

SYED ABDUL MUQEET



Personal Info

Full Name

Syed Abdul Muqeet

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Syedabdulmuqeet11

Passport Number

J5081715

CPR

880346930

Driving License

880346930

Carrier Objective

Highly effective & component M. Tech Civil Engineer having More than 6 years of Experience In construction industry as a "Civil Engineer". I seek a job as a civil engineer in Construction Company where I can use my knowledge of Estimation, Procurement, and Auto Cad. I wish to contribute towards organizational goals through my technical skills, Experience, Hard work, and Creativity. My Aim to obtain a position that will allow me to utilize my experience to learn in making an organization successful.

Area of Expertise

Procurement Division

1. Quantity Take Off for all Civil elements (manually, A-CAD) and compiling the Tender BOQ with description and specifications.
2. Procurement action plan list
3. Supplier approval request
4. Material Approval request
5. Quotation Negotiation
6. Comparison Sheets- CS
7. Sub-contractor Order -SO
8. Global Purchase order -PO
9. Local Purchase order- LPO
10. Material Reconciliation reports
11. Concrete Report
12. Steel Report

Project Division

1. Project Quantity calculation
2. Sub -Contractors payment
3. Supplier payment certificate
4. Global payment certificate
5. Supplier Manpower payment
6. Final Settlement
7. Valuations to client
6. Variations
7. Notification letters
8. Request for Change -RFC
9. Rate Analysis
10. Manpower Histogram
11. Monthly Sub Contractors provision
12. Cleaning of SO & PO

Technical Skills

1. ESTIMATION
3. ERP (Enterprise Resource Planning)
5. STAAD PRO

- 2.PROCUREMENT
4. AUTO CAD
6. MS OFFICE

Education

MASTER OF TECHNOLOGY (Structural Engineering)
Jawaharlal Nehru Technological University, Hyderabad, India

2011 to 2013

BACHELOR OF TECHNOLOGY, (Civil Engineering)
Jawaharlal Nehru Technological University, Hyderabad, India

2006 to 2010

Work Experience

- **KOOHEJI CONTRACTORS** (Quantity Surveyor) May 2018 to till date
- **Project Construction** (Civil Engineer) Jul 2016 to Mar 2018
- **Almoayyed Contracting Group** (Quantity Surveyor) Jan 2014 to Jun 2016
- **SS Construction Co** (Civil Engineer) Jan 2013 to Dec 2013

Major Projects Detail



Marassi Boulevard
Diyar Al Muharraq,
Kingdom of Bahrain.

Client: Eagle Hills
Consultant: Arab Architect
Project Value: 10,500,000.000 BHD



Canal View Development
Diyar Al Muharraq,
Dilmunia,
Kingdom of Bahrain.

Client: Naseej
Consultant: SS International
Project Value: 19,400,000.000 BHD

Working Experience

Work Experience with Kooheji Contractor WLL (Kingdom of Bahrain)

(May 2018 – Till date)

Quantity Surveyor

Responsibility in Procurement quantity Surveyor

- Responsible for the overall execution of the project including coordination with the client, consultant site team, Civil & MEP Sub –contractor.
- Expertise to ensure completion of the project within the time line & budget and optimize resource utilization.
- Providing technical advice and solving problems on site.
- Commercial awareness -for project profitability.
- Project quality assurance. & Control the materials wastages.
- Prepare Monthly progress report (MPR), daily progress report (D.P.R), Work Permit Report (W.P.R).
- Certifications of sub-contractor invoices and work done Qty.
- Coordinate with purchase department for Project materials.
- Check & prepare work inspection report for each activity for consultant approval.
- Coordinate with supervisor, foremen, charge hand & work with manpower managements.
- Coordination with sub-contractor quality issues, adherence to contract specifications and any other issues.
- Coordinate and review with MEP team as per basic layout drawings.
- Motivate to manpower & site staff for safely work.

Responsibility in Project Quantity Surveyor

- Prepare cost reports and payment applications on a monthly basis.
- Attending meetings with consultant and the client.
- Collect the soft copies of all-important attachment of subcontractor's payment certificates such as contracts, BOQ and drawings.
- Advance payments from procurement department for suppliers.
- Checking subcontractor & supplier invoices and certifying payments in ERP system.
- Settlement of Final Accounts with Clients and Sub-contractors.
- Check and evaluate all the attachments such as Quantity Executed, Invoice, Delivery notes, and LPO and reference drawings
- Prepare and submit Notification letters to client for time & cost impact.
- Prepare request for change (RFC) for variation submittal.
- Prepare variations with reference Engineers Instruction (EI), request for change (RFC), Notification letters, Work Inspection reports (WIR), Request for Inspection (RFI) and related drawings and agreed with consultant.
- Negotiate with subcontractor variations order within budget.
- Maintain or obtain reconciliation reports for materials.
- Coordinate with site team for any question and clarifications.



