

NASEELA ARSHAD

Dubai

UAE

Ph: +971585179182

naseelaek@gmail.com

DM approved engineer

G+1 Building contracting

G+1 Building Maintenance



Result Oriented Engineer in (Civil Engineering) offering Six Years of Experience in Construction and Building maintenance Field.

CAREER OBJECTIVE

To be a part of an organization that enables me to make the most of my skills in a resourceful manner with respect to professional enhancement and personal status. Capable of working independently with minimum supervision and committed to providing high quality service to every project, with focus on health, safety and environmental issues.

ACADEMIC PROFILE

- **Masters in Civil Engineering - 2015**
National Institute of Technology, Surathkal, India
- **Graduated in Civil Engineering - 2012**
College of Engineering Trivandrum, University of Kerala, India

PROFESSIONAL EXPERIENCE

JULY 2020 to Till date : M/s IMEP Engineering and Contracting LLC Dubai, UAE

Title: Project Engineer

- Preparing prequalification documents and obtaining registration and vendor approval
- Site visits during the bidding stage and giving technical solutions and suggestions to the client
- Preparation of scope of work and assisting estimation department for the final pricing
- Preparation of work schedule, method statement, risk assessment and quantity takeoff
- Following up and meeting the client, negotiating the prices and converting enquiry to order
- Handling multiple projects at different locations
- Coordination of site activities with head office and allocate manpower according to the site requirement
- Assisting procurement department in material finalising
- Attending client site visits and giving proper explanation about the work progress
- Communication with client on any site related issues
- Coordination of site activities with head office

- Research and meet with potential suppliers to compare products, prices, and lease terms, and make the best decision for the company.
- Meet with potential and current vendors to discuss prices and services and negotiate contracts with chosen suppliers.
- Sent a monthly scorecard and follow up with corrective action for any poor performing suppliers.

Major Clients

- Aramex
- Empower
- Amazon
- Sharjah University
- Emrill
- Dubai Police
- Engineers Office
- DP World
- Jafza
- Serco
- Gems Education
- Serveu
- Al Rostamani Group
- DSO
- Easa Saleh Al Gurg
- Kings Education
- Infracare

MAJOR PROJECTS INVOLVED

- **Client : Dubai Police**
Project : Construction of Dubai Police Cycling Hub (G+1), Al Jaddaf (February 2022 to till date)
- **Client : Gems Education**
Project : Renovation and construction of reception area and sixth form class room in GEMS school (Fast track project) ,Alkhail (July 2021 to August 2021)
- **Client : DP World**
Project : Waterproofing works in General warehouse at JAFZA (November 2021 to February 2022)
- **Client : Amazon**
Project : Canteen area modification at Amazon warehouse DXB3 (March 2020 to October 2020)

June 2017 to June 2020 : M/s CiMech Infra Contracting LLC, Dubai, UAE
Title: Civil Engineer

- Liaise with all relevant Agencies/Authorities and Client team to obtain necessary approvals and NOC's.
- Support both administrative and construction activities as assigned by supervisor
- Review proposals/specifications and drawings; perform material takeoffs and prepare cost estimates
- Support both administrative and construction activities as assigned by supervisor
- Review proposals/specifications and drawings; perform material takeoffs and prepare cost estimates
- Attend pre-bid investigation meetings
- Supervise subcontractors and communicate with vendors
- Prepare work plans and ensure quality control
- Develops and maintains the Project Quality Assurance throughout the project.
- Maintain and control the Project Quality Assurance records.
- Confidently liaising with clients and other professional subcontractors.
- Develops and maintains the Project Quality Assurance throughout the project.
- Maintain and control the Project Quality Assurance records.
- Review supplier and subcontractor prequalification documents & material submittals and submit to client/consultant for further approval.
- Ensure that updated drawings and documents are being utilized for construction activities at site.
- Completes construction projects by preparing engineering design and documents and confirming specifications.
- Manage all the Reinstatement works as per RTA Guidelines.
- Coordinate work inspections with the consultant/client.

PROJECTS INVOLVED

- **Client : Empower**
Project : Al Wasl Tower, TECOM C, Yotel Hotel and Jumeirah Beach Residence District Cooling Network Extensions.(Nov2018-June 2019)
- **Client : NBHH**

Project : Riyadh City North Construction of 75 No.s Driveways and Utilities
Relocation / Protection (March 2019 to June 2020)

- **Client : Emicool**

Project : Relocation of Chilled Water Network in Ewan Residence (June 2018 to January 2019)

December 2015–May 2017: M/s Rawat Al Matana Contracting Co LLC, Abu Dhabi
Title: QA/QC Engineer

- Conducting feasibility studies to estimate materials, time and labour costs.
- Preparing, negotiating and analysing costs for tenders and contracts.
- Measure and value the work done on site.
- Reviewed all consultant drawings and made recommendation to adjust the site requirements.
- preparation of contracts, including details regarding quantities of required materials
- price/forecast the cost of the different materials needed for the project
- Coordination with Consultants / Client.
- Ensuring Projects run smoothly and works are completed within budget and on time
- Assisted with negotiating and drawing up new bids for tenders directly with the MD, winning many contracts.

INTERNSHIP ATTENDED

May 2014 -July2014: Centre for Water Resources Development and Management, Calicut

- Geo-hydrological behavior of drainage basin was analyzed using morphometric analysis.
- Kabani river basin which is situated in the Wayanad district of Kerala state was the study area.
- The RS data has been classified in to five major classes (agriculture, forest, fallow/ mixed, built up land and water bodies)
- The detailed analysis of morphometric and morphological character indicates the role of the neotectonics in shaping the drainage basin.

PUBLICATION

Published a paper on “Runoff estimation using NRCS-CN method and SHETRAN model” in “International Advanced Research Journal In Science, Engineering And Technology”

PERSONAL INFORMATION

Gender	:	Female
Civil Status	:	Married
Date of Birth	:	24/11/1989
Passport Number	:	L4883553

Languages : English, Hindi, Malayalam
UAE Driving License No. : 3978873

DECLARATION:

I solemnly declare that the above mentioned information is correct up to my knowledge and bear the responsibilities for the correctness of the above mentioned particulars.

Place: Dubai, U.A.E

NASEELA ARSHAD

31/05/2023