CURRICULUM VITAE OF MOHD. MOKSHED ALI MATUBBER

Present Position : Commercial Manager

# Name : Mohammad

**Email:** Mohammad.373641@2freemail.com

**Date of birth : 26th April, 1958**

###### Nationality : Bangladeshi by birth

 **Valid up to: 05th April 2022.**

**Marital Status : Married, Nos. of Children: Three (3)**

**Qualification :**  **Degree in Civil Engineering**

: Completed a training program on Cost Engineering /Cost Management certified by “FRANKLIN UNNIVERSITY” Columbus, Ohio, USA for achieving of Membership from AACE International which is equivalent to MRICS (Member of Royal Institute of Chartered Surveyor)

 Fellow of the Institute of Engineers (F.I.E.B) Bangladesh

**Computer knowledge : Construction Computer Software (CCS), Candy Software, Enterprise Resource Plan (ERP) MS Word, MS Excel, well versed in MS Excel and MS Word. Wrench – Internal MIS Software.**

**Driving License : Having Valid U.A.E. Driving Licence**.

 **Total Experience** **:Total 35 years experiences (18 years as Sr. Quantity Surveyor) out of which, 26 years in overseas (18 years in UAE, 4 years in Malaysia & 4 years in Brunei) in ‘Contracts Management, Risk & Value Management, Dispute Resolution, Variations, Claims, and Extension of Time (EOT), Quantity Surveying, Estimating and Cost Controlling’. Well versed in FIDIC and familiar with Construction Law in UAE. Experienced in pre-tendering and post-contractual activities such as taking off measurements, preparing BOQ, analysing rate of items, monthly progress invoicing, settling final account, preparing variations & claims, sub-contracting, project budgeting & cost monitoring, cost reporting, corresponding contractual aspects with the clients and subcontractors etc. in the field of various Civil, Electrical, Mechanical (Oil & Gas Industry) Engineering Construction Projects**.

**From April 2012 to May Till date:**

Employer : Amana Contracting & Steel Buildings Co. W. L.L

Position : Senior Quantity Surveyor

Completed Project

Construction Works for three Primary School Buildings comprises GF + 1 and are approximately 20,000

square meter area. All levels are communicated by means of elevators and stair cases. The school classrooms

 are supported by offices, theatres, outdoor spaces, playgrounds, gymnasiums, cafeterias, swimming pools,

toilets. Project Value AED. 330 Million, Client: Abu Dhabi General Services PJSC (trading as

MUSANADA). Consultant: Dewan Architects &Engineers.

**From April 2002 to March2012**

Employer Habtoor Leighton Group (HLG) Formally Known as

“AL HABTOOR ENGINEERING ENTERPRISE CO. L.L.C”

Position : Project Comm. Manager / Sr. Quantity Surveyor

Completed Projects

Construction works for Mix Use Development of Plot No. Sector E-25, Abu Dhabi, Comprising three levels

basement, a hotel tower (DUSIT HOTEL) (46th floor), a service apartment (24th floor), an office building

(24th floor) an unfurnished apartment (28th floor) and external works (internal roads, car parking, hard and

soft landscaping works). Project Value: AED.1.324 Billion, Client: East West International Group. Project

Manager: Morganti Group Inc. Consultant: Bainona Consulting Engineering.

Construction works for Waterfront Residential Development Complex, Comprising 236 Villa and associated facilities like health club, swimming pool, playground etc. Client: First Gulf Bank (Green Tree Property Management), Project Manager: Morganti Group Inc. Consultant: KEO International Consultants,

Construction works for Accommodation Complex and administration building comprising VIP accommodation, central facilities like kitchen, multipurpose hall, indoor and outdoor games, bowling alleys, gymnasium swimming pools etc. at Bu Hasa Oil Field for Abu Dhabi Company for Onshore Oil Operations (ADCO).

