

RESUME

**Address:**

#9/1, Muslim Steet,
Trichy, India

Mobile:

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E-mail:

Khanbsc29@gmail.com

Date of Birth:

02 October 1974

Age: 47yrs

Sex: Male

Nationality & Religion

Indian & Muslim

Total Experience:

29 years

Languages Known:

English, Hindi, Malay,
Telugu, Tamil,

Marital Status:

Married

Passport Details:

L 9302429, Trichy.

U.A.E & India Driving

License: Light motor vehicle

S.VAZEER ALIKHAN

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Driving license : Having valid INDIA & UAE driving license

OBJECTIVE:

To pursue highly challenging career in **Construction Engineering/Precast Industry** especially in **Estimation/Quantity Surveying/Project Coordination**, where I can apply my knowledge to acquire new skills and work closely with a team of highly experienced professionals and to serve the company to the best of my ability.

QUALIFICATION:

- **Diploma in Civil Engineering** from Tamilnadu, State Technical Board of Education, in the year **1993**.
- **Btech Civil Engg. (from KSOU university, year 2015)**
- **Plan swift IO.I , M.S Project**

COMPUTER SKILLS: M.S Excel, M.S Word, AutoCAD.

PROFESSIONAL SYNOPSIS: (**Construction & Precast Industry**)

- ◆ **Quantity surveyor/Estimation Engr :12yrs(United Arab Emirates & India)**
- ◆ **Site Engineer/Project Engr : 13yrs (United Arab Emirates & India)**
- ◆ **Sales Engineer : 3yrs 10mth (India)**
- ◆ Expertise in ramping up projects with competent cross-functional skills, emphasizing on multi disciplinary coordination in Project Management and troubleshooting quality related issues using sophisticated techniques.
- ◆ Expertise in liaising and maintaining close co-ordination with contractors, consultants, & other external agencies, ensuring on time deliverables. Well versed in document preparation, site management & project execution.

AREAS OF EXPERTISE:

- ◆ Estimation & Quantity surveying (Quantity takeoff, dealing with supplier/subcon & tendering) which include take off quantities from Tender drawings and making B.O.Q & pricing for Projects.
- ◆ Managing & project coordinating of awarded projects including all construction, renovation, refurbishment and maintenance activities. Evaluating the ongoing projects. Preparing Interim certificate & variations for the work done.
- ◆ Handling end to end projects encompassing planning, updating progress, estimation, and implementing quality standards. Maintaining coordination with consultants & core team for screening studies,
- ◆ Driving a team of multi-disciplinary professionals and liaising with the client at all stages of the project for securing approvals, reporting progress and final handover.
- ◆ Attending the weekly progress review meetings with the client, as well as weekly quality and safety meetings. Closely monitor site activities to ensure quality of work is in compliance with contract requirements, good practice, approved shop drawings.

TOTAL EXPERIENCE AT : DUBAI/BRUNEI/INDIA : 29yrs

M/s. Built-Tech Associates, Trichy, India (Jan 2020 to Till now)

Quantity Surveyor/Project Co-Ordinator

- Prepared for the bill of quantities (BOQ) & cost estimates.
- Prepares comparison sheets for quotations from Suppliers and Subcontractors.
- Prepared cad-operation to check and analyse the area and specification of structures & finishes.
- Prepared material take-off . Meet with construction engineers & supervisors to discuss the project progress.
- Responsible for Reviewing all drawings and prepare requests for information (RFI) to the general contractor and copy to Project Manager.
- Prepared payments for Subcontractors and Suppliers.
- Prepared Subcontractors & Suppliers Payment Application with measurement sheets and necessary correspondences.
- Prepared comparison sheets for quotations from Suppliers and Subcontractors.
- Assisted in claims preparation in coordination with the Project Manager/Director.

M/s. Sicily Contracting LLC, Dubai, (Jan 2017 to Dec 2019)

Senior Quantity Surveyor

- Analyze the drawing and specifications of the project documents and calculate the quantities for the BOQ and Cost breakdown.
- Control all stages of projects within predetermined budget and expenditure.
- Develop interim statements for managing the incurred cost.
- Liaison with architects, engineers and subcontractor.
- Monitor and keep track of project progress.
- Prepare client billing & monthly reconciliation statements.
- Maintaining all the documents for total compliance related to design, contractors, legal and other matter as per company standards.
- Manifestation of cost variance in reference to periodic analysis of project.
- Preparing and pricing change orders and negotiating agreement with the client and contractors as necessary.

M/s. Moon Link Building Contracting LLC Dubai ,(Nov 2014 to Dec 2016)

Quantity Surveyor

- Prepare pricing estimates on new projects and estimate prices on change orders on existing contracts.
- Read and understand job bid instructions, detailed specifications, prepare a "take off" of quantities included in the job.
- Exercise & calculate materials, labours , equipments and transportation costs to arrive at full cost estimate with appropriate profit margins .
- Work directly with management to understand size and scope of projects along with timelines and applicable project deadlines.
- Ensure that all contractual terms and obligations of such projects are maintained.
- Ensure that projects meet cost requirements. Ensure proper accounting for project change orders.
- Meet with customers and vendors to identify potential barriers with resolutions that maximize production and minimize costs.
- Visit job site as needed and required. Prepare reports for management.
- Meet with key personnel to ensure timeliness of project.
- Review plans and proposals and determines proper procedures in order to accomplish company and department goals.
- Ensure all aspects of projects are properly and thoroughly documented.

