

## **COVERING LETTER**

Dear HR / Recruitment Team,

Subject: Application for the post of Sr. Quantity Surveyor / Contract Administrator.

Dear Sir,

I avail this opportunity to introduce myself SYED SHOEB MOHIUDDIN (Civil Engineer) with overall experience of 12 years of excellent professional experience in Cost Management services (Pre-& Post Contract), Commercial management, Contracts Administration, Quantity Surveying and Civil Engineering with Exceptional Skills in managing high value projects in the field of High-rise building, Infrastructure, Heavy Construction and Industries with the Giant Contractor Saudi bin Laden Group and its Sub-Contractors.

Being actively involved in the field of construction management works since more than 11-Years in Saudi bin Laden Group as Sr. Quantity Surveyor / Contract Administrator with assisting contracts & interim payments procedures in various multi-disciplinary projects specializing in the compilation and managing of claims, Quotations, pre-contracts services, Quantity Surveying, Estimation, Tender & Contracts. I'm well versed in estimating quantities (civil - earthwork, cast in - situ, precast elements, fit outs etc.) evaluating cost, auditing & certifying claims, Quotations & Contracts of the sub - contractors (reviewing consultant approvals (I.R's)/drawings, measuring by visiting site & Cost Estimate).

I would like to submit my application for the position mentioned above & I'm enclosing here my Curriculum Vitae for your kind consideration of my candidature and hope that I may get an opportunity to prove my worthiness.

Keeping in view of my qualification, knowledge and experience, I am confident that I can fulfill any construction work assignment perfectly and live up to your expectations. It would be appreciated, provided with an opportunity for an interview to demonstrate my competencies for the relevant position.

I have got Transferable iqama and available to start immediately after receiving offer letter.

Looking forward for a favorable response.

With Best Regards,

**SYED SHOEB MOHIUDDIN**

Enclosure: CV.

## ENGR. SYED SHOEB MOHIUDDIN

**Current Position: Sr. Quantity Surveyor** (Cost & Contracts Dept.)  
**Experience: 12 Years**

Saudi Binladin Group - Jeddah - KSA.  
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### CAREER OBJECTIVE:

A well rounded & experienced professional carrier with 12 years of talent in all phases of Construction stages, which included Cost Management, Claims Management, Contract Administration (FIDIC), Variation / Change Management, Commercial Invoicing ( Interim Payment certificates), Quotations, Quantity Survey (measurements), Residential & Commercial Fitouts, Construction & Stakeholder Cost Control etc. To work & contribute to the organization with my skills where I can develop, implement & coordinate a well-organized multi task environment.

### EDUCATIONAL QUALIFICATIONS:

- **B.E CIVIL (Bachelor of Civil Engineering) Passed in 2009 From OSMANIA UNIVERSITY - INDIA.**
- Familiar with Procurement routes (Traditional, Design & Build, Turnkey and EPC projects).
- Worked on FIDIC (Green, Red & Silver Books) & Bespoke type Contracts.
- Well aware and versed with POM(I), 1979 for Stadarad Method of Measurements.
- Efficient administration in Contractual & Cost aspects (Estimating, Tendering, Budgeting & Claims).
- Familiar with New rules of Measurements ( NRM1, NRM2 & NRM3).
- Well known with concrete Quantity & to prepare Bar Bending Schedule (BBS as per BS Standard code 8666:2000).
- Adaptive Environmental behavior to meet work schedule with efficiency to ease the pressure.

### WORK ZONES:

- **Precast / Cast In-situ Civil Tendering Management**
- **Estimation**
- **Contracts**
- **Interim Certification of all Construction works**
- **Qualification of Bidders Quotations**
- **Quantity Survey**
- **Value Engineering**

## EXPERIENCE: 11 - Years

**SAUDI BINLADIN GROUP –: (Quantity Surveying, Technical / Commercial Management)**  
**(From 08-Dec-2009 to Present Date)**

