**Saqib Amin**

**Work Address: Post Box. 46575. Abu Dhabi United Arab Emirates**

**Permanent Address: P.O Chack Rawalakot Dist. Poonch Azad Kashmir Pakistan**

**Mobile: +971-566410715 Email:** **saqibamin34@gmail.com**

**Father Name Amin Ahmed**

**Date of Birth 05-12-1984**

**Nationality Pakistani**

**Passport No AK1203563**

**Marital Status Married**

**Driving License UAE & Pakistan**

**OBJECTIVES:**

 To extend my capabilities and expertise towards the development of the company.

 To fully utilize my learning enthusiasms on the evolution of my profession as Quantity Surveyor.

 To proliferate my knowledge on my fields of interest, Professions and Skills.

 To Advance in other fields as may beneficial to my profession and workmanship.

**POSITION DESIRED:**

  **Snr. Quantity Surveyor**

## WORK EXPERIENCES SUMMARY

 Around 14 years of Experiences as a Professional Quantity Surveyor:

 8 years Experiences in UAE as a Professional Quantity Surveyor in Building Construction.

 2 years &3 months Experiences in Saudi Arabia as a Professional Quantity Surveyor in Building Construction.

 3 years & 6 months Experiences in Pakistan as a Professional Quantity Surveyor in Building Construction.

**Good Knowledge of FIDIC & POMI (Contract Documents)**

## Professional Experience

1. **Jan 2013 –Up to Date Square General Contracting Co. L.L.C (sGCC)**

**Abu Dhabi (UAE). (**Working as Snr Quantity Surveyor**)**

1. **Project (Current) Residential / Commercial Building Project at Sector W59-2 Plot No.6 Abu Dhabi, UAE**

 **Client Private Department of H.E. Sheikh Mohammed bin Khalid**

 **Al Nahyan**

 **Consultant M/s. Golden Planners Consultants**

 **Scope of Work** The Project consist of the construction of 1 Basement Parking,

Under Ground Water Tank, Ground Floor, Mezzanine Floor 5 Floor Residential Flats & Roof, External Services etc.

1. **Project**  **Construct & Complete Deportation Prison Building Sharjah**

Cost of Project AED 302 Million

**Client** Ministry of Infrastructure Development - UAE

**Consultant** Carter Goble Associates Inc. Engineering Consultants

**Scope of Work** The Project Consist of the Construction of Dormitories (Male & Female), Officers and Staff Accommodations, Prison Central Management Building, Court Building, Kitchen and Laundry, Sewerage Treatment Plant, Services Building, Boundary Wall, Road & Paving Works including all Service.

1. **Project**  **ADCO Contract No.15426.01/EC10822**

**Construction of SE Infrastructure Expansion (Asab & Sahil)**

Cost of Project AED 325.375 Million

**Client** Abu Dhabi Company for Onshore oil Operations (ADCO)

**PMC** Al Thorat Consultancy

**Scope of Work** The Project Consist of the Construction of 8 Accommodation Block with 474 single staff rooms & 6 VIP Management rooms, Contractors Accommodation Building, Fully Fledged Clinic Building & Ambulance Block, Telecom Workshop Extension of Gymnasium Hall, Service Block, & External Works In Asab Oil Field & Administration Building, Clinic Building, Guard Room, Fire Station, Service Block &External Works in Sahil Oil Field.

1. **Project** **Works of Construction at Camp for H.Q. Air Force and**

**Defence – (CMW 12054- 001) Dubai**

Cost of Project AED 100 Million

**Client** M/S. UAE Armed Forces - Command of Military Works

**Consultant**  M/S. UAE Armed Forces - Command of Military Works

**Scope of Work** The Project Consist of Army Facilities, Light & Explosive Ammunition Stores, H.Q Building, Training Center, K-Span Parking Store, Service Bay, OR,s Accommodation, Officers Accommodation, Fully Fledged Sports Complex & Swimming Pool Bldg, Sub Station & External Works (Asphalt & Services)

1. **December 2011 –December 2012 Kadioglu Global Constructions (KGC)**

**Muzaffarabad (Pakistan). (**Worked as Snr Quantity Surveyor**)**

**Project** **Rebuilding Sustainable Communities: School Reconstruction In Pakistan**

Cost of Project: PKR 178 Million

**Client** Canadian International Development Authority (CIDA)

**Consultant**  CDM Smith

**Scope of Work** The Project Consist of the Construction of 14 School Buildings Including Ground+1st Floor & Roof for Primary & High School & Examination Hall etc. in 14 different locations.