M/s. Juma Al Majid Precast Concrete Products L.L.C, Dubai , (Jan 2013 to Oct 2014)

Precast Estimator

- Estimates, material, labor and freight for construction projects.
- Works with Operations Manager and Engineering in regards to form costs and labor costs on special projects.
- Generates estimates, proposals and budgets for selected projects.
- Actively pursues bid projects with timely follow up and awareness of project status.
- Assists walk-in customers with project and product inquiries.
- Serves as the contact person between the customer, engineering and operations
- Ensures that delivery schedules, specifications and expectations are met.
- Works with Engineering/Drafting to ensure that drawings are submitted in timely manner and project benchmark dates are met.
- Documents all phone and verbal communications related to projects. Maintains project files in an accessible and well-organized manner
- Advises the Operations Manager of the development of circumstances leading to potential change orders costs.
- Works with the Operations Manager and the Shipping Manager to ensure that delivery of the finished product is coordinated with the General Contractor's erection schedule.
- Coordinates and communicates with the General Contractor regarding any issues with the delivery or product quality.

M/s. Surabhi Constructions , India, (Jan 2009 to Dec 2012)

Project Engineer

- Executing construction activities at the site with maximum quality
- Studying drawings and specifications and executing the same through proper planning
- Handling the queries and resolving the problems of the site or escalating to the site head wherever required
- Maintaining high quality standards at site
- Ensuring the safety on the site
- Coordinating with Liasoning, Contracts, Purchase, Quality and vendors for the smooth functioning of the project
- Updating the manager on the on-going project on daily basis
- Ensuring the project running as per the budget.
- Following the Standard operating procedure of the organization.

M/s. Haqqani Contracting LLC , Dubai, (Mar 2006 to Dec 2008)

Quantity Surveyor

- Prepare measurement sheets and assists in quantity take-off for tenders.
- Prepare Reinforcement schedule for estimating Assist in the estimation of direct costs for tenders.
- Manage all project costs from pitch to completion. Quantity takeoff for Initial budget proposals for the cost of the project.
- Prepare bill of quantities (BOQ) & Prepares comparison sheets for quotations from Suppliers and Subcontractors.
- Prepare payments for Subcontractors and Suppliers.
- Prepare preliminary budget estimates from design drawings Site visits.
- Prepare bid reports Negotiate rates with contractors Interact with suppliers and Contractors.

M/s. Green Scapes, Dubai, (Oct 2004 to Feb 2006)

Project Engineer

- Supervision, inspect sites and monitor progress, manage construction works.
- Prepares and implement project plans. Plan & organize the works as per deadlines are met, resolve technical or any site problems.
- Researching and providing estimates for projects.
- Making recommendations or presenting alternative solutions to problems.
- Liaising with clients and other professional subcontractors.
- Manage communication between all parties involved in the development.
- Monitors the site labor force and the work of any subcontractors.

M/s. Universal Enterprises (Ceramic tiles), Trichy, India, (Jan 2001 to Oct 2004)

Sales Executive

- Welcome customers by greeting them; offering them assistance.
- Direct customers by escorting them to the counters; suggesting items.
- Advise customers by providing information on products.
- Help customer make selections by building customer confidence; offering suggestions and opinions.
- Sell products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintain relationships with clients by providing support, information, and guidance.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepare reports by collecting, analyzing, and summarizing information.
- Maintain quality service by establishing and enforcing organization standards.

M/s. Jayayasan Contractors, Brunei Darussalam, (Aug 1996 to Dec 2000)

Project Engineer

- Manage & delivery of project discipline scope elements within budget and schedule.
- Supervise and guides team for civil building works, building maintenance works ,culverts ,drainages, slope protection and road works.
- Implementing pavement marking & road signing plans, maintenance plans & protection of traffic plans.
- Liaison with main contractor, government departments and obtaining authorities approval to prior to start construction activities.
- Provide coordination of project execution and control on civil building construction, building maintenance, road & infrastructure projects to achieve continuity of purpose within scope, budget, and time schedules from initial start-up through final design.
- Handling specific design aspects on projects Coordinate efforts of assigned design team to ensure completeness and accuracy of design effort.
- Coordinate with other disciplines on multi-discipline projects Serve as technical liaison with client on project.

M/s. S.S Natarajan & Co. Trihy, India, (Nov 1995 to Jul 1996)

Site Engineer

M/s Strong Engineering Contractors, Trihy, India, (Jun 1993 to Oct 1995)

Site Engineer

- Supervision, Coordination & Planning.
- Cost analysis, Rate analysis & Bill checking.
- Ensuring timely Billing, Labour Management.
- Advance planning for material & Labour.
- Reconciliation of material & Labour.

Declaration :

The above statements are true to the best of my knowledge

Place:

Date:

Signature

(S.Vazeer Ali Khan)