# **CURRICULUM VITAE**

**I take pleasure to apply for the Post of SENIOR Q/S for Tender / Estimate Dept. / Senior Purchaser (Procurement) / MEP Coordinator in your esteem organization.**

Name : Shah

Nationality : Indian

Passport No : Valid up-to : 2021

Date of Birth : 17th March 1971, Age : 46 Years

Marital Status : Married, One Son

Driving License : Valid U.A.E License (Light Vehicle)

Email : [shah.376202@2freemail.com](mailto:shah.376202@2freemail.com)

Mobile : Whatsapp +971504753686 / +919979971283

* **QUALIFICATION:**

Bachelor of Commerce

Various Training Course for Computer

Site Management

* **EXPERIENCE:**

10 Years In India with various Industries looking after companies Sales / Administration / Accounts etc.

12 Years in UAE as Senior Quantity Surveyor in Tender Estimate Department for MEP Tenders Cost saving Control for ongoing projects & preparation of all contractual document. At Project Site Coordination, Procurement of Material / Equipment’s.

* M/s. Diplomat Engineering LLC – Sharjah
* M/s. JRK Technical Services LLC– Dubai
* M/s. Al Futtaim Carillion LLC - Dubai

* **TENDER / ESTIMATION / COSTING HANDLED FOR FOLLOWING PROJECTS:**
* Labour Accommodation for Al Naboodah at Sonapur.
* G + 3 Resi. Building at Umm Hurair for Al Mulla
* G + M + 7 Resi. Comm. Building at Bur Dubai for Al Mulla.
* Carrefore Hypermarkets at Century Mall, Mall of the Emirates, Mirdif City Centre @ Dubai, Bawabat Al Sharq Mall, Deerfield Mall @ Abu Dhabi, Fujairah City Centre @ Fujairah, Safeer Mall @ Ras Al Khaimah on Trunkey Basis.
* G + M + 17 Resi / Comm. Building at Al Nahda First, Dubai
* Fit-out works for Fitness Centre at Bur-Juman Centre and Gold Gym @ Itihad Mall, Salsa, Massimo Dutti, Zara, Diesel, Vergin, Paul’s Café @ Burjuman Centre & Chuck `E’ Chee’s Pizza Restaurant @ IBN Battuta Mall.
* Fit-out works for Gold Gym, Itihad Mall, Mirdif, Dubai
* Pullman Hotel Refurbishment work at Deira City Centre, Dubai.
* MEP work for IBIS Hotel at DWTC, Dubai.
* MEP work for Al Fattan Tower at Dubai Marina.
* G + 1 Villa (6 Villa) at Umm Suqeim & Al Manara for Al Mulla.
* G + 1 Villa (24 Villa) at Mirdif for Al Mulla.
* G+ 7 Grand Palace Hotel
* G + 7 Executive Office at Healthcare City
* The Emerald Palace Kempinski Hotel at Palm Jumeirah, Dubai.
* **TYPE OF WORK / ACTIVITIES / HANDLED FOR ABOVE PROJECTS:**
* Review / Study of Tender Documents.
* Floating Inquiries for Critical Items / Venders with relevant documents.
* Estimation / Costing for New MPE Project (Plumbing / Drainage / Fire Fighting) Quantities take off for Electrical / HVAC work.
* Handing over of Tender Documents, Estimation Costing Sheet to Project Team, once the Project awarded.
* Schedule of Material / Equipment Tracking Schedule.
* Schedule of Long Delivery Items.
* Schedule of Shop Drawing Tracking Schedule.
* Material / Drawing Submission as per Consultant Requirement along with compliance statement.
* Arranging Sample Board from Vendors, if required.
* Preparation of comparison statement of major equipment / material for price / delivery / service as per tender document.
* Preparation of Monthly Running Bill.
* Inspection of material on site with Consultant for claims.
* Raising Material Inspection Request / Inspection Request for work done at site.
* Coordinate of MEP works at site.
* Attend the weekly meeting with Main Contractor / Client & Consultant for the progress of work & site issues.
* Maintain & Record for daily progress on site.
* Timely supply of construction materials, tools, machinery, safety measures to taken before during & after construction activities.
* Maintaining all Project File.
* Prepare the Tender Documents for Sub-contractor.
* Preparation of O & M manual / handing over Project / Routine Maintenance During Defect Liability Period.

* **PERSONNEL DETAILS:**
* **Present Salary** : AED 7,500.00 + Transportation and benefit as per UAE Law
* **Expected Salary** : AED 10,000.00 Negotiable
* **Joining date** : One Month from Confirm Appointment Letter.