Curriculum Vitae

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| **Syed**  [**Syed.249036@2freemail.com**](mailto:Syed.249036@2freemail.com) | **C:\Users\syedabuthahir\Desktop\Syed photo.jpg** |

**Rich Marshall's Overview**

***Career objective***

Seeking to continue my professionalism, where my dedication, expertise and talent will definitely bring the organization creating a sharper edge within the industry. I aspire for the position of **Project Manager – Elevators & Escalators** to contribute to the company's growth and in turn ensuring personal growth with in the organization

**Rich Marshall's Overview**

***Profile Summary***

***Over 11 years of vast Experience in Elevators & Escalators Industry in Sales/Design,Project management, project execution,project planning, budgeting , procurement, quality management, project coordination, Testing/Commissioning and Successful Closeout of projects.***

* Responsible for field operation and project management - pre installation checks, project planning, scheduling,execution, testing and commissioning, refurbishment and hand-over.
* Responsible for project performance, Installation methodology, safety audits and in-progress quality audit reports.
* Process management and cost savings, subsequently improve efficiency and productivity.
* Evaluation of vendors and quotes for associated requirements in the field.
* Finalization of sub-contract for installation based on quality audits of previous jobs, flexibility in pricing and payment terms, reliability and reputation in local market.
* Interpersonal, analytic and team building skill with proven ability in planning and managing resources.
* Project revenue management and cash flow, monitor monthly financial targets and adjudicate the variation claims.
* Responsible for Elevator / Escalator incident report - Factory reporting for short shipment, wrong shipment, defective shipment, defective parts and equipment related trouble calls.
* Facilitate the internal QA/QC inspection, consultant inspection, 3rd party inspection and handing over inspection with customer representative.
* Responsible for final project close-out documents, approvals - As built-drawing, O&M manual and Training Manual.
* Relationship management - Ability to network with project stake holders and evolve new sale leads for future business prospect.

***Work Experience***

**AL Futtaim Engineering,LLC, Abu Dhabi ,UAE**

**Assistant Manager – Project Coordination in Major Projects**

**Project– ADNOC New Corporate HQ Building, Abu Dhabi,UAE (Oct 2012 to Present)**

* Review tender documents, prepare and send technical enquiry to factory for quotation, preparing technical compliance documents for tender, prepare deviation list, coordinate technical queries on the tender with factory.
* Prepare cost sheet based on factory price, Labour , local materials, and coordinate with local supplier for local cost budget,etc
* Prepare and send quotation to client, follow up with client, negotiation with factory, negotiation with client, secure order, sub contract regularization, issue PO to factory.
* Coordinate with design team for preparation of shop drawings/technical submittals(Method statements, MAR, Design calculation).

* Coordinate with factory on all the technical issues, coordinate with local supplier for sample submittal and assisting design staff for preparation of cabin fitout drawings.
* Attend weekly site meetings/coordination meetings with other sub contractors, attend meeting with consultant/client for shop drawings/material approval.
* Prepare and circulate cost sheet based on approvals, factory quotation, and coordinate with commercial for preparing PO.
* Prepare and send manufacturing order sheet(SFO) and final approved drawing(FAD) to factory for manufacturing.
* Coordinate with design team for drawing amendments as per factory comments
* Coordinate with client and factory for achieving delivery as per project requirements
* Review the tender spec, tender offer to client, factory specification and submit balanced specification to client for approval based on client requirements.
* Prepare deviation list from order spec and factory quotation spec and achieve cost saving wherever applicable. Negotiate with local vendors.
* Maintain approved drawings/documents and letter correspondence.
* Site survey and coordinating design issues with client.
* Coordinating with cabin fitout contractors for the mock up preparation and approvals from consultant in line project requirements.
* Coordinating with MEP/Security systems contractors for the lift interface requirements, technical details and clarifications.
* Clarifying/responding contractor’s technical queries after checking with factory personnel.
* Assisting field engineers/supervisors for technical issues/clarifications.
* Arranging installation/construction drawings to field personnel in coordination with factory.
* Monitoring / reporting approval status through registers.
* Raising RFI’s for any additional requirements/clarifications to contractor/consultant.
* Preparation of closout documents(Asset Register/spare parts/contact list/Training manual/As built drawings and O&M documents)

**Samsung C & T Corporation,LLC, Abu Dhabi ,UAE**

Project Coordinator

Project: Cleveland clinic Hospital,Abudhabi,UAE ( Dec 2011 to Sep 2012)

