

FIRDOUS MOHAMMAD SIRAJ

(Sr. Quantity Surveyor / Contracts Engineer)



firdoussiraj007@gmail.com

+971-501473751

Dubai, United Arab Emirates

linkedin.com/in/firdous-mohammad-siraj-14783bb0



Summary

Forward-thinking Sr. Quantity Surveyor / Contracts Engineer with **9+ years** of experience (Advanced QS Trained professional undergoing MRICS Accreditation). Offering extensive knowledge and experience in Specialist in Corporate Contracts & Procurement Department, responsible for pre-award and post-award contracts management activities in relation to Turnkey, EPC projects, Tendering and Post Contract project monitoring and cost control. Knowledgeable about estimation and costing digitally based on CCS Candy Platform oriented environment. Through these qualities, I have confidence in my ability to facilitate as a team player to positive change and collective effort for an Organization.

Education

Bachelor of Technology in Civil Engineering-(2009-2013)

Jawaharlal Nehru Technological University-
Hyderabad, India

Experience

- ❖ **Sr. Quantity Surveyor /Contracts Engineer -2022 to Present**
Fujairah National Group- Fujairah, United Arab Emirates
- ❖ **Sr. Quantity Surveyor / Contracts Engineer- 2014 to 2022**
FujSeng Construction LLC, Fujairah, United Arab Emirates
- ❖ **Quantity Surveyor – 2013 to 2014**
NCC Construction, Hyderabad, India

Responsibilities

- ❖ **Pre-Contract Experience**
 - Initiate RFQ and Prepare Request for Expression of Interest and/or Pre-qualification to the potential bidders,
 - Assist in evaluation of responses and prepare and shortlist lists for potential bidders based on Pre-qualification and experience in execution of similar projects
 - Review in depth and understand the scope of work and other requirements provided by End Users or Engineer
 - Preparation of comprehensive Invitation to Tender packages using available standard forms of Contract.
 - Attend pretender meetings and site visits with bidders.

- Prepare all correspondence to bidders during the bidding period with necessary input and clarification during tender queries.
- Through evaluation of Tender Bids, unpriced items and aspects of the technical bid and evaluation of commercial bid In line with the scope and its requirements
- Prepare and recommend for Letter of Acceptance/Award.
- Review and evaluate variations and claims, prepare recommendations for approval of management and prepare contract amendments, as required
- Perform close-out of contractual matters upon completion

❖ **Pre-Post-Contract Experience working for Main Contractor**

- Project Estimation ,Costing and preparing Bill of Quantities
- Preparing cost estimates based on Concept and design Drawings.
- Providing commercial advice to clients to ensure in all respects that risk is minimized to achieve the best value on investments
- Preparing reports on project costs, budgets
- Providing Pre-Post contract Quantity Surveying Services for the projects including cost reconciliation, monthly accounts, review of cost and budget forecasts, value engineering, quantum analysis of claims and variation submissions and statement at completion
- Pre-tender and post contract Project Coordination and Evaluation.
- Perform prequalification of Subcontractors , Contractors for part works
- Prepare Interim payment applications and follow up with the Consultant/Client to obtain interim payment certificates for the executed works
- Valuations, variation preparation and analysis, budgeting ,costing forecasting the cost of various elements required for the project
- Contracts and Subcontract evaluation, Management in light of-FIDIC Red Book 1999

Skills

- Comprehensive knowledge of all Standard method of measurements including POMI and CESMM
- Ability to manage multiple projects and lead a team of Quantity Surveyors
- Good organizational, planning, and multi-tasking abilities
- Analytical, critical, and logical thinking skills
- Ability to work swiftly and under pressure to meet tight deadlines
- Highly proficient with the **CCS Candy** estimation tool and skilled in the development of estimation and cost control reports.
- AUTOCAD-Autodesk certified 2D/3D Modelling knowledge desirable.
- Advanced QS trained professional undergoing **MRICS Accreditation**
- Understanding of FIDIC Forms of Contracts
- Strong organizational and prioritization skills along with keen attention to detail.
- Proficient with the Microsoft Office tools,
- Proficient with SAP Procurement Module and Microsoft Dynamics ERP system.
- Good communication skills, interpersonal and organizational skills, with an ability to work both independently and collaboratively.
- Strong in data Management and efficient in giving feedbacks
- Swift in preparing reports, cost analysis
- Proficient in Writing correspondences and contractual letters.

Projects

List of some key Projects On-going and completed projects from Tender stage to Successful Handing over;

❖ Infra-Structure/ Commercial Projects Inside Port of Fujairah

- **Piper-Rack Project Phase I-IV for ADNOC Inside Port of Fujairah-** (Year 2020)
 - Project Value AED 150 Million
- **ENOC Office Building** – (Year 2015)
 - Project Value AED 79 Million
 - Location- Port of Fujairah, Fujairah
- **Storm Water Drainage System for POF** – (Year 2015)
 - Project Value AED 79 Million
 - Location- Port Road, Fujairah
- **G+3 Office Building for Port of Fujairah-** (Year 2014)
 - Project Value AED 80 Million
 - Location- Port of Fujairah

❖ Residential/ Commercial Projects

- **SIJI RESIDENCE BUILDING 1—B+G+12 TYPICAL FLOOR** (Year 2021-Ongoing)
 - Key Deliverables- Tender Estimation and costing, Post Contract budgeting, Progress claims and Variation analysis, Cost Control valuations
- **FUJAIRAH INVESTEMENT TOWER-2B+G+2M+23 TYPICAL FLOOR** (Year 2018-2021)
 - Project Value AED 650 Million
- **Kromberg & Schuberts Factory and Office Facility-** (Year 2021-2023)
 - Project Value AED 80 Million
 - Location- Free Zone , Fujairah
- **SIGNATURE VILLA PROJECT-(G+1) 28 Villas-** (Year 2018-2021)
 - Project Value AED 80 Million
 - Location- Al Faseel, Fujairah
- **Al Fardan Tower** (G+3Parking+3 Offices+9 Typ) (Year 2014-2016)
 - Project Value AED 50 Million
 - Al Sharia, Fujairah
- **Commercial Complex Tower** (G+1) (Year 2017)
 - Project Value AED 70 Million
 - Fujairah
- **Rughaylat Villa Complex-(G+1) – 12 Villas-** (Year 2014-2015)
 - Project Value AED 45 Million
 - Location- Rughaylat, Fujairah

Personal Details

- Date of Birth- 29th March 1990
- Marital Status- Married
- Nationality-Indian
- Gender-Male
- Driving License- Valid UAE LMV License