

## CONTACT

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## PROFILE

Certified Procurement and Contracts specialist, with ten years of demonstrable commercial & contractual experience. Equipped with dual degrees in engineering and law.

## EDUCATION

Dec 2019  
Masters construction law,  
Law School  
University of Melbourne

Jul 2007  
MBA – Management, University of Jordan

July 2003  
B.Sc. Civil Engineering, University of Jordan

## CERTIFICATES

- FIDIC Module 1
- FIDIC Module 3
- CIPS
- VGAP (Values of Government and Procurement) - Victoria

## KEY SKILLS

- Commercial and Contract management
- Procurement
- Negotiation
- Bid Creation
- Category Management
- Contract Law
- Commercial law

## ERP SYSTEMS

- Oracle
- SAP MM purchasing

## LANGUAGES

- Arabic
- English

## VOLUNTARY WORK

- Tutor with Hotham Mission – North Melbourne
- Tutor – SOS village Jordan

# MAYS AMIN AL KUKHUN

## EW COX – ALIMAK GROUP

### Contracts Specialist

Jan 2024 up to date

- Lead the negotiation, and execution of contracts and agreements related to façade access operations, including maintenance contracts, supplier agreements, beneficial use agreements and purchase orders.
- Review contract terms, conditions and specifications to identify risks, opportunities, and compliance requirements to ensure alignment with company policies, standards and industry best practices
- Identify assess and mitigate contract-related risks including legal, financial, operational, and reputational, and implement risk assessment strategies to protect organizational interests
- Collaborate with cross-functional teams, including legal
- Resolving contract-related issues and disputes
- Manage changes to contract scope, specifications, and terms through commercial management of contracts.
- Identify, analyse, and respond to contractual and commercial risks in orders.
- Manage contract/ order creation, execution, and analysis to maximize operational and financial performance and minimize risk.
- Participate in pre-award sales activities and have conversations with delivery teams on possible deal structuring and contractual outcomes with sales teams and corporate leadership, including support with contract drafting.

## FLOWTECH UAE & AUSTRALIA

### PROCUREMENT SPECIALIST

2021 –2023

- Identify, analyse, and respond to contractual and commercial risks in orders.
- Manage contract/ order creation, execution, and analysis to maximize operational and financial performance and minimize risk.
- Establish, implement, and manage the standard tendering and contractual documentation.
- Monitor and report on partner's performance and facilitate regular performance reviews with stakeholders to assess the value and quality of supplier services.

## HOLCIM LAFARGE

### NATIONAL OPERATIONAL PROCUREMENT BUYER FOR NSW AND CANBERRA

2019–2020

- Sourcing for Different goods and services for 100+ plants and stakeholders
- Perform strategic sourcing negotiating with vendors towards business optimization and cost savings.
- Procurement of Direct and Indirect Services and supported category sourcing

## FREDON TECHNOLOGY

### BID COORDINATOR

Apr 2018– Sep 2018

## ARABTEC CONSTRUCTION

### **Project Procurement & Material Manager**

2013–2014

- Led the procurement function of Saint Regus Project.
- Managed the procurement, purchasing, and logistics functions of the project. Leading tender RFQ/RFP negotiation
- Evaluated costs effectiveness and provided support in negotiating agreements.
- Tracked RFQ against project procurement schedule that matches the project plan.

## SAUDI OGER

### **Procurement Head – The Boulevard Project**

2007–2012

- Managed the procurement department in the Boulevard project.
- Initiated, implemented, and finalized the procurement schedule for all categories pending procuring or subcontracting.
- Responsible of contractor and supplier contracts and purchase orders amended quantities and specifications according to actual site requirements.

**Tender/ Bid Engineer – Procurement Department**

**Procurement Engineer – Saraya Aqaba Infrastructure works**

## MID CONTRACTING

2003 - 2007

**Procurement Engineer**

**Procurement Engineer – Estimation Department**

**Junior planning & cost control Engineer**