

# Muhammad Shahid Manzoor

## Sr. Estimation Engineer

### Mussafah, Abu-Dhabi-UAE

Contact No: 00971 050-9550 735 & 00971 55-9868 503 Email Address: [eng.shahid@live.com](mailto:eng.shahid@live.com)



#### Professional Summary

A result oriented professional, self-motivated and resourceful “Estimation Engineer/Quantity Surveyor” working as part of a busy team effectively managing all the costs relating to residential / commercial building, prefab / steel structure/ Precast/ GRC & civil projects with overall **18 years** of experience **13 years’** Experience in Gulf.

Presently associated with **Gulf Precast Concrete Company L.L.C** in Abu-Dhabi UAE as “**Sr. Estimation Engineer**” Having good experience in demonstrated history of working in Facade industry of precast concrete & GRC. Skilled in AutoCAD, Cost Engineering, Quantity Surveying, and Contract Management. Strong operations professional focused in “Value management, Cost control, Procurement material and subcontractor, Variations and claims & Project management”.

#### Responsibilities.

- ✚ Proficiency in estimating quantities and cost of material, moulds, labour / equipment based on contract drawings, specification.
- ✚ Proficient in prepare detailed quantity take off, break down as per the tender documents & pricing.
- ✚ Excellent relationship management, communication, skills with the ability to network with project members, Consultants, Contractors, Statutory agencies and customer with consummate ease.
- ✚ Receive and evaluate tenders and inquiries, reply to inquires with time frame for the submission of quotation.
- ✚ Involved to preparing Tender documents and prepare the BOQ & quotation based on specifications & tender drawings.
- ✚ Prepare variation order of all works which is not clear in scope of work given on tender documents.
- ✚ Co-ordinates with sub contractor and consultant for the quantity verification and preparing of the BOQ.
- ✚ Prepare inquiries to receive quotations for material, service and subcontract work.
- ✚ Filing the quotations and tender documents as per the requirements and serve as a reference projects.
- ✚ Prepare the price list comparison of all supply and subcontractor’s items.
- ✚ Attend kick of meeting to clarify all doubts, as and when required.
- ✚ Prepare technical and commercial proposals for the client/consultant.
- ✚ Preparing of Material procurement sheet as per the schedule. And updated on weekly basis.
- ✚ Floating the enquiries, analysing quotations and negotiating with subcontractors / suppliers.
- ✚ Preparing the comparison sheet to get the approval of supplier/Sub Contractor from Commercial manager and sending to contracts dept for the LOI/L.P.O.
- ✚ Co-ordinate with all subcontractors to ensure their timely performance.
- ✚ Organize meetings with subcontractors to discuss serious issues related to project and to follow up for timely completion of project.
- ✚ Ensure prompt exchange of correspondence, submittals, R.F.I (Request of information)/I.R (Inspection Request) and variations/change orders to all parties concerned.
- ✚ Prepare monthly bill according to B.O.Q and work completed % tag for the preparation of invoice claim.
- ✚ Closely interact with clients / customers during snagging and disengaging stages.

#### Personal Detail:

<b>Name</b>	<b>: Mohammad Shahid Manzoor</b>
<b>Father’s Name</b>	<b>: Manzoor Ahmad</b>
<b>Date of Birth</b>	<b>: 10-01-1980</b>
<b>Religion</b>	<b>: Muslim</b>
<b>Marital status</b>	<b>: Married</b>
<b>Contact</b>	<b>: +971 50 955 0735</b>
<b>Languages Know</b>	<b>: English, Arabic, Hindi, Urdu</b>
<b>Visa Status</b>	<b>: Employment Visa</b>
<b>Nationality</b>	<b>: Pakistan</b>
<b>Driving license</b>	<b>: UAE License (since 2008)</b>

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Contact No: 00971 050-9550 735 & 00971 55-9868 503 Email Address: [eng.shahid@live.com](mailto:eng.shahid@live.com)**EDUCATIONAL QUALIFICATIONS & Certification:-**