**Oil & Gas Refinery Plant
(BAPCO), Sitra,
Kingdom of Bahrain.**

Client: BAPCO
(Bahrain Petroleum Company)
Consultant: DG Jones
Project Value: 30,500,000.000 BHD

Working Experience

Work Experience with Projects Construction Company W.L.L

(July 2016 to March 2018)

Project Quantity Surveyor & Quality Engineer

- *Responsible for all construction activities to report project manager.*
- *Monitor all quality related activities with the site QC manager on the project.*
- *Coordinate with management for quality improvement.*
- *Issue of non-conformance reports*
- *Track all non-conformance reports*
- *Coordinate with the BAPCO representative on all procurement issues.*
- *Work request received from BAPCO engineer head of the department.*
- *Analyze WR (work request) received and clarify exclusions/qualifications within.*
- *Estimation submitted to BAPCO authorized dept.*
- *Coordinate with site engineers for any clarification regarding the drawings & scope of work.*
- *prepare Material Inspection request for consultant/client approval.*
- *Coordinate with safety officers for safety induction training for new arrival employee's prior commencing worksite.*
- *Coordinate with safety officer for Preparing and submit SWP (Safe work permit) before start the work to authorized dept.*
- *Coordinate with safety officer for Preparing and submit Risk Assessment & Method Statement (RAMS) for each job as per requirements to BAPCO authorized dept.*
- *Check and evaluate all the attachments such as Quantity Executed, Invoice, Delivery notes, and Work order and reference drawings.*
- *Maintain or obtain site record photographs to support variations, Final account or interim payments.*
- *Daily visit site to review the work progress. As per work completion to submit interim valuation report to BAPCO Engineer for approval.*
- *Prepare and submit work complete certificate for each job after finishing works.*
- *Prepare and submit variations if additional requirements to BAPCO Engineers for final approval for each job.*
- *Prepare and submit final valuations to BAPCO Engineers for final approval for each job*
- *Tracking all valuations and variations approvals with BAPCO Engineers.*
- *Check and evaluate all payment certificates of sub-contractors and suppliers.*

Major Project Detail



Commercial Building for Ashraf's (G+6) at Hooraa, Kingdom of Bahrain.

Client: Sony Ashraf
Consultant: MACE
Project Value: 3,500,000.000 BHD



G+7 Residential Building 7 blocks at Police fort, Kingdom of Bahrain.

Client: Ministry of Housing
Consultant: MOH
Project Value: 3,000,000.000 BHD



Infiniti /Renault Showroom Sitra, Kingdom of Bahrain.

Client: YK Almoayyed
Consultant: MACE
Project Value: 2,800,000.000 BHD

Working Experience

Almoayyed Contracting Group W.L.L

(Jan 2014 – June 2016)

Project Quantity surveyor

Responsibility in Procurement Quantity Surveyor

- Prepare of cost reports and payment applications on a monthly basis.
- Attending meetings with consultant and the client.
- Identify, price and agree project variations.
- Variations order for subcontractor.
- Settlement of Final Accounts with Clients and Sub-contractors.
- Checking subcontractor & supplier invoices and certifying payments.
- Advance payments from procurement department for suppliers.
- Check and evaluate all the attachments such as Quantity Executed, Invoice, Delivery notes, and LPO and reference drawings.
- Create soft copies (in XLS format) using the QS Department standard format for every payment certificates, invoice and request of advance payment for each project assigned.
- Coordinate with site engineer for any question and clarification regarding the payment certificate including any recalculation of payment certificates.
- Coordinate with the commercial and procurement department for all inconsistency of documents such as LPO, Invoice, etc.
- Collect the soft copies of all-important attachment of subcontractor's payment certificates such as contracts, BOQ and drawings.
- Maintain or obtain site record photographs to support variations, Final account or interim payment applications or the like
- Day to day communication with Sites and sub-contractors.
- Cost control of works contractors and completing projects within budget.
- Monitor all quality related activities with the site QC manager on the project.

Responsibility in Project Quantity Surveyor

- Quantity Take Off for all Civil elements (manually, A-CAD) and compiling the Tender BOQ with description.
- Coordinate with site engineer for any question and clarification regarding the Drawings and scope of work.
- Maintain subcontractor's data base, Floating Inquiries to subcontractors and suppliers.
- Analyze and compare quotations received and clarifying exclusions/qualifications within.
- Reviewing Contracts for new projects.
- Putting Contract in place for new sub-contractors.
- Negotiating lump Sums with specialist contractors
- Negotiating and appointing preferred sub-contractors.
- Making Agreement for sub-contractor and supplier.
- Making Letter of intent (LOI) for sub-contractor and supplier.
- Making Letter of Local Purchase Order (LPO) for sub-contractor and supplier.

Major Project Detail



Building (G+2)
LB Nager, Hyderabad,
India.

Client: S's family
Project Value: 12,00,000.000 INR

Technical Skills

Estimation
Procurement
Auto cad
ERP
Staad pro
MS Office

Personal details

Date of Birth
15-03-1988
Nationality
Indian
Language Known
English, Hindi, Telugu, Urdu
Marital Status
Married
Passport Number
J5081715
Place of Issue
Hyderabad

Working Experience

S.S Construction Co.

(Jan 2013 – Dec 2013)

Site Engineer

- *Monitoring daily progress of site work. Studying the work plan submitted by the Client and suggests any modifications.*
- *Reporting to Area Manager on Daily Basis*
- *Co-ordination with Consultant and all subcontractors.*
- *Coordination with workshop for arranging the necessary plant and equipment.*
- *Material handling and wastage control.*
- *Co-ordination of weekly meetings with consultant and subcontractors.*
- *Ensuring that the labor transportation and work timings are maintained strictly.*
- *Prepare list of critical items and its close monitoring.*
- *Maintain a filing system for all site instructions, measured quantities of work and materials on site,*
- *Prepare daily reports and other documents and correspondence.*
- *Prepare details of all the invoices and submitted to client.*
- *Checking subcontractor invoices and certifying payments.*

Skills Profile

- *Team Working-Developed through working in an established team of experienced Quantity surveyors in various projects.*
- *Communication-Developed through dealing with sub-contractors and negotiating contracts, agreeing final accounts with both sub-contractors and Clients.*
- *Leadership- Strong decision-making skills, Planning & Organizational skills developed through my everyday work,*
- *Negotiation and team work skills and the ability to motivate and lead those on site*

Declaration

- *I hereby declare that the above information and particulars are true and correct to the best of my knowledge.*

Syed Abdul Muqeet