

## SUMMARY

An experienced contract manager with advanced computer skills specialized in international engineering, construction, procurement and management contracts. Experience includes large petrochemical plant and oil industry contracts and contract visualization.

## Transferable Skills with over 10 years of experience

- Approach problems in a rational manner using sound strategies that ensure comprehensive understanding and effective resolutions
- Draft new contracts, contract amendments, memoranda and confidentiality agreements
- Review Terms and Conditions based on client guidelines
- Provide exception wording to be included with contracts, bids and RFQs
- Use/Create contract risk assessment tools based on experience and precedence
- Contract Management and Negotiation breadth of knowledge
- Build and maintain relationships
- Independently resolve critical, highly complex problems
- Knowledge of contract issues affecting regional or global projects
- Translate business requirements into contractual solutions
- Good Interpersonal skills and clear & effective communication ability
- Proficiency with software tools (PowerPoint, Excel and Microsoft Project)
- Critically assess an opportunity for viability to ensure good business
- Apply and adapt key legal concepts, procedures, practices, client methods and policies to assess deals and ensure client interests are protected

## EDUCATION

D.I.C. Diploma of Imperial College - 1991 Imperial College of Science, Technology and medicine, London.

Ph.D. Glassy Metals - 1991 Imperial College of Science, Technology and medicine, London.

M.Sc. Molecular Science of Materials - 1985 University of Greenwich, London.

H.N.D. Higher National Diploma – 1979 University of Sunderland, Sunderland, UK



## Latest short courses

Feb 2011: International Institute of Management and Industry Technologists  
Mastering International Negotiation Skills

May 2011: National Iranian Oil Company, Fuel Use Efficiency Company  
Energy Assessment in Buildings

## Working Style by independent assessment



Tough minded



Practical



Stable



Calm



Self assured



Alert

Further details at <http://Ali.Meshkot.com/English/About/WorkingStyle/index.htm>

December 2008 to present:

**Assistant Professor and member of Science Mission**

**Ministry of Science, Research and Technology  
Materials and Energy Research Center (MERC.ac.ir)**



- Conducting research on new materials
- Lecturing
- Supervision of MSc and PhD research students
- Experiment design
- Publications
- Editing scientific papers in English
- Advisor to the MERC Director
- Advisor to the International Office

### **Some Achievements**

**Contract Management** - Khuzestan Petrochemical Company polyethylene terephthalate plant license and EPC contract Euro ~150m involving management meetings, interpretation, dispute resolution, correspondence, reply to queries from the client and partners and the preparation of subcontracts for procurement of goods which resulted in smooth execution of the contract in accordance with client wishes.

**Contract Management** - Khuzestan Petrochemical Company engineering polymers plant EP contract ~\$120m involving document processing methods, creation of template documents, training chief engineers and department managers on the contractual aspects of the project, review of project correspondence to minimise liability and dispute resolution resulting in 15% faster execution of the project and 20% fewer disputes due to well prepared and clear contract documents.

**Contract Management** - Preparation of Shahid Tondgoonian Petrochemical Company contract Euro ~7.2m for engineering supervision services and technical assistance while negotiating on behalf of the client on the methods and scope of work which saved the client 10% of the total contract price.

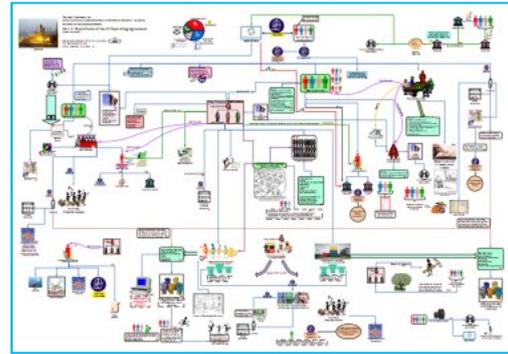
**Contract Engineering** - Produced the first full-featured programmable electronic EPP contract worth £200m for construction of the Andimeshk LDPE petrochemical plant featuring 5-tier automatic clause numbering, styles, definition hyperlinks, automatic cross-referencing and automatic tables. This unrivalled document resulted in contract changes being made 16 times faster with negligible risk of errors.



**Negotiations** – Active participation in management meetings with owners and bidders to provide a better understanding of contract clauses and to resolve disputes over interpretation, thereby enabling 20% faster progress.

**Bid Analysis** - Analysed detailed price quotations for 2000 items of construction goods and services from 18 subcontractors and manufacturers to arrive at a unified price structure which enabled comparison between quotations. This enabled contract negotiations to begin with the upper hand and resulted in a 12% saving on goods and services from the most qualified bidder.

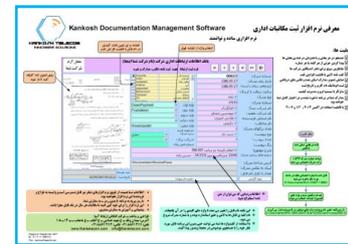
**Contract Visualization** - Summarized the provisions of a complex 300 page joint-venture agreement with the Iranian government to build a gas condensate refinery at Bandar Abbas for fuel production, into unique visual posters which enabled engineers and stake holders to see their roles and responsibilities in a simplified and understandable form 20 times faster than reading the contract.



**Invoicing** - Created a database with forms, queries and reports to produce automated client invoices for goods and services provided during the construction of any of 24 standard designs of mobile phone transmission stations depending on the components used in each design. This enabled invoices to be produced 12 times faster and thus deadlines to be met and payments received earlier.



**Documentation** – Designed and created a database to hold a duplicate of paper documents for quality assurance whereby the image of each document was tagged, renamed and organised in such a unique way that any item could be easily located even without the database, thus removing any software dependency in an emergency. The result was reliable availability of critical data at low cost and a 20% increase in efficiency.



**Insurance** - Negotiated contractual obligations in a prudent manner for Shell Pars LNG geotechnical investigation contract, dealing with sensitive issues of client invoicing and insurance for third-party liability & offshore crafts resulting in 30% faster invoice processing and a saving of 23% on insurance costs.

**Contract Management** – for multiple projects – Flagged key deliverables to project team and ensured timely issue of documents, followed-up invoicing and payment schedule with client and created procedures for change order documentation, requests and approvals from/by each party in order to avoid future disputes.

**Contract Management** – Managed 18 subcontractors to install 1200 mobile phone transmission stations across Iran through detailed specific contracts for each one which included a calculation of the final contract price based on the items of goods and services to be used for the construction of each type of site. The uncertainty of the contract price was thereby eliminated.

**Contract Management** - Checked all project correspondence for their legal implications and produced international contracts for the purchase of goods and services which were used to minimise subcontractor disputes in a \$3.1m project.

**Specifications** - Produced a number of major reports and specifications including the Channel Tunnel specifications for 3 classes of shotcrete in the New Austrian Tunnelling Method, the Channel Tunnel specifications for Corrosion Protection of Pumping Station Sumps and the Lantau Fixed Crossing Specification for Concrete. These documents resulted in civil structures of 15% longer design life.