***CURRICULUM VITAE***

Name: - **Saifee**

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CIVIL/CONSTRUCTION ENGINEER WITH HIGH EXPERTISE IN PROCUREMENT, COST ESTIMATION AND CONTRACTS MANAGEMENT WITH OVER 21 YEARS OF WIDE EXPERIENCE

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| Project/Tender Cost Estimation | Procurement & Sub Contracting | Contracts /Quantity Survey |
| Costing/Rate Analysis | Value Engineering |

1. Bachelors in Construction Engineering **(1st Class with Honors) University:** Mumbai (India); **Year**: 1997

***EDUCATIONAL QUALIFICATION***

# Post Graduate Diploma in Procurement & Contracts Management

## Westford School of Management; Edu Cal (UK) Year**: 2016**

1. **RICS Modules Study**
	1. Construction Law; 2. Civil Engg QS Practice; 3. Facilities Management

**University: READING (United Kingdom); Year**: 2010

***BRIEF CAREER PROFILE***

* Post Graduate Civil/Construction Engineer with over 20 years of work experience in wide

areas of Construction Projects mostly related to **High Rise Buildings**, **Airports/ Aerospace Industries**, Large Shopping Malls, Roads & Bridges etc.

## Wide experience in mostly commercial aspects - Preparing Complete Tender Cost Estimates, pricing direct & indirect cost items, approximate estimates of Man Hours, Plants & Equipment’s Costs, Preparation of Rate Analysis, Pricing PC Rate & Provisional Sum Items, Sub Contract Price adjudication etc. Preparing Budgets, Cash Flows, etc.

* Highly experienced in Procurement of Civil, Architectural, MEP packages including major Supply Materials, Equipment’s, Services etc. with
	+ Wide database and knowledge of Manufacturers/Suppliers/Sub Contractors all across GCC, Turkey, China, Europe & USA.
	+ Sound knowledge of Electromechanical and Interior Finishes Items
* Excellent knowledge of FIDIC Forms of Contract 1987 & 1999 (Red Book), INCOTERMS & UAE Civil Code, POMI and CESMM3 Methods of Measurement
* Expertise in preparing Value Engineering proposals for Major Items viz Façade & Glazing, Joinery & Wood works, Stone & Marble Finishes etc.

***EMPLOYMENT HISTORY -***

***WORK EXPERIENCE – UAE /KSA***

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| **Employment Duration** | Oct 2017 till Date | **Designation** | Procurement Manager |
| **Project** | Emaar Address & Il Primo Towers on Plot A1,A2,A3 & A4 at Mohd BinRashid Boulevard , Dubai Downtown |
| **Client** | EMAAR Properties |
| **Consultants** | WSP Parsons / Khatib & Alami |
| **JOB PROFILE*** Manage all Day to Day Procurement of Materials and Sub Contract Items based on Project Procurement Plan and Material Schedule.
* Procurement of all Major Supply Items like Ready Mix, Rebar, Formwork, Plaster, Blocks, IT Products and Computer Software’s etc
* Procurement of Major Sub Contract Packages in Main Contractor Scope major being Structural Steel, PT Slabs, Water Proofing, Chutes, BMU, Painting & Coating,
* Purchase of all Major Plants – (Tower Cranes, Hoists, GENSETS etc), Machineries and Vehicles (Buses, Cars etc) on Hire and rental basis.
* Procurement of Manpower on Supply & Sub Contract basis.
* Purchase of all Day to Day Site consumables –Hardware, Mechanical, Plumbing & Electrical Items, Power Tools, Safety & **SURVEY** Products etc
* Adjudicate all Vetting Sheets for Material and Sub Contracts pricing and decide on selection of Vendor prices and approx. discounts.
* Thoroughly evaluate all above pricing based on mentioned INCOTERMS and decide on final cost of ownership (TCO) including Supply, Delivery, Transportation, Insurance, freight, T&C, Warranty, guarantee cost etc.
* Prepare and finalize all Sub Contract, Supply and Service agreements in coordination with Contracts Manager.
* Managing a Team of Purchasers, Material & Procurement Engineers, Procurement Clerks etc.