### **Duties & Responsibilities:**

#### **A) Pre-Contracts works (5-years): -**

- Prepare/Managing Tender proposals (review drawings, documents, estimation, Float Enquiries)
- Calling Quotation submittals from Suppliers & Sub-Contractors in analysing Rate.
- Analyzing Direct & Indirect Cost.
- Preparing B.O.Q
- Risk Management
- Complie & Submit Tender Submittals.
- Liaise client consultant & Sub-Contractors/Suppliers in Pre/Post Tendering issues.
- Coordinating/Rendering Business Development, Logistic, Mobilisation- (Procurement), Planning (Time Schedule), Production, Engineering deparments on real time base for cost estimation prior to tendering.
- Preparing Quotation Evaluation report (arranging Summary with Recommendation, RFQ, Bidders, Technical Compliance, Commercial Comparison, Prequalification, Material Submittal Approval, Governmental Approvals, Bidders Affiliation).
- Prepare Contractual / Financial documents.
- Price negotiation with bidders in preparation of commercial comparision before submitting to consultant.
- Coordinating Consultant in taking technical & commercial approvals in process of preparing tender documents.
- Managing Bidding Process (Bid Invitation, RF Information, RF Quotation & RF Proposal)
- Arranging Quotations Evaluation Report
- Monitoring Contracts Log

#### **B) Post-Contracts works (7-years): -**

- Working as payment certificate engineer responsible for all certification works of Interim Payments towards Sub-Contractors.
- Responsible for estimating & evaluation of all Civil works in preparation of the Bills of Quantities.
- Estimating Interim Quantities/Claims till final accounts.
- Estimating Interim Design and Final Quantities as per progesse in parallel.
- Liaise Consultant on monthly Interim Quantities approvals and analyzing variations.
- Estimating As-Built Quantity.
- Taking On-site measurements as per requirements.
- Claims Management.
- Evaluation of Sub-Contractors Claims.
- Liaise Sub-Contracts in provideing required backups.
- Value Engineering for variations.
- Coordinating in collection proper Backup (W.IR's, M.IR's, MRV's, Ministry Approvals & As-Built Drawings).
- Preparing Interim Payment Certificate.
- Monthly Interim Quantities Progress Submittals.
- Value Engineering (Evaluation wavers of deviations/excess).
- Change/Variation Management.
- Reporting Monthly progress status.
- Monitoring Stakeholders Cost Log.

## Areas of Expertise

- Haram/Masjid Expansion Construction
- Airport (Jeddah-King Abdul Aziz Airport)
- Hospitality (Jabal Omar & Clock Tower Hotel)
- Infrastructure (First Ring Road & Bus Stations)
- Residential

## Construction Zones

### Pre to Post Contracting works:

**PreCast / Cast Insitu** : Following Bahra precast right from the Tender allotment, Method of Statement, Asbuilt Quantities and till Evaluation of Final Accounts(Interim).

**Preliminary Works, Equipments, Manpower & Transportation:** Procuring Quotations, Tender Submittal, Evaluation & Final Accounts(Purchase orders, Interim Payments).

**Supply & Installation:** Estimating, Preparing Tender, MOS, Final AsBuilt Quantities, Variations, Interim Evaluation.

## PROJECTS: At Saudi Bin Laden Group

**Previous Projects:** i) King Abdul-Aziz International Airport.

**Elements:** General Aviation Terminal (GAT), Hajj Terminal (HT), Load Center (LC), Saudi Private Aviation

**Client:** General Authority of Civil Aviation-Jeddah, KSA.

**Consultant:** Dar al Handasah.

**Position:** Quantity Surveyor

**Duration:** 2011 to April-2013.

### ➤ **Works include Pre & Post-Contracting:**

- Estimating Contract Quantity from Shop-Drawing / As-Built Drawings.
- Taking Quantities of Precast structure from General Arrangement Drawings (GAD)
- Analyzing Bahra- Precast company Tender offer to achieve requirement.
- Raising Request for Quotation for Bidders.
- Preparing Tender Documents by evaluation of tender offers from bidders.
- Preparing Quotation Evaluation report (Summary with Recommendation, RFQ, Bidders, Technical Compliance, Commercial Comparison, Prequalification, Material Submittal Approval, Governmental Approvals, Bidders Affiliation).
- Coordinating Technical/Engineering team in procurement process to achieve required specifications.
- Assisting the senior contract administrator in carrying out any commercial or contract administration tasks including BOQ, Tender documents, Quotation comparisons, relevant report preparation and minutes of meetings as required, preparing Tender Documents, preparing contract B.O.Q / comparison B.O.Q. for the both temporary & Progress design works.

