



MUHAMMAD NOMAN

Professional Experience

Quantity Surveyor - Building & Infrastructure
Northern Emirates

09 years
01 years in (CRC)

Nationality

Pakistani

E-Mail:

nomanbwp.786@gmail.com

Cell #:

+971-52-6184108

+971-55-4815985

Profession

Civil Engineer/Quantity Surveyor

Specialization

Quantity Surveying

Education

- (DAE). in Civil Engineering from Punjab Technical Board Lahore Pakistan, 2012.
- (DAE) in Civil Surveying , from Pakistan Technical institute Lahore Pakistan, 2003.
- (B.A) Bachelor of Art's , from Allama Iqbal Open University Islamabad Pakistan, 2009

Languages

Urdu : Mother Tongue
 English : Spoken: Good
 Reading: Good
 Writing : Good
 Arabic : Spoken: Good
 Reading: Good
 Writing : Good

Key Qualifications

- Proven ability to collect consolidates, organize and prioritize project requirements.
- Dedicated individual; achieving a reputation for consistently going beyond what is required.
- Detail oriented and resourceful in the completion of projects with ability to multi task and meet strict deadlines.
- Highly regarded for a proactive attitude and an ability to think laterally, providing ideas and solutions.
- Highly organized, systematic and can work in demanding time schedule with minimum supervision.
- Flexible, fast learner, highly motivated and always a team player.
- Fluent in both oral and written communication skills.
- Adopt a creative approach to problem solving through use of excellent analytical skills .

Competency

- Understand and apply the standard method of measurement relevant to the area of practice
- Quantify, enumerate and measure.
- communicate effectively, orally, in writing and with visual aids.
- identify and assess problems and find innovative solutions .
- understand the role and motivation of others and participate in professional and inter-professional teamwork .
- understand the role responsibilities and legal liabilities of Quantity Surveyors in matters of practice .
- understand the role and motivation of others and participate in professional and inter-professional teamwork

Experience Record

- 2016—Present: Engineering Construction & Reconstruction Co. (Dubai).
Position : Quantity Surveyor (Dubai).
- 2015—2016 : Global Associates (Pvt) ltd Islamabad-Pakistan .
Position : Project In charge (Pakistan).
- 2013—2015 : Saudi Pan Kingdom (SAPAC)-(KSA).
Position : Quantity Surveyor/Project Coordinator (KSA-JEDDAH).



- 2011—2013 : UCC Engineering (Pvt) Ltd. Islamabad-Pakistan
Position : Site Engineer Civil (Islamabad, Bahawalpur).
- 2007—2008 : National Rural Support Program (NRSP) -Pakistan
Position : Site Supervisor Civil (Bahawalpur).
- 2003—2006 : Husnain Cotex (Pvt) Ltd-Pakistan
Position : Land Surveyor Civil (Bahawalpur).

Responsibilities.

- Preparation of contracts, including details regarding quantities of required materials.
- Analyzing the completed work and arranging payments to suppliers and contractors.
- Allocating upcoming work to contractors.
- Ensuring that construction costs and production are managed as efficiently as possible.
- Allocating the work to sub-contractors.
- Preparing bar bending schedule of reinforcement.
- Handling of work at site.
- Check out the problems of work at site and resolving issues.
- Site measurements.
- Analyzing outcomes and writing detailed progress reports.
- Understanding the implications of health and safety regulations.
- Preparation of (IPC's) Interim payment certificate on monthly bases.
- Preparation monthly progress report of project.
- Preparation of cost estimates for new work and send to the consultant for approval.
- Liaising and Coordinating Consultant Engineers.
- Preparing and check out subcontractors bill and work done.
- Preparing shop drawings of work.
- Preparing Revised BOQ's of project and send to Consultant for approval.
- Site visits, assessments and projection for future work.
- Preparation and issue of contractual letters to clients and / or sub-contractors.

Projects Involved.

- **Major Projects .**
- **Akoya Oxygen Phase-3 Cluster G2 – Pacifica– UAE** (February 2016 to Present).
Working as an Quantity Surveyor in the construction industry of the above contract. The Project is Comprises of:
107 Groups & 640 Villas.

Other Company:

2015—2016 : Global Associates (Pvt) Ltd Islamabad-Pakistan .
Position : Project In charge (Pakistan).