* Responsible for overall coordination with MEP, Design ,Architectural & Fit-out team in the Main Contractor for elevator installation.
* Supervising the progress of work for the elevator installation in line with approved method of installation.
* Coordinating for the elevator & escalator, civil & MEP requirements with other departments within the main contractor teams.
* Review and arrange for approval of the elevator & escalator shop drawings & material submittals as per code and project specification requirements.
* Arrange workshop meeting with the client, consultant and subcontractor for the design issues related to the elevators & escalators installation.
* Raising RFI’s for any additional design requirement as per lift subcontractor or Engineering instruction from the client.
* Raising RFI’s and letter correspondence to the client in case of tender clarifications

**ETA Melco Elevator Co.LLC, Abu Dhabi ,UAE**

Senior Project Engineer (Dec 2004 to Nov 2011)

* Overall responsible for the supervision and installation of elevators and escalators through appropriate manpower to execute the projects.
* Reviewing of contract agreement for scope definition for elevator installation,local fabrication/finishes,contractual completions and approved shop drawings from sales and execute the same.
* Clarifying with the sales team through internal correspondance for contractual details and queries.
* Sending premilinary letters to maincontractors for the site requirements and feasilibity.
* Assisting supervisors/subordinates for taking periodic construction reports of civil structures corresponding to VT systems as per approved shop drawings.
* Assisting supervisors for the preparation of scaffolding sketch,detailed spares/tools list and site training schedule.
* Assisting supervisors for designing the template & steel support items required for elevator installation.
* Arranging manpower and mobilizing the team as per planned schedule at site as per project requirements & completion.
* Define the project materials, man power and equipments needed to finish the works on time without delays within the budget.
* Asssisting supervisors/subordinates for their technical queries for the installation details, specifications and provide technical clearance for execute the works.
* Schedule the various jobs and complete the monthly Installation as per the targets within estimated cost and agreed time.
* Monitoring the daily site activities of site supervisors and installation technicians.
* Monitoring the projects in terms of safety, quality and efficiency
* Ensure with subordinates for conduting toolbox talk for safety and installation at site.
* Preparations of daily site reports,progress reports and weekly look ahead programs.
* Sending letters to main contractor for the site requirements at each stage of elevator installation.
* Assisting supervisors for raising trouble reports to factory in case of short supply/faulty equipments.
* Maintaining work progress reports on a daily basis and coordinating with the contractor /consultant.
* Coordinating with MEP contractor for interfacing requirements with fire alarm, BMS etc., as per project specification/requirements.
* Attending periodic meetings with the maincontractor/clients to discuss the work progress for the installation activities.
* Assisting subordinates to attend QC inpection and prepartion of QC report at each stage of Installation.
* Conducting internal Quality audit with other departments.
* Coordinatiing with commercial department and arranging for progress claims.
* Testing & commissioning of elevator and escalator as per manufacturer’s technical manuals and preparing final commissioning reports.
* Attending Third party inspection to get clearance for construction usage for safe operation.
* Attending civil defence inspection to get clearance from civil defence authority for handing over.
* Attending joint inspections with internal maintenance departments to handover & rectifying the snags if mentioned.
* Preparing a detailed operation and maintenance manuals.
* Preparing complete as built drawings and close over reports of the project.

Key Projects completed

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| * BAWABAT AL SHARQ Mall * IPIC * HILLI Housing Complex * TRANCO Substation projects * ADNOC Housing complex * COMERCIAL & RESIDENTIAL Buildings | * TAKREER Research Centre, * TRANSCO HQ building, * Cinema Shopping Complex * Abu Dhabi BMW Show Room. * EMIRATES Tower Project . * BURJ AL YAKUT Tower |

Academic Details

**2015 Master of Business Administration-Project Management,**BharathiarUniversity - Dubai ,UAE

**2003 Bachelor’s Degree in Electrical & Electronics Engineering,**BharathidasanUniversity-TN,INDIA

Training and Certifications

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| * Safety management skills at work place * Project management skills * Interpersonal relationship * Time & stress management * Risk management. * Personality and self development * Communication and listening skills * Goal setting and team building | * FIDIC and contracts management * Problem solving and resolution skills. * Fundamentals of Project management(Countdown) * Being an Effective team player(Leading Self) * 3 Essential levers for building a winning cooperation * Problem Resolution * Customer complaints and customer relationships |

**IT Skills - MS -Excel, Power point ,Word,AutoCAD and Applications.**