Reporting to **Project Director** |

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| **COMPANY** | **T**0B **AV –Constructions**Dubai -UAE |
| **Employment Duration** | Aug 2015 tillSep 2017 | **Designation** | Tenders & Procurement Chief |
| **JOB PROFILE*** Review Tender Enquires received from various clients, consultants or main contractors and recommendation for quoting / regretting on such enquiries, in line with Company’s core business activities and current workloads.
* Review Tender Documents and delegate works to QS, Cost Estimators, and Procurements Engg etc.
* Attend Site Visits, Pre Tender & Post Tender Meetings with Clients / Consultants.
* Prepare and Manage all RFQ’s to be sent out for Pricing of major packages –Viz MEP, Façade, Carpentry & Joinery, Elevators etc. and analyze Technically & Commercially all offers received and prepare Vetting/Comparison table.
* Adjudicate all Vetting Sheets for Material and Sub Contracts pricing and decide on selection of Vendor prices and approx. discounts.
* Manage preparation of complete Tender Price Estimates, Rate Analysis for all BOQ Items, Provisional sum and Day work Items including for Plant and Machineries are in line with Project Schedule and Sequence and decide on Hire/Purchase Option and Value of Depreciation on Company owned Plants and Equipment’s.
* Make sure all Preliminaries cost on Staffing, Mobilization, Running Cost does commensurate with Project requirements and schedule.
* To hold meeting with Major Suppliers, Sub Contractors for work package of High Value and decide on Technical and Commercial terms prior to Tender Submission.
* Discuss VE Proposals, Proposed Schedule, and Technical and Commercial terms in above meetings.
* Upon completion of Final Costing, decide on mark ups, escalation and risk factors with Management and arrive on final Tender cost for submission.
* Attend all Negotiation and Post Tender Clarification meetings.
* Handover all Tender Estimates and Quotations files to project Manager on award of job.

Reporting to **Dubai Br Office Manager.*****ACHIEVEMENTS***Successful Handled Tender Estimation of Various Emaar Projects awarded.* Emaar Address Towers A2 A3
* Emaar ILPRIMO Project
* Bahrain International Airport # New Terminal 3
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| **COMPANY** | T1B AV –ACC –HLG Joint VentureJeddah –Saudi Arabia |
| **Employment** | July 2012 to | **Designation** | Senior Cost & Procurement Engineer |

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| **Duration** | July 2015 |  |  |
| **Project** | Air Craft Hangars - MRO Facility at King Abdul Aziz International Airport in Jeddah (Saudi Arabia) |
| **Value** | 3 billion SAR approx. |
| **Client** | Saudia AeroSpace Engineering Industries -SAEI |
| **Consultant** | Dar Al Handasah – Beirut office |
| **JOB PROFILE*** Review thoroughly all Contract Documents and verify all Tender Cost Estimates prepared on Concept Drawings, Tender Specifications and BOQ.
* Manage preparation of Design Cost Estimates for RCC, Masonry, Insulation and Finishing works based on approved Design Drawings and compare it with Tender Cost Estimates.
* Prepare Summary reports and submit to Commercial Manager and advise on Price fluctuation, quantity difference, missed Items etc.
* Prepare Project Budgets, Cash Flows, Forecast Future cost, Variations; submit profit/Loss value due to Cost escalation.
* Handled procurement of all temporary and permanent items and did successful sourcing of Construction Materials, Construction Chemicals, and RCC Items – rebar, Formwork, Ready Mix Concrete, Plants & Equipment’s Like TOWER CRANES, Mobile Cranes, and Compressors etc.
* Sourcing of Sub Contractors for Major Items like Road Works, Airport Taxi ways and Aprons, Site Infrastructure, car Park, Utility Shifting, Relocating, Removal of Asbestos Pipe Lines.
* Procurement of Major MEP Materials and Sub Contract works – Cables, GRP & HDPE Pipes and Fittings, Fire Alarm and Fire Fighting, Valves, Hydrants, Conduits etc in coordination with Electrical & Mechanical Works Manager .
* Manage all Submittals to Consultants for approval – Vendor PQ, Materials data sheets and rigorous follow up until final code 1 approval
* Review & Negotiate all Work Orders/Supply & Sub Contract Agreements prepared.

Reporting to **Commercial Manager*****ACHIEVEMENTS***Successful Handled Procurement of over 90 Large work Packages including Major Aerospace Related Items Sourced from USA/Europe.* + Aircraft Docking System
	+ Paint Booths
	+ Parts & Material Handling System
	+ Mechanical Items like AHU, FCU etc
	+ Electrical Items –MV & LV Transformers, MV & LV Switchgears etc
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| **COMPANY** | 2**T**B **AV –Constructions**Dubai -UAE |
| **Employment Duration** | April 2006 toFeb 2011 | **Designation** | Senior Proposal Engineer |