- Coordinating Procurement department.
- Preparing Comparing Quotation Submittals of Supplier/Subcontractors.
- Taking Quantities from As-Built drawings with approve IR's for Interim Payments of Sub-Contractors.
- Review & analyzing the Claim, Variations & Abortive works raised by subcontractors in compliance with contract.
- Collate, verify & validate the information provided by subcontractors and liaise with them for further required supporting documents.
- Coordinating with other departments (construction, commercial & procurement) for collecting the necessary information to provide proper technical justification backing up the assessment of claims and variations.
- Responsible for identifying applicable back charges & helping in raising the change notice.
- Handling General claim checklist, preparing reconcile reports of required substantiation for further stages of assessment, reviewing, subcontractor provided substantiation such as daily report, RIW's, site instructions, drawings & other documents etc.
- Maintain & update the claim log correspondence.

**ii): Jabal Omer & Clock Tower- (Hospitality Project MAKKAH AI MUKARRAMAH).**

**Elements: Hotel Towers.**

**Client: Umm-Ui- Qura, Ministry of Finance, KSA.**

**Consultant: Dar al Handasah**

**Position: Quantity Surveyor**

**Duration: 2009 to 2011.**

➤ **Works include Pre/Post-Contracting works:**

- Studying the drawings and estimate & quantities take-off.
- Feasibility studies for hotels.
- Benchmarking requirements against similar projects.
- Checking the developing designs against the project budgets.
- Preparing Quotation Evaluation report (Summary with Recommendation, RFQ, Bidders, Technical Compliance, Commercial Comparison, Prequalification, Material Submittal Approval, Governmental Approvals, Bidders Affiliation).
- Undertaking Value Engineering exercise.
- Prepare the Bills of Quantities (BOQ), as per drawings, specifications, and scope of works.
- Estimating/Valuing Finishing's as per refurbishment.
- Preparation & submission of monthly payment certificates & getting approval from consultant.
- Review the progress executed works are under the contract scope, identify changes, amendments, variations (VO) to the existing scope of works, preparing change orders, estimate and follow claims to the client-consultant.

- Verify Sub-Contractor Monthly Interim Payment Certificates.
- Updating stakeholder logs for construction cost reports.
- Reporting issues to Contracts & Payments Department Manager.

### **iii) METRO CONSULTING ENGINEERS-INDIA: (From April to Nov -2009)**

- Worked as Quantity Surveyor in Bidding Department for residential buildings.

#### **Responsibilities:**

- Estimating Quantities from Design drawings for housing projects.
- Modeling structures in E-Tabs for structural analysis to assist Senior design engineer.
- Analyzing Concrete structural frames until safe zone is achieved.
- Taking structural detail drawing from E-Tabs for Estimating Bidding Quantities.
- Preparing Bidding Quantities.
- Making Bar Bending Schedule.
- Reviewing Reinforcement Shop drawings before issuing to client.
- Regular Site Visit to check the Scaffolding and Bar bending schedule frame progress as per shop drawings allotted to each client.
- Checking Bar Bending frames installed by visiting site before concreting.

#### **Current Projects:**

**iv) King Abdullah bin Abdul-Aziz Third Saudi Expansion of Holy Haram-Makkah (SHAMIYA),**

**v) First Ring Road &**

**vi) Bus Stations -MAKKAH.**

**Client: Ministry of Finance, KSA.**

**Consultant: Dar al Handasah, Khatib Al Alami.**

**Position: Payment Certificate Engineer.**

**Duration: From May-2013 till Date.**

- **Works include Post-Contracting works:**

- **Certifying Claims for Interim Payment Certificate towards Sub-Contractors.**

➤ **iv), v) & vi) Project: SHAMIYA, First Ring Road & Bus Station** respectively as a payment engineer, I'm responsible for certifying all the Sub-contractors claims of all kind of scope from material supply to the supply & Installation of both permanent & other temporary works including electro-mechanicals claims for utility works.

- **A Multi Million \$** contractual amount for the "First Ring Road" project including execution & material supply for permanent & temporary works including utility, earthwork & manpower supply.
- The **Multi Million \$** amount is audited/saved as deduction claimed from sub-contractors based on consultant approval (approved drawings, I. R's, MRV's, MIV's) & site approvals study.

#### **Responsibility:**

- Working as Payments Engineer in Interim Payments dept. for Approving, Certifying & Liaising Sub-contracts for their claims against works done.

