



CONTACT

 Jebel Ali , Dubai, United Arab

Emirates

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SKILLS SUMMARY

SOFTWARE:

- MS Office
- Auto CAD
- Primavera

Quantity Takeoff calculations:

Sub- structure & Super structure:

- Earthworks
- Concrete works
- Masonry works
- Shuttering works
- Bar Bending Schedule.
- Plaster works
- Water proofing works
- Flooring, skirting, & Tiles, woks
- Secondary steel such as metal ladders, hand rails, chequerplates & gratings
- Painting works.
- Doors & windows
- Land scaping works
- Infrastructure works.
- Fit out works
- Monthly sub-contractor bills.
- Purchase orders preparation.
- Reconciliation statements preparation.

Jilani Shaik

PROFESSIONAL SUMMARY & OBJECTIVE

Talented and Detail oriented Post Contract QS Engineer with 5year's of experience in Project quantity surveying, Procurement process in High rise residential buildings and Villas projects & sound knowledge in the pre contract stages such as cost estimation, preparing the costing reports and analysis of projects as per requirements.

To be a successful professional in a globally respected company and to achieve the objectives of the company with honesty and fairness and to continuously upgrade my knowledge and skills.

WORK HISTORY IN UAE

Project's Quantity surveyor

02/2022 - Current

Bin Ghurair Trading LLC - Dubai, United Arab Emirates

- Review the tender documents, Construction drawings, project scope, technical and Material specifications of the project to prepare the Quantity requirements.
- Regularly monitoring the site activities, maintain the database of project progress, workmen hours and expenditure of project.
- Coordinate with procurement team and ensure that all the materials to be delivered to the site as per the approved material submittal approval and comply with the specifications.
- Documentation of inspection reports to evaluate the monthly progress.
- Prepare and submission of monthly Interim payment application to the client and follow up for Payment certificate.
- Attending site visits with the clients and subcontractors for the progress confirmation and joint measurements.
- Keep the track of design changes in the construction drawings, additional scope works, analyze the cost impact to prepare and submit the variation quotations to the client approval as per the contract clauses.
- Coordinate with sub-contractors for the quotations for additional scope of items works and evaluate the quotations to prepare the comparison sheet for the Contracts manager approval.
- Documentation of all the cost related information including Invoices, POs, Variations, Amendments &Email correspondences.
- Evaluation of sub-contractor work and prepare the payment certificate as per the package engineer and contracts manager instructions.
- In addition to the main contract, Preparing subcontract agreements, amendments for the additional scope of works.
- Preparation of detailed monthly progress& cost reports, Reconciliation statements and submit to the Project manager.
- Prepare and issue the letters, delay notices to sub-contractors as per the subcontract agreements for any delay in execution.
- Prepare and submit Final statement of account to the client.
- Assisting the QS Manager in preparing the Project close out documentation such as Approvals, warranties, O&M, Civil Defense certificates &As built Drawings.

Execution:

- End bearing piles in cast in situ method.
- Shuttering and reinforcement work as per drawings and Bar bending schedule.
- Isolated footings, Raft foundations, Pile caps, Pedestals, Lintel beams, Staircase, and Grade slabs.
- Shear walls by Mivan and nova shuttering as per GFC drawings.
- Flat slabs and Mivan slabs.
- RR Masonry, Brick Masonry Compound walls and AAC Block Masonry.
- Auto level handling.
- Finishing works (Plumbing, Plastering, Painting, Flooring and Water proofing).
- RCC and Bitumen Road works.
- Parks and swimming pool construction.

Worked with clients in UAE:

- Fibrex.
- Sixco.
- Shapoorji Pallonji.
- ABM.
- Shobha.
- Tornado.
- Trojan.
- UNEC.
- Masri Engineering.

Personal Skills:

- Strong in Mathematics.
- Organized.
- Confident and determined.
- Ability to handle pressure.
- Positive attitude.
- Dedicated towards my work.

Languages:

- English
- Hindi
- Telugu

WORK HISTORY IN INDIA:

- Site and Billing Engineer 12/2017 - 05/2019
Shapoorji Pallonji Cooperative Limited, - Vijayawada, India
- QS Engineer 06/2019 - 09/2020
KNY Projects Private Limited, - Kadapa, India
- QS Engineer 10/2020 - 12/2021
Baricon Infrastructure Private Limited, - Vijayawada, India

Responsibilities:

- Executing the structural components from Foundation to terrace level structures as per IFC drawings.
- Regular Inspection of day-to-day construction works in site.
- Collection of daily report of manpower of different activities.
- Responsible for form work, Reinforcement and Concrete works as per methodology.
- Resource management to complete the activities in time.
- Request for inspections reports to consultants for the inspection of respective works.
- Prepare daily, weekly work progress report.
- Immediate action on safety and quality issues of the structure.
- Review of progress and conducting the weekly meetings with sub-contractors to catch up the drawbacks.
- Checking the availability of materials before getting critical.
- Prepared wages and monthly bills for subcontractors.
- Preparation of Running Account Bills.
- Preparation of Documents for The Approval of Running Account Bills.
- Preparing Inspection reports and Measurement registers of respective works
- Revision of bill of quantity for the items and submit the deviation reports.
- Submission of final bill for client approval at the end of the project.

EDUCATION:

Bachelor of Technology: Civil Engineering, 05/2017

- Chalapathi Institute of Technology, Affiliated to JNTUK, AP, India.
- Graduate with 70%
- Attested Civil Engineering Degree.

DECLARATION:

I hereby declare that the above-mentioned information given by me to the best of My knowledge.

(JILANI SHAIK)