1. **July 2009 – October 2011 Company Mastor S. Bin Saad Bin merfa (MSCO)**

**Jeddah (Saudi Arabia) (**Worked as Quantity Surveyor**)**

**Project Hotel Sham Apartment Jeddah**

Cost of Project SR 100 Million

**Client**  Abdul Aziz Bin Mastor

**Consultant** Abdul Rahman Al Naim Consultant Engineers

**Scope of Work** The Project consist of the construction of Hotel building Including 1 basement Ground Floor, Mezzanine Floor, Hotel 7 floors & Roof.

1. **Jan 2007 – Jan 2009 BIN MOSSA CONTRACTING Abu Dhabi (UAE)**

**(**Worked as Quantity Surveyor**)**

1. **Project Hotel Apartment Sayah Muhammad Musa Al-Qabasi**

Cost of Project AED 110 Million

**Client** Sayah Muhammad Musa Al Qubasi

**Consultant** Al Mashraq Consultants

**Scope of Work** The Project consist of the construction of 1 Basement, Ground Floor, Mezzanine Floor & 8 Floor Hotel & offices & Roof.

1. **Project Project Villa for Sheikha Mohammad Khelfan Baynouna Al**

**Kutaby Abu Dhabi**

Cost of Project AED 15 Million

**Client** Sheikha Mohammad Khelifan Baynouna

**Consultant**  M/S White Young Engineers

**Scope of Work** Project Consist of the Construction of Villa including 1Basment Including Swimming Pool, Jacuzzi, steam room, Ground Floor +1st Floor & Roof, Boundary Wall & Landscaping works.

1. **June, 2004 – Dec, 2006 HABIB RAFIQ (Pvt) LTD**

 **Islamabad – (Pakistan) (**Worked as Quantity Surveyor**)**

**Project Infrastructural Development of Defense Housing Scheme**

 **Phase – II Islamabad.**

 Client Defiance Housing Authority

**Scope of Work** Project Consist of the Construction of Road Work Drainage, Channel, Culverts, Under Ground Water Tank & Entrance Gate.

**Major Responsibilities**

**Commercial**

* Preparation and maintain Interim and final Quantity books.
* Ensure prompt and regular submission of main contract Interim & Final payment applications.
* Prepare & ensure that Subcontractor’s Monthly payment Certificate are in accordance with Subcontract Agreements and the approved drawings, and ensures the accuracy of the Calculations.
* Examine the contract documents contract agreement, specifications etc. on award of a contract and prepare Drawing comparisons for work execution on site.
* Identification & preparation of Variations.
* Identification & preparation of Claims.
* Prepare & update different Logs & Lists (Variation Log, IPC Log, SC Payment Log, Liabilities, etc.) on monthly basis.
* Budget Monitoring.
* Preparation of Monthly Financial Affairs reports.
* Preparation of bar bending Schedules.
* Preparation of Material reconciliation report of Project.
* Preparation of Material tracking logs.
* Monitor material wastage and ensure unused materials are returned to stock.
* Prepare the final account for the project and the Subcontractor’s to ensure the proper project closeout process.
* Preparation of BOQ recapitulation.
* Tracking & maintain scope changes of civil construction items and its effect on the overall project schedule.

 **PROCURMENT**

* Drafting the sub-contract suppliers LOI, s and Agreements.
* Analyze subcontract quotations and reconcile rates and conditions to the main contract, ensuring that budget constraints are adhered to.
* Preparation of Technical comparison of subcontractor & supplier quotations.
* Preparation of work packages to finalize the subcontract scope of work.
* Monitor the purchasing of materials; liaise where necessary with the procurement & Purchasing department.

**Professional Qualification**

* Three – Years Diploma of Civil Engineering (DAE)

From Punjab Board of Technical Education Lahore Pakistan

**Extra Qualification**

* One Year Diploma of Electronics

From Vocational Training Institute Islamabad Pakistan

* Six months Diploma of Survey Trade

From Punjab Board of Technical Education Lahore Pakistan

**Computer Knowledge**

* Operating System: Window 98, 2000, XP, Window 7, Window 8 & Window 10
* Costing: ERP System (X-Pedeon )
* Quantities Takeoff: PlanSwift, AutoCAD
* MS office (word, Excel, Power point, Access, Outlook)
* Planning: Primavera P6

**Languages**

English Fluent

Urdu Native

Arabic Working Knowledge

I declare that the above produced information is true to my knowledge.

**SAQIB AMIN**