- ✦ M-Tech Civil
- ✦ B-Tech Hon's Civil.
- ✦ Diploma in Civil Engineering.
- ✦ NEBOSH-IGC (2012)
- ✦ Auto Cad 2D Computer Course-Aptch Institute Multan Pakistan.
- ✦ Plan Swift & Cad met (Estimation tool for Quantity Take off)
- ✦ ERP (Enterprise Resource Management).
- ✦ Supervisory skilled programme (Business Management institute Dubai).
- ✦ First Aid Training –Midriff Health & safety consultant Abu –Dhabi 2012
- ✦ Fire fighting Training – Al-Masaood Bergum 2008
- ✦ Scaffolding Inspection Training – Abu-Dhabi Steel Building System.2009
- ✦ Chemical Hazard Awareness – Abu-Dhabi Steel Building System.2010
- ✦ Waste Management Training – Tafseer Contracting.2009

**Duration:** From June 2013 to till date  
**Company:** Gulf Precast Concrete Company L.L.C (Abu-Dhabi)  
**Designation:** Sr. Estimation Engineer

**Involved in the following projects-**

Dubai Air Port Extension Phase-4, Gayathi 330 Villas boundary wall in Ruwais, R.D.K 3 towers (24 Story) project at Du Biotech Dubai, Iraq 65 Schools project for Ministry of Education, Najmat Towers 13 Story 3 towers at Reem Island Abu Dhabi, Meyadan Heights South (MHS2) 510 Villas Project Dubai. UAE.

**Responsibilities:**

- ✦ Responsible for tendering new project and coordinate with the consultant for new projects.
- ✦ Complete estimation using plan swift estimation software & micro soft excel.
- ✦ Responsible for studying all the tender documents and specifications and raise if any clarification to Client.
- ✦ Support tendering including bills of quantities, bids evaluation and allocating work to contractors and sub-contractors.
- ✦ Prepare and analyze costing for tenders.
- ✦ Negotiate and agree on variations for both quantities and costs with contractor/client.
- ✦ Establish and build contacts within the subcontractor and supplier market.
- ✦ Develop and maintain a comprehensive database of all quotations, cost calculation sheets, vendor prices and supplier capabilities.
- ✦ Preparing the monthly invoices according to site progress & contract agreement submit to client office.
- ✦ Prepare the proposal of precast structure with provided CIS drawings.
- ✦ Issue the Subcontractor Payment certificate according to site progress & contract agreement.
- ✦ Quantity takes off, break down as per the tender documents & pricing.
- ✦ Coordinate with Consultants, Contractors, Statutory agencies and customer with consummate ease.

**Duration:** From Sep 2011 to June 2013  
**Company:** Ice Berg Contracting L.L.C, UAE (Abu-Dhabi)  
**Designation:** Sr. Quantity Surveyor/Construction Manager



**Completed Projects:- Residential Villas in Mohammad Bin Zayed city, Khilfa City A & B at various location.**

**Responsibilities-**

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- ✚ Estimating quantities and cost of material, labour / equipment based on contract drawings, specification.
- ✚ Coordinate with Consultants, Contractors, Statutory agencies and customer with consummate ease.
- ✚ Preparing Tender documents and prepare the BOQ with the help of design, purchase department & Manger.
- ✚ Prepare variation order of all works which is not clear in scope of work given on tender documents.
- ✚ Co-ordinates with sub contractor and consultant for the quantity verification and preparing of the BOQ.
- ✚ Preparation of payment certificate of subcontractor and certify their bills.
- ✚ Compression between the budget cash flow and actual certificate.
- ✚ Prepare inquiries to receive quotations for material, service and subcontract work.
- ✚ Filing the quotations and tender documents as per the requirements and serve as a reference projects.
- ✚ Prepare the price list comparison of all supply and subcontractor's items.
- ✚ Responsible for attend Consultant inspections.
- ✚ Key activities also entire management of materials, overall monitoring of all sites and coordination with subcontractors & Supplier.
- ✚ Co-ordinated with Consultants for weekly site inspection proper execution and timely completion of the projects
- ✚ Prepare the monthly bill/Invoices submit to consultant or Bank.

**Duration:** From June 2010-Aug 2011  
**Company:** Tafseer Contracting L.L.C UAE, (A Royal Group Establishment)  
**Designation:** Projects Coordinator/Quantity surveyor.



