

## Application for Manager/Deputy Manager - Tendering & Estimation

Dear Hiring Manager,

I hope this email finds you well. I am writing to express my interest in the Manager/Deputy Manager - Tendering & Estimation position at Shapoorji Pallonji. With a strong background in civil engineering and substantial experience in the construction industry, I am eager to bring my expertise and skills to your esteemed organization.

I hold a Bachelor's degree in Civil Engineering and have [X] years of experience in tendering, cost estimation, bid preparation, and project cost analysis. Throughout my career, I have been actively involved in managing the tendering process, preparing cost estimates, and analyzing project costs, making me a strong candidate for this role.

Some of my key skills and expertise include:

- Tendering Process & Cost Estimation
- Bid Preparation & Project Cost Analysis
- Budget Planning & Financial Forecasting
- Risk Assessment & Contract Negotiation

I am particularly excited about the opportunity to contribute to Shapoorji Pallonji, a company renowned for its excellence in the engineering and construction sector. I believe my skills align well with your requirements, and I am eager to discuss how my experience can add value to your team.

I have attached my resume for your review. I would appreciate the opportunity to discuss my application further at your convenience. Please feel free to contact me at [Your Contact Information] or via email.

Thank you for your time and consideration. I look forward to the possibility of contributing to your esteemed organization.

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]

[Your Address (optional)]

## **Application for Deputy Manager/Senior Engineer - Contract Administration**

Dear Hiring Manager,

I hope this email finds you well. I am writing to express my interest in the Deputy Manager/Senior Engineer (Contract Administration) position at Shapoorji Pallonji. With a strong background in civil engineering and substantial experience in contract administration, I am eager to bring my expertise and skills to your esteemed organization.

I hold a Bachelor's degree in Civil Engineering and have [X] years of experience in contract administration, scrutinizing contract conditions, and handling EOT & claims. Throughout my career, I have been actively involved in ensuring compliance with contractual obligations, managing disputes, and handling extension of time (EOT) claims, making me a strong candidate for this role.

Some of my key skills and expertise include:

- Scrutinizing Contract Conditions & Compliance
- Handling EOT & Claims Management
- Risk Assessment & Legal Considerations
- Contract Negotiation & Dispute Resolution

I am particularly excited about the opportunity to contribute to Shapoorji Pallonji, a company renowned for its excellence in the engineering and construction sector. I believe my skills align well with your requirements, and I am eager to discuss how my experience can add value to your team.

I have attached my resume for your review. I would appreciate the opportunity to discuss my application further at your convenience. Please feel free to contact me at [Your Contact Information] or via email.

Thank you for your time and consideration. I look forward to the possibility of contributing to your esteemed organization.

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]

[Your Address (optional)]