- Issuing Interim Payment Certificate for the Sub-Contractors as per their Site-Progress & Contract Terms of Payment.
- Estimating & Evaluating Executed Quantity from the IR-Shop Drawings/As-Built drawings approved at Site with respect to the Site Work Progress.
- Reviewing & Keep Updating Outturn Construction Cost report log as per quantities & Payment Values claimed for the works done by each Sub-contractor respectively.
- Visiting Site for taking As-Built Measurement as per requirements.
- Approving Executed Claim Quantity as per Approved IR's (In cumulated manner of Current, Previous & total works done).
- Estimating Quantities like Structural, Architectural, and Earthwork etc. from Approved drawings as per I.R. allotted to Sub-Contractor by Consultant.
- Liasing Sub-Contractors for providing supporting approved Back-Up & Document needed as per Contract Conditions (from ministerial approval to Client Consultant as per Client Consultant).
- Raising variation/change order for the addendums/amendments to be added for excess/new quantities and claimed/required as provisional quantities.
- Verifying Consultant approvals & I. R's as backup to issue each Interim Payment Certificate to Sub-Contractor for the work claimed (necessary Drawings, Consultant approval, Ministry Approval/Amana etc.)
- Coordinating with Stores, Site-Engineers & Zonal Heads regarding work progress for respective approved MRV, IR, MIR, and Consultant Approvals (ministerial) issued to Sub-Contractor for their work.
- Verifying about Back-Charges towards any Sub-Contractor before finalizing any number of Payment Certificate.
- Verifying & taking clearance/guarantees before issuing Retention Payments.
- Coordinating Accounts in Payments Flow through Stakeholder PC Log.
- Handling all the certification issues of In-Term Payment Certificate & Contracts relating to it.
- Preparing Debit Notes in case of any deductions towards Sub-Contractor to the Account Department.
- Regularly Upgrading Stakeholders Payment Certificate Log for evaluating the total cost certified to sub-contractor/contractors against contract amount of whole project.

#### **Worked for Interim Payment Certificate Claim towards Consultant**

➤ For the project of “FIRST RING ROAD” @ MAKKAH AL MUKARRAMAH. The First Ring Road connects all the 9-major roads around KAABA. It has a total surface area under bridges of about 38,403Sqmt plus surface areas including all bridges, Tunnels & Ramps is about 108,000sqmt.

The total Asphalt Area of the “First Ring Road” at Makkah Al Mukarramah is 148,403sqmt.

**Responsibility:** Estimating Quantities in the Interim Claim department are as follows.

- Taking Interim approval for each item as per progress W.I.R's / shop drawings received from technical design department for the monthly Interim progress report.
- Taking Quantities from the shop drawings as per MOM with approved IR for the monthly progress Interim to claim monthly from the consultant.

- Coordinating/Taking Interim Approval from consultant for the new items/variations (provisional, contract, anticipated works) as per site progress shop drawings received from Design department.
- Coordination and submitting design monthly interim progress report as per site progress and I. R's received.
- Analysing/Taking quantities from As-Build drawings for the temporary works.
- Preparing and updating Final Quantities simultaneously from approved As-Build Drawings for advance preparation in final accounts.
- Updating and comparing Monthly Interim Quantity with Final Quantity estimated from the final As-Build drawings for each item as per their own progress.
- Co-ordination Consultant to achieve Final accounts as per approved As-Built drawings received for the approved Interim Items.
- Preparing Interim Claims for temporary works with government approvals done as per site requirements.
- Preparing & Following all duties from time Interim approval of each Monthly Progress Interim to till Final Accounts with Consultant.

## COMPUTER PROFICIENCIES:

- AutoCAD
- Microsoft Word, Excel, power point.
- Primavera
- Staad-Pro
- E-Tabs

## MEMBERSHIP:

- Saudi Council of Engineers as CIVIL ENGINEER.

## Personal Details:

Date of Birth : 15.02.1987  
 Marital status : Married  
 Nationality : Indian  
 Language Known : English, Arabic, Urdu, Hindi.  
 Driving License : Saudi Arabia & India

Valid IQAMA & Passport.

I with this declare that the above given information are true, correct and complete to the best of my knowledge.

**SYED SHOEB MOHIUDDIN.**