Responsibility

: Monitors and directs, in collaboration with PTM, (Project Management Team), and all site activities to ensure objectives are accomplished with the prescribed time frame and budget parameters. Manage changes to Engineering scope and assist in obtaining written client approval on all changes before proceeding with work. Prepare report for corrective actions if project becomes behind schedule or overspend budget, and present to General Manager with recovery plan. Assess and review the project key performance indicator to determine accurate status of project, making tactical decision for allocating resources, and assigning staff requirements to maintain project on target.



2013—2015 : Saudi Pan Kingdom (SAPAC)-(KSA).
Position : Quantity Surveyor/Project Coordinator (KSA).



Responsibility:

- : Preparation of (IPC's) Interim payment certificate on monthly bases.
- Preparation monthly progress report of project.
- Preparation of cost estimates for new work and send to the consultant for approval.
- Liaising and Coordinating Consultant Engineers.
- Preparing and check out subcontractors bill and work done.
- Preparing shop drawings of work.
- Preparing Revised BOQ's of project and send to Consultant for approval.
- Site visits, assessments and projection for future work.
- Preparation and issue of contractual letters to clients and / or sub-contractors.
- Analyzing the completed work and arraigning payments to suppliers and contractors.
- Allocating upcoming work to contractors.
- Ensuring that construction costs and production are managed as efficiently as possible.
- Allocating the work to sub-contractors.
- Preparing bar bending schedule of reinforcement.
- Handling of work at site.
- Check out the problems of work at site and resolving issues.
- Site measurements.
- Analyzing outcomes and writing detailed progress reports.
- Understanding the implications of health and safety regulations.

2011—2013 : UCC Engineering (Pvt) Ltd. Islamabad-Pakistan
Position : Site Engineer/(Bahawalpur Islamabad).



Responsibility:

- : Setting out the work in accordance with the drawings and specifications Liaising with the project planning engineer regarding construction programs.
- Checking materials and work in progress for compliance with the specified requirements.
- Observance of safety requirement.
- Resolving technical issues with employer's representative, suppliers, sub-contractors and statutory authorities.
- Quality control in accordance with procedures method statements, and inspection and test plans, all prepared by project management team and by sub-contractor.
- Liaising with client and their representative (architects, engineers, and surveyors) including attending regular meetings to keep them informed of progress.
- Liaising with company or project purchasing department to ensure that purchase
- Supervising and counseling the junior or trainee engineers.
- Measuring and valuation (in collaboration with project quantity surveyor where appropriate).
- Providing data in respect of variation orders and site instructions.
- Resolving any unexpected technical difficulties and other problems at site that may arise.
- Preparing record drawings, technical reports, site diary.
- Providing data in respect of variation orders and site instructions.
- Resolving any unexpected technical difficulties, other problems at site that may arise.



2007—2008
Position

: National Rural Support Program (NRSP) -Pakistan.
: Site Supervisor Civil (Pakistan).



Responsibility :

Assist the project manager in formulation of overall program and programs for each section of the work to be completed.
Participating in reviewing the programs on a weekly basis with the project manager. Ensure the agreed program met the each component of the project and report any variances to the project manager.
Ensure that all aspects of site and work to be completed is consistent with the agreed project safety plan.
Carry out the safety induction for all employees and sub-contractor.
Ensure workers are qualified to undertake the assigned to them.
Ensuring that equipment used on site is in a safe operating condition.

2003—2006
Position

: Husnain Cotex (Pvt) Ltd-Pakistan.
: Land Surveyor Civil (Bahawalpur).



Responsibility :

: Uses of surveying instruments and tools to produce road layouts.
Perform construction surveys to establish lines and grades within the construction site. Keep good daily written records of work performed written record to Office Project Department.
Provide Topographic surveys of construction site areas & by the survey data's can provide horizontal and vertical profile of the roads.
Provide calculations and records in support of all survey activities.
Lead others in survey work and make computations for survey.

Technical Skills

- MS Office (MS Word, MS Excel, & Power Point,)
- Land desktop civil 3D Software for Road Works.
- Earth Work Software for Roads Earth Works.
- Installation of Software & Drivers & Windows.
- AutoCAD14, AutoCAD2004, AutoCAD2006, AutoCAD2007, AutoCAD2008. AutoCAD2009 & 2016.
- Plans, Elevations & X-sections of buildings.
- Alignment, X-sections & Profile of Roads & all types of Structures .
- Data transfer AutoCAD to Excel & Excel to AutoCAD.
- Planning and activities related to a new project implemented.
- Using of Google sketch up (3D