



**NEHA DAHAK**

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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