### JOB PROFILE

* Tendering & Estimation Job for upcoming, Commercial & Residential Building/Towers, Airports, Shopping Malls etc.
* Prepare Tender Summary, Conduct Site Visit and prepare detail Site Visit report on availability of access route, obstructions and hindrances, utility connections, etc.
* Attend pre bid meetings as and when called by Engineers /Consultants/Clients and raise relevant queries and record responses.
* Perform Rate Analysis for all items of Tenders as set out in the BOQ.verify the correctness and sufficiency of BOQ, raise relevant queries regarding omission, addition of Items and modify, amend the BOQ accordingly
* Perform All indirect costing for Personnel Cost, Site Mobilization, Site running expenses, Construction Equipment’s, Tools & Plants, Safety and Quality Costs as per compliance set out in the Contracts.
* Prepare Preliminary project cash flow in line with Tender Programme for costing of Bonds and Insurances, Bank Guarantees etc.
* Through study of Tender Particular and General Conditions of Contract, Prepare Tender/Pre Contract Qualifications in line with corporate policies, applicable laws and standards.
* Review thoroughly all Addendums issued and incorporate the all amendments as to original issued tenders and request for reasonable time extensions from time to time.
* Prepare Final Cost Tender Estimates and manage full tender submission along with Tender Bond on prescribed date and time
* Coordinate with the Project Management Team for all procurement activities for all major & minor sub-contracting works upon award of jobs.
* Handled procurement of all major items viz Rebar, Ready Mix, Water Proofing, Post Tension Slabs Plants & Machineries etc in coordination with Project Managers.

Reporting to **Proposal Manager**

#### ACHIEVEMENTS

Successful Estimation & Procurement of all High Rise building projects listed below.

* + 101 Floors Hotel Tower at Dubai Marina (AED 765 Million)
	+ Ubora Towers at Business Bay (Value AED 740 Million)
	+ Emirates Financial Towers at DIFC (Value AED 440 Million)
	+ Sky View Tower at Dubai Marina (AED 140 Million)
	+ Sulafa Tower at Dubai Marina (AED 440 Million)

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| **COMPANY** | 3AB L SAHEL CONTRACTING CO. LLC,4DB UBAI-UAE |
| **Employment Duration** | 04/03 to 04/06 | **Designation** | JR ESTIMATOR/QUANTITY SURVEYOR |
| **JOB PROFILE*** Study of Tender Drawings, Specifications, Quantity take-off for High Rise, Multi Storey Residential & Commercial Buildings, Hotels, Shopping Malls, Supermarkets, Automobile showrooms, Warehouses, Residential Township, Factories etc.
* Prepares technical queries/correspondences to Consultants, receive clarification etc.
* Send Enquiries, receive and do analysis of Suppliers & Subcontractors Quotation. Prepare List for Materials & Civil Works.
* Perform Rate analysis; prepare draft Estimate/dry cost, Preliminaries for the tenders (using CCS software) in co-ordination with Senior Estimator.
* Complete Involvement in Procurement of Sub Contractors/Suppliers for all the ongoing projects
* Procurement of all POST TENSION materials & equipment’s from International Market for the in house Post Tension Unit. Preparing of L/C follow up for Bank documents etc.
* Involved in preparation of Work Schedules and methods as per Conditions of Contract & Specifications

Reporting to **Tendering Manager*****ACHIEVEMENTS***Successful Estimation of all High Rise building projects listed below.* + Volks Wagon Customer Center (World’s Largest)
	+ 2B+G+9-Residential & Commercial Building at TECOM
	+ 2B+G+M+7-Residential & Commercial Building at Al Muraqqabat for Dubai Real Estate Dep’t
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***WORK EXPERIENCE –INDIA***

