

## CURRICULAM VITAE

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### KEY QUALIFICATIONS & EXPERIENCE (in Brief)

I am a Tender Affairs Expert with Masters Degree in Economics (Development studies) from the University of Manchester. I have a consolidated experience of 32 years in the field of Tendering domain with strong hands on experience in tendering procedures, drafting laws, and regulations, circular letters, also in preparing negotiation committee meeting agenda items and keeping minutes, in the process of awarding major projects. I possess sound knowledge of various aspects of tendering.

### ACADEMIC QUALIFICATIONS

1. Master of Economics (Development studies), University of Manchester, England in 1982.
2. Post Graduate Diploma in Development Administration, University of Manchester in 1980.

### CERTIFICATE COURSES

1. The Public Relations & Administration (Conference & Meetings Administration), 1978
2. Introduction to Public Administration, 1979
3. Principles of Modern Management, 1989

## **PROFESSIONAL MEMBERSHIP**

I am an Associate Member of the Institute of Professional Managers and Administrators in Britain

## **CAREER RECORD & EMPLOYMENT HISTORY**

1. 1982 to 1997: Assistant to the Secretary General of the sultanate of Oman Tender Board
2. 1997 to 2014: Tender Affairs Expert, in the Tender Board

## **DUTIES & RESPONSIBILITIES**

- Preparing reports and memorandums in evaluation of offers and other cases to be seen by the Tender Board for the award of contracts or other necessary decisions.
- Drafting laws, regulations and circular letters.
- Preparing study papers, researches, notes and statistics for the Tender Board, and for participation in seminars, conferences and lectures.
- Giving advice in all Economics, Management and Procedural matters required by the Tender Board and other Government Bodies
- Preparing agenda items for the Tender Board meetings, attending the meetings and keeping minutes, drafting and executing the decisions taken by the Tender Board.
- Preparing and participating in negotiation committees for awarding projects.
- Participating in Internal Tender Committees, and committees for solving contactors dispute in some ministries.
- Preparing the TB Annual Report.

## ACADEMIC & PROFESSIONAL PUBLICATIONS

- The Role of Public Enterprise in Development (Faculty of Economics and Social Studies University of Manchester) 1982.
- Prepared the draft of the Tender Law issued in March 2008, and also the draft of the executive bylaws for the same Law.
- Participating in drafting the Tender Law and Regulations issued in November 1984.
- Prepared the draft of Regulations and conditions for classification and registration of contractors and consultants with the Tender Board.
- Prepared number of working papers regarding the activities of the TB and its role in protecting the public funds.