Responsibilities

As a Senior Quantity Surveyor I have been carrying out the following main responsibilities:

* Project Launch (Kick Off)
* Main Contract Administration – Claims, Variations and Disputes Issues
* Main Contract Administration – Monthly Payments Applications, Submission, / Negotiation/ Agreement
* Subcontractor and Major Supplier - Procurement Process
* Subcontractors and Major Supplier - Management (SC /PO issue, guarantees and insurances, progress payments, variations, claims, contra charges, SC liabilities, SC contract bonds, warranties, SC finalization, maintain contemporary records etc.)
* Main Contract – Bonds, Guarantees and Insurances.
* Maintain Legal and Contractual Issues
* Project Cost and Revenue Controls
* Project Cash Flows and Flexible Budget Reporting
* Project Forecasting
* Project Reporting
* Project Commercial Finalization
* Project Commercial Audit ,Some Key Accountabilities, Actions and Measures are listed below :

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|  Key Accountabilities |  Key Actions |  Measures |
| Project Launch (Kick Off)\*To ensure the correct procedure is adopted to successfully launch a new project immediately following award of contract.  | The SQS is to ensure the following:\*Arrange and conduct Tender Handover and Project Delivery Plan Meetings for new project. | Ensure the Tender Handover and Project Delivery Plan Meetings are conducted . |
| Main Contract Administration-Claim, Variations and Disputes Issues \*To ensure the correct procedure is adopted to protect and maximise the contractual entitlement for variations affecting the contracted works (Time and Money contractual claims) | The SQS is to ensure the following:\*Variations and contractual claims are sufficiently detailed to allow assessment by the Engineer. \*Contractual correspondence from the Employer, Engineer and SC’s are answered. \*The Project Team collates the required contemporary records required for the processing of all variations and contractual claims.\*Regular meetings take place with the Engineers so as to facilitate agreement.\*Relevant variations and contractual claims are recorded on the Risk and Opportunity Schedule.\*SC variations and contractual claims are incorporated where appropriate into the Main Contract variation and contractual claim account.\*Formal disputes against either the Employer or SC’s are forwarded to the HO Comm. Dept.\*Variations and contractual claims are identified and recorded on a control schedule and incorporated into the Monthly Project Report.  | \*Establish and maintain a variation and contractual claim schedule\*Ensure the relevant variations and contractual claims are included in the Risk and Opportunity Schedule\*Ensure that all the variations and contractual claims schedule are incorporated in the Project Monthly Report. |
| Main Contract Administration-Payments and Applications \*To ensure the correct procedure is adopted regarding the application and payment for completed work. | The SQS is to ensure the following:\*All contractual works, variations and claims are valued accurately and included in the Monthly Payment Application.\*All payment Applications are adequately detailed and submitted in accordance with the Main Contract.\*Engage the Engineer if payment not made in full to seek remedy.\*All Payment Applications schedules are mentioned and included in the Project Monthly Report | \*Maintain positive cash flow where possible on the project.\*Ensure ‘on account variation’ account is kept to a minimal.\*Ensure contractual claim.\*Maintain the Payment Application Schedule and include it in the Project Monthly Report.  |
| Subcontract and Major Supplier Procurement Process \*To ensure the correct procedure is adopted for the identification, selection, tendering evaluation of bids from Subcontractors to prior to award of the Main Contract. | The SQS is to ensure the following:\*The establishment of project cost codes and budget structure.\*The works are efficiently collated into SC packages – minimum of 3 Subcontractors tender for all SC packages.\*All SC tender packages are collated using the Company standard documents.\*All SC documentation is complete before a purchase Order is signed off.\* The Project PD /GM shall approve SC Purchase Order | \*Successful placement of SC Purchase Order within budget allowances. \*Maintain SC Purchase Order Schedule.\*Correct establishment of project cost codes and budget structure. |
| Subcontract and Major Supplier Management | The SQS is to ensure the following:\*Issue SC and PO, SC variations, monthly payment certificate, contra charges, etc | \*Ensure all SC costs to be correctly recorded, maintain records for VO, Site Instructions, claims & contra charges and all contractual correspondences  |

From Sept. ’98 To March ’02

Employer : M/s. Galfar Engineering Contracting LLC. - *An ISO* *9001 accredited* Oman based leading Construction Company in Abu Dhabi Branch.