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| ***EXPERIENCE - WORLD BANK AIDED PROJECT*** |
| **COMPANY** | B5B innie & Partners (India) Ltd |  |
| **Employment Duration** | Dec 1996 To Feb 1997 | **Designation** | Vocational Trainee Engineer |  |
| **Project** | Construction of Marine Outfall for Sewerage disposal through a Bored Tunnel. |  |
| **Client** | Dyckerhoff & Widman –DYWIDAG (Germany) | **Project Value** | US $ 100million |  |
| **WORK EXPOSURE**1. Control Blasting For Excavation
2. Tunnel Boring Using TBM Machine
3. Tunnel Lining By Precast Segments
4. Mass Concreting, Steam Curing, Etc.
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| **COMPANY** | 6SB HAPOORJI PALLONJI & CO LTD, MUMBAI-INDIA |
| **Employment Duration** | Sept 1997 toApril 1999 | **Designation** | ASSISTANT ENGINEER (TENDER) |
| **JOB PROFILE*** Quantity take-off for Highways, Express Roads, Flyovers, Bridges, Jetty’s & other infrastructure projects.
* Carry out Site Visits, Prepare Site Visit Reports, Attend Pre Bid meetings, Preparation of Pre- Qualification Documentation, Joint venture agreements with foreign partners.
* Float Enquiries, Receive and do analysis of Suppliers & Subcontractors Quotation.
* Co-ordination with all Joint Venture Partners
	+ **LEIGHTON GROUP of Australia**
	+ **INTERBETON of Netherlands**
	+ **ECON of Singapore**
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| **ACHIEVEMENTS**Quantity take-off for Successful Tender worth over **Dhs 150 million*** Bombay Pune Express Highway project from Adoshi to Long Tunnel near Khandala
* **Also Participated in Tenders for other Prestigious Infrastructure Projects**
	+ Various Flyovers In Mumbai
	+ Delhi Metro Rail
	+ North South & East West Corridor
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| **COMPANY** | 7VB MC Construction Private Limited. |
| **Employment Duration** | May 1999 To May-2001 | **Designation** | SITE ENGINEER |
| **Project** | Four Lane Bridge Across River using Pile Foundation including 2kmApproaches. |
| **Consultant** | N.D.Lea Associates-Canada | **Project Value** | INR 130 Mn |
| **JOB PROFILE*** Involved in day to day supervision of Concreting, Piling, Shuttering, Formwork & Post Tensioning work for girders.
* Quantity Take off & Monthly billing work for Client & Subcontractor’s
* Co-ordination with Clients & Consultants Engineer’s & Sub Contractor’s.
* Responsible for all Quality Control measures viz Cube testing, Sieve Analysis, Record Batching plant Mix details also prepare Mix design trials for High Strength Concrete for Girders
* Deputed for Testing of **Elastomeric Bridge bearings** & **HTS Steel** in manufacturer’s Laboratory
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| **COMPANY** | 8EB CON GROUP -SINGAPORE |
| **Employment Duration** | Aug 2001 To Feb 2002 | **Designation** | Planning Engineer |
| **Project** | Construction of Breakwater for Petronet LNG Terminal in DAHEJ- INDIA. |
| **Client** | BALLAST NEEDAM INTERNATIONAL | **Project Value** | US $ 100million |

**JOB PROFILE**

* Explore for Quarries for Rock material, aggregates and prepare cost report for the same including lead, lift, hauling, transportation royalty cost etc.
* Prepare schedule for materials required as per size and required specification.
* Prepare requirements for equipment’s required for rocks transportation, delivery and subsequent.
* Prepare schedule for requirements of pre cast Accropodes at site casting yard, rate analysis, and cost of setting up batching plant, forms, curing, stacking, handling and delivery.

***PERSONAL DETAILS***

**Date of Birth :** 3rd September 1974

**Nationality :** Indian

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**Marital Status :** Married

**Languages known :** English, Hindi, Arabic, Gujarati

**Driving License :** Valid UAE Driving License.

**Permanent Residence :** Mumbai \_India

***PUBLISHED ARTICLES***

Articles Published in ***Construction Week*** Magazine

* 3h0T [ttp://www.constructionweekonline.com/article-7806-reduce-risks-with-pre-co](http://www.constructionweekonline.com/article-7806-reduce-risks-with-pre-contract-)n[tract-](http://www.constructionweekonline.com/article-7806-reduce-risks-with-pre-contract-) qualifications/30T
* <http://www.constructionweekonline.com/article-30952-shariah-compliance/>
* 3h0T [ttp://www.constructionweekonline.com/article-33756-the-art-of-avoiding-co](http://www.constructionweekonline.com/article-33756-the-art-of-avoiding-contract-conflict/.30T)nt[ract-conflict/](http://www.constructionweekonline.com/article-33756-the-art-of-avoiding-contract-conflict/.30T).30T
* h30T [ttp://www.constructionweekonline.com/article-42476-comment-never-accept-poorl](http://www.constructionweekonline.com/article-42476-comment-never-accept-poorly-drafted-)y-d[rafted-](http://www.constructionweekonline.com/article-42476-comment-never-accept-poorly-drafted-) contracts/3.0T

***ADDITIONAL CERTFICATIONS***

* CERTIFICATION for attending 4 days Seminar cum Workshop on ‘**Advanced Estimation for**

### Large and Complex projects in Doha’ -QATAR

* CERTIFICATION for attending Seminars & Workshops on APPROACH TO PROACTIVE CONTRACTING organized by IIR Middle East.
* CERTIFICATION for attending Internal Auditor Training Course (based on IS0-9001:2000) – BVQI, Abu Dhabi.
* Member of AACE – The Association for the Advancement of Cost Engineering.

***HOBBIES***

* + Photography
	+ Traveling
	+ Reading

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