## Project: - Labour Camp accommodation In Ruwais for 10,000 (workers & staff).

**Project Description:** The construction of Labour accommodation with LGS structure for Royal Catering services for 10000 workers capacity With all external services(walk way, Path way, fencing, compound wall, S.T.P, swimming pool) G+1 Buildings, Kitchen, mess Halls, Mosque, Playing courts, Laundry, transformer room etc at Ghiathi Road Ruwais

## Project: 145 No's Emirati Villas & Police station building at Yas-Island Abu Dhabi.

### Responsibilities-

- ✚ Quantity take out for the projects
- ✚ Preparing BOQ and involved in tendering process
- ✚ Assisting in costing and tender preparation.
- ✚ Going through all the contract documents and raise if any clarification
- ✚ Generate enquiries for the material price and sub contract price.
- ✚ Keep a track of all the market prices and maintain a record
- ✚ Maintaining all the QS records.
- ✚ Attend site visit to monitor the site activities and make sure project is within the budget.

**Duration:** From March 2009-July 2010  
**Company:** Abu-Dhabi Steel Building System, UAE (Abu-Dhabi)  
**Designation:** Quantity Surveyor



## Projects: Storage Sheds for Military Assets and labour camp for NDC workers.

- ✚ Construction of steel structure building for Labour accommodation of N.D.C workers at Hubshan (Oil and Gas field)
- ✚ Managed and supervised works for the various DMW (Dubai Military of Works).
- ✚ Achieved the target completion dates of all the projects by effectively utilizing the resources such as manpower, materials and machinery.
- ✚ Controlling complete site activities of the projects, Support and motivate the team of workers at site.

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- ✚ Follow up & evaluate the daily, weekly & monthly progress reports. Responsible for the progress of the entire project including meeting with the targeted date of completion

**Duration:** From March 2007-Feb 2009  
**Company:** Al-Masaood Bergum, UAE (Dubai)  
**Designation:** Sr. Site engineer



Accommodation for Nakheel Staff and workers at Dubai Water Front Jabel Ali, Camp Accommodation for J.T Metro Staff and workers at Al-Warsn Dubai, Office Building for Sama Dubai at Rashidya Dubai, Office building for le meridien Fujairah. Dubai, Office building for B six at jumeirah Dubai.

- ✚ Handling different prefabricated buildings with safety, standards and quality requirements
- ✚ Leading and supervising a team of workers and achieving timed completion.
- ✚ Supervising a team of logistics at site.
- ✚ Being able to work under pressure, work overtime, work at night during early construction days and still managing to meet deadlines.
- ✚ Reading, analysing, and applying Structural Drawings.
- ✚ Attending Municipality's inspections and comments.
- ✚ Raising Inspection Requests to the Engineer and simultaneously attending all the comments.
- ✚ Effective and timely communication with charge hands about different instructions.
- ✚ Monitoring efficiency in progress costs and waste management for all the tasks assigned.
- ✚ Daily and accurate reporting to Project manager about the project progress, costs needed, and manpower.

**Duration:** From Aug 2003-Feb 2007  
**Company:** Siteg Telecom and contractors L.L.C UAE  
**Designation:** Project Engineer



**Projects:** Telecommunication Tower structure, Erection and related services.

**Consultant:-** Siemens & Huawei.

1. Telenor telecommunication Tower project at Pakistan Punjab zone 3.
2. U-Phone telecommunication Tower project at Pakistan Punjab zone.

My duties were assigned for structural works (Concrete and Steel) Builders Works and Architectural Finishes (Block Works, Plaster, Tiles, Ceiling, Paints, Joinery, Façade Glazing, Façade Cladding). Responsible for all implementation in site, checking the inspection test requests and material inspection requests that are submitting from contractor, checking building completion certificate inspections and assure its applied as per Drawing, issue snagging reports, Review and Follow the project specification and Study method of statement and assure it is applied in site as required. Review shop drawing during the site work. Make weekly look ahead plan based upon the project plan.

I affirm that the particulars furnished above are true to the best of my knowledge.

***Mohammad Shahid Manzoor***

***References:-***

***Will be furnished upon request.***