Position : Senior Quantity Surveyor

###### Completed Projects :-

Construction works for the Upgrading of Oil Drains & Effluent Water Disposal Facilities (EWDF) at Asab &Shah – ADCO

 Construction of Police Camp and Sewage Treatment Plant at Shah – ADCO

 Asab Thamama Zone A&B Gas Injection Pilot Project – ADCO, with Petrofac International.

 Construction of Monopulse Secondary Surveillance Radar at Tarif of General Civil Aviation Authority, Abu Dhabi, Consultant: GIBB-Middle East.

 Construction of Asab Control Room Building – ADCO.

 Construction Works for upgrading of Shah Camp - ADCO.

Construction of Sewage Treatment Plant (STP) at Buhasa & Shah– ADCO.

Upgrading of Pipelines at Al Dabbiya - ADCO.

 Construction of Immigration Building at Abu Dhabi –MPWD,

From Oct.’95 to Feb.’98

Employer : M/s GAMUDA BERHAD, an *ISO 9002 accredited* Construction Company, Kuala Lumpur, MALAYSIA

Position : Senior Quantity Surveyor

Projects : Construction of 1,000 Bedded Teaching Hospital with 16 storied main hospital building having 223,000 m² floor area at Kuala Lumpur. Project Value US$ 128 million.

 Damansara – Puchong Expressway at Selangor, a Privatised expressway project continues from Damansara to Puchong . The project had involved extensive ground treatment, piling works, drains, embankments, retaining walls, culverts, over bridges tunnels and underpasses. A huge filling operation of over 3.6 million m³ and about 40 subcontractors was engaged for the project. Project Value: US$ 440 million

**From May ’89 to Oct. ‘95**

# Employer :SHAHEEDULLAH & ASSOCIATES LTD. a reputed Consulting Engineering Firm, Dhaka, Bangladesh.

# Position : Quantity Surveyor

# Responsibilities : Preparation of Tender Documents, analysing of rates of items

Preparation of Bill of Quantities (BOQ), Preparation of vendor lists, issuing RFQs

Technical evaluation of Bids and preparation of Techno-commercial recommendations in co-ordination in various engineering groups for process.

Monitoring Procurement Activities and Preparation of Control Documents, Preparation of Historical Cost Data.

Additional responsibilities included rendering assistance in preparation of project cost estimates and cost control statements to estimation and project management departments.

**From Jan. ’85 to April ‘89**

# Employer : ROPERTY DEVELOPMENT LTD.

Dhaka, Bangladesh

**Position :** **Quantity Surveyor**

**Responsibilities**  Preparation of Project budget

 Preparation of subcontract agreement

 Identified and verified variations and claims.

 Finalisation of subcontract and suppliers account.

Preparation of weekly and monthly project progress reports and attending meetings with the board of directors.

**From April ’81 to Dec.’84**

Employer : P.M CONSTRUCTION & TRADING LTD.

**Bandar Seri Begawan, BRUNEI**

**Position** **: Quantity Surveyor (Cost Engineer)**

**Responsibilities :** Preparations of monthly Invoices. Analysing of rates of items.

 Preparation of Variation Proposals and Claims.

 Evaluation of project cost. Finalising subcontractor’s and supplier’s account

**From Dec.’ 80 to March ‘ 81**

Employer :M.S. ISLAM LTD.

**Dhaka, Bangladesh**

# Position : Site Engineer

**Responsibilities :** Supervision and execution of the project activities

Preparation of weekly progress reports.

Measurement taking off

Preparation of material requisition (MR)

Follow up with the purchase department for materials

Deploying manpower and equipment as per schedule

Recording variations and correspondence, liaison with the client

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