementary Drawing Exam
- Winner of 'Vasundhara Trophy' for Sipna Nature's Club in the session 2014-15
- First Rank in Bridge Modelling at Techlons' 17 Festival