

CURRICULUM VITAE

Name : **Eng. Mohammed Abdul Haneef**
Age : 34 Years
Nationality : India
Religion : Islam
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Position Applied : **Operations Manager & Projects Coordinator**

Total Experience : **11 years.**

Experience Overview :

More than 11 years of extensive experience in Planning, Quantity Surveying, Estimations & Operations for Civil Engineering Infrastructural, Industrial, Commercial & Residential Projects (Power Plants, Sub Stations, Industrial & Housing Projects), thorough and practical understating of construction methodologies and cost inputs. Wide Knowledge of Estimates, Engineering Works, Schedules, Proposal, Purchasing, Subcontracting, Price Negotiations, Safety & Licensing. High proficiency in using MS Office Professional Products & Candy Construction Computer Software for Estimation.

Hands on Experience in Project Planning & Scheduling, WBS, Bill of Quantities, Construction Claims, BOM's, Preparation and Verification of Interim & final Payment Certificates, Variation Orders and Change Orders. Firsthand knowledge of different products and systems available for each function / use in Construction industry. Interact with vendors and agents of building materials and MEP products to obtain information on latest products and prices.

Education:

- ✓ Bachelor's Degree in Civil Engineering – India.

Codes of Practice:

- ✓ Well versed with Principles of Measurement (International Standards) for Works of Construction from the Royal Institution of Chartered Surveyors, London.
- ✓ Well versed with ASTM Standards & Requirements.
- ✓ Well Versed with Code Divisions & Engineering Schedules.
- ✓ Preparing for Quantity Surveyor Membership from Royal Institute of Chartered Surveyors (MRICS)
- ✓ Preparing for FIDIC Contracts Certification

Computer Skills:

- ✓ Well familiar with Micro Soft Office Management “Excel and Word”
- ✓ Well Familiar with Auto-CAD 2D & 3D
- ✓ Candy Construction Computer Software for Estimation.

Employment History in Saudi Arabia:

- 1. Employer Current : Precast Building Systems Co. Ltd**
 - Location : Industrial City - 2, Dammam - Saudi Arabia.
 - Position : Operations Manager & Projects Coordinator
 - Duration : 17th Sep 2018 – Present
- 2. Employer Previous : Diversified Lines for Petroleum Services Company**
 - Location : Abqaiq, Saudi Arabia.
 - Position : Sr. Estimations & Quantity Survey Engineer
 - Duration : 7 Months (15th Feb 2018 – 10th Sep 2018)
- 3. Employer Previous : Arabian BEMCO Contracting Co. Ltd.**
 - Location : Jeddah, Saudi Arabia.
 - Position : Sr. Quantity Surveyor – Civil Engineer
 - Duration : 6.5 Years (21st August 2011 – 05th Feb 2018)
 - Projects : Power Plants (SEC), Sub Stations (SEC), Jizan Gasification Combined Cycle (ARAMCO) & Housing Projects (SBG)

Job Responsibilities:

- Managing all Operations as per approved Schedules for both Production & Installation.
- Responsible for Overall Project & Commercial Coordination with Clients and Sub-contractors.
- Preparation of Project Schedules, WBS, Procurement & Execution Plans.
- Preparation of Interim and Final Payment Certificates.
- Preparation of Bill of Quantities as per the drawings and Specifications.
- Preparation of Tenders/Quotations based Tender documents/Information received.
- Preparation of Tender documents, specification and contract conditions as per project requirements and company policies.
- Preparation of Variation Orders and Change Orders as per the actual work done on site.
- Follow-up with clients for the payments against approved submitted Invoices.
- Monitor on-going projects by preparing “Project Status Reports” to be reviewed and validated by the General Manager/CEO.
- Preparation of Companies Turnover Reports Monthly, Quarterly and Annual – Sales & Revenues.
- Preparation of Inventory Reports.
- Undertaking feasibility Studies.
- Liaise with Contractors, Suppliers and Clients to ensure information provided on costs and values meets the requirements of the Project/ Contract.
- Verification of Payment Certificates, Valuations and BOQ’s received from Sub-Contractors.
- Preparation of materials, equipment’s and manpower requests for procurement.
- Complete Study for the Project Scope of Works, Project General Information & Other Tender Documents.
- Review of Specs, Drawings and BOQ for clear understanding of Project scope, which helps in reviewing / preparing the effective Budget Amount for Work Breakdown Structure WBS.
- Compile previous and current tender unit rates to be used as a benchmark for Current and

future estimates.

- Preparation of Cost Estimate Comparison between Budget Estimate & Actual Cost.

Employment History in India:

1. **Employer** : **KCP Projects Limited**
Location : Hyderabad, India.
Position : Quantity Surveyor
Duration : July 2008 to June 2011.

Duties Performed:

- Checking of Weekly and Monthly Site Progress report for payment purpose.
- Checking and Verification of Monthly Draft Progress Payment Invoices of Contractor.
- Verifying the Substantiate Documents related to the Payment as per the Contract.
- Checking and Verifying the Variation Orders Quantities and Prices.
- Attending meetings with PMC & Sub Contractor, Raising Questions to Sub Contractor regarding the irrelevant pricing without any supporting quotations, if any new items involved in the Variation Order.
- Preparing Bill of Quantities for Variation Order (Using Excel) as per the drawings and specifications in accordance with the Principles of Measurements (International Standards)
- Preparation of Material & Labor (Construction) Rate Analysis.
- Comparison of Pricing between Contractors Quotation and our prepared Cost Estimate.
- Evaluation of Variation Order and Preparing the Cost Impact.

Passport and Other Information:

Passport Number : N4016354
Date of Birth : 16th Feb. 1987
Passport Expiry : 09th Mar 2026
Marital Status : Married
Iqama Number : 2311151423 (Residence ID/ Permit - KSA)
Iqama Expiry : 30th August 2021
Driving License : Saudi Arabia & India.

Declaration:

I solemnly declare, all the above mentioned information is correct to the best of my knowledge and belief.

N.B.: This is an electronic copy of my CV, thus, does not require any signature.

Written and Arranged by

Mohammed Abdul Haneef
July 2021
Al Khobar - KSA