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| **NAVEED**  [**Naveed-392995@2freemail.com**](mailto:Naveed-392995@2freemail.com)  **Visa Status: Visit Visa**  **Career Objective** | C:\Users\Admin\Desktop\Untitled-9.jpg |

Organized, diligent and skilled civil Engineering professional with extensive experience 14+

 years in handling major construction projects with reputed establishments in Oman and India. proven expertise in executing, estimation & quantity surveying a wide variety of civil methodology in the areas of hospital, police stations, vehicle inspection buildings, college buildings, where house industrial buildings( steel structures), high rise building, etc. possess  a long track record of ensuring timely completion of a number of projects with the highest quality. Within budget by effectively organizing,  managing and utilizing all the available resources; Always willing and wanting to be associated with all aspects of the project cycle and confident of delivering high end projects; strong work ethics with the ability to work under the pressure and take on difficult and complex challenges. In pursuit of new endeavors, to utilize the acquired skill and competencies gained over the years.

**Professional Experience**

**Al Khalili Construction L.L.C, Oman Feb 2016-Jan 2019**

**Designation: Assistant Project Manager & Procurement In charge.**

**Duties & Responsibilities**

* Arranging material & manpower for as per site requirement & Monitor adequacy of resources and equipment.
* Coordinating with purchase department and site material inspection authorities in ensuring proper inspection of all incoming materials, rejection of material if not complying with standard etc. & advised on procurement strategy.
* Attending meeting with consultants / client for above projects.
* Well versed in swiftly ramping up project in close co-ordination with project MEP teams, clients, consultants & contractors and ensuring on time deliverables.
* Identify opportunities to reduce complexity & cost.
* Improve on cost & productivity awareness amongst the sub agencies.
* Collaborating and interacting with construction teams, outside project developers and consultants; leading and directing onsite construction teams.
* Conducting daily meeting with site staff to organize work for the day and next day.
* Prepares & review final handing over documents (As built, Operation manuals, certificate of origins, & warranties)with all suppliers & subcontractor involved

**Project Handled**

* Operation Tower at MOD Musannha.
* Vehicle inspection Facility at Bidiya @ Oman. (ROP)
* Vehicle inspection Facility at Dibba @ Oman . ( ROP)
* Royal court affairs, (DEWAN). Royal estates Salalah @Oman.

**Al Khalili Construction L.L.C, Oman Apr 2011-Jan 2016**

**Designation: Civil Project Engineer & Quantity Estimator.**

**Duties & Responsibilities**

* Ensure the technical integrity of the project including compliance with the project scope, project specifications, accepted good engineering practices, consultant and clients work processes, project schedule and overall budgets.
* Maintain proper records for additional works.
* Supervising Technical issues like fixing of dry wall partition using Gyp roc System, gypsum board, fixing cornice, wood works , acoustic ceiling installation, Steel cutting bending , foam work & scaffolding staging works etc.
* Conducted regular site inspections to ensure compliance safety standards & maintaining the quality of works.
* prepare tender and contract documents, including bills of quantities with the architect and/or the client
* Provided technical support and guidance to internal engineering staff.
* Well versed in executing and spearheading construction project involving contract administration with flair for adopting modern methodologies in compliance to quality standards.
* Involve in pre –tendering, post tendering & post construction activities.
* Assists estimating managers by checking all BOQ’s –quantity estimations & contract documents needed during tendering & constructions stage.
* Prepare work program & monthly progress reports with site photos for payment application.
* Perform risk, value management and cost control & Maintain awareness o the different building contracts in current use.

**Project Handled**

* Tertiary care clinic at Salalah.(MOH)
* Construction of New Masirah hospital.(MOH)
* Rest area at Sur to Quriyath road. (MOT)
* Ware House project (MOD)

**The Design Architects & consulting**

**Engineers, India Nov 2006-Mar 2011**

**Designation: Civil Site Engineer & Quantity surveyor.**

**Duties & Responsibilities**

* Conducting daily meeting with site staff to organize work for the day and next day activities.
* Coordinating with approved laboratory to follow up material testing reports to submitting clients and consultants.
* Develop contacts with senior staff, directors and other influential staff within each account during the implementation phase.
* Prepares civil Architectural, Structural & MEP drawings designs using AutoCAD for approval.
* Provide recommendations and institute measures for improvement by modification to operating procedures/work instructions.

**Project Handled**

* Sohar extended Health center. (MOH) Oman.
* International Marie time College at Sohar.(MOE)Oman.
* Commercials Buildings & Villa projects in Mangalore India.Oman.

**Nature of Responsibilities**

* **Civil Works (**Slab scaffolding layout, MEP openings coordination drawings, block layout, foundation works , foam works & reinforcement works etc.
* **Exterior & Interior Works**  ( Floor & Wall ceramic/Marble Or granite layout & fixing, false ceiling with MEP fixtures, wall partitions, wall cladding, preparation & Painting work & other decorative work.
* **M.E.P Works**  ( Electrical, drainage, water supply, fire alarm, telephone above & below ceiling works etc.
* **External Works:** Manhole, storm water line, covered car parking, helipad work, curb stone & Interlock fixing, cable laying encasing & ducting boundary wall, fencing & asphalt works etc.
* Develops project objectives by reviewing project proposals and plans; conferring with management.
* Determines project schedule by studying project plan and specifications; calculating time requirements; sequencing project elements.
* Maintains project schedule by monitoring project progress; coordinating activities; resolving problems. Controls project plan by reviewing design, specifications, and plan and schedule changes; recommending actions.
* Maintains safe and clean working environment by enforcing procedures, rules, and regulations. Contributes to team effort by accomplishing related results.
* Controlling cost without any wasting material, manpower and machinery along with quality work.

**Educational Credentials**

MBA in Project Management from M G University, India in 2017.

Civil engineering from Wedha Vishwa Vidyalayam, India in 2004.

**Technical Skills**

Auto CAD Software (2004 up to 2014 version)

MS Office (Excel, Word & Outlook), PDF, ADOBE ACROBAT etc…

**Personal Profile**

Nationality : Indian

Date of Birth : 20 May 1983

Sex : Male

Marital Status : Married

Languages known : English, Hindi, Urdu, Arabic and Malayalam.