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| **CURRICULUM VITAE** |
| Engr-Abdul-Hameed-Pic001.jpg**Skype ID: hameed.meer** | * B. Tech. - Civil Engineering
* 25 years excellence in 5 Countries
* 13 yrs in GCC (Qatar, Oman KSA & Bahrain)
* Technical & Commercial acumen
* Construction of Residential, Commercial, High rise Buildings, Roads, Highways, Culverts, Airport utilities, & Hard/Soft Landscape works
* Managerial & Leadership qualities
 | Career Vision: To work in a challenging environment demanding all my skills & talents, to explore & adapt myself in different roles; in order to complete the projects within the time and cost.Contact # 0091 7207640572 E-mail: hameed.meer@yahoo.com  hameed.meer40@gmail.com |
| Full NameNationalityEducationDesired EmploymentPositions HeldComputer SkillsCivil Engineering SkillsLanguagesConstruction CategoriesWork ExperienceMain Activities & responsibilities (summarizing in all the roles held) | Abdul Hameed MeerIndian* B.Tech – Civil Engineering from Jawaharlal Nehru Technical University, Hyderabad (1985-89)

(UAE Attested)* Diploma in Computers

Challenging position in construction that suits to my experience and talentProject Manager – Projects Coordinator – Senior Site Engineer – Contracts Manager – Quantity Surveyor – Procurement Engineer – Claims, Invoicing – Estimation MS Office (Word, Excel, PPT), AutoCAD, AutoDesk Quantity Takeoff-2013, MS Project 2010/13Project Execution, Control, Management, Construction, Site Engineering, Technical Office Management, Contracts Management (FIDIC), Quantity Survey (RICS), Estimation, Tendering, Procurement & QA-QCFamiliar with POMI, CESMM, SMM7, NRM1 & NRM2.English, Hindi, Arabic (basic)Residential Villas, Commercial, Industrial, Multi-use Buildings, Schools, Hospitals, Hotels, Mosque, High-rise Buildings, Roads, Highways, Culverts, Airport Utilities, Water Networks, Hard/soft Landscape works25 years (including 13 years in Saudi, Oman, Qatar & UAE)BAHRAIN**Employer: Luqman Al Haddad Contracting (www.tccwll.com)** Role: Construction Manager Project Value=BD10mProject: 288 Nos. of Housing Units at Salmabad, Ramli, for Ministry of Housing, BahrainConsultant=Ministry of HousingQATAR**Employer: Qatar Infrastructure Company WLL (**[**www.Talebgroup.com**](http://www.Talebgroup.com)**), Doha, Qatar (Nov 2012 – Sep 2016)**Role: Projects Coordinator (Contracts, Claims, Sub-contracts, Procurement)1) The PEARL-QATAR – Medina Centrale – Hard/Soft Landscaping, Project Value=QR 35m 2) Qatar Dev. Bank (QDB) (Qatar Business Incubator) @ Industrial Area – Project Value = QR 62m 3) Pneumatic Waste collection System @ Lusail (Parsons, Marafeq) Project Value = QR 34m 4) Construction of Residential Villas at Abu Hammour – Project Value = QR 143m5) Construction of Mansoorah Hotel Building (G+7)**Employer: Group 3 Contracting WLL, Doha, Qatar (Apr 2012 – Jun 2012)**Role: Senior QS ManagerProjects: 1) WOQOD Vehicle Inspection & Fuel Station at Al Wakra  2) Barwa Al Baraha Infrastructure Project 3) Qatar Armed Forces  4) Hammad Medical City (Demolition, Post-tensioning & RC works) 5) Perilita Garden Villas (Pearl Qatar) OMAN**Employer: Desert Line Projects LLC) Muscat, Oman (May 2008 – Jul 2011)**  (specialized in Roads, Highways, Culverts, Airport utilities)Role: Senior Project Engineer Project: 1) Relocation and Construction of Internal Roads and Utilities @ Muscat International Airport (Royal Oman Air Force-RAFO)- Value: Omani Riyal 40 million2) Wattayah Internal Roads3) Nizwa – Sumail Highway4) Ras Al Hadd Airport5) Duqm International AirportSAUDI ARABIA**Employer: Tannah United Company, Riyadh, Saudi Arabia. (from June 1999 - April 2002)**Role: Project ManagerProject: KAUST – Kind Abdullah University of Science and Technology, JeddahTannah is both Main Contractor & Sub-Contractor; it did various sub-contract works for Saudi Oger; it worked for various commercial & residential apartment constructions. And King Abdullah University of Science and Technology (KAUST), Jeddah, KSA is one of prestigious projects I worked on. In this project we constructed 155 residential houses of G+1 with different models & sizes spread over on 6 Million M². **Employer: Saudi Maintenance Corporation, Riyadh, Saudi Arabia (Oct 1995 – June 1998).**Role: Site EngineerProject: King Fahd Security College (KFSC), Riyadh, Saudi Arabia, Ministry of Interior (Maintenance and construction of additional works (Extension of Cafeteria building, Repair works of college Stadium)**Employer: Al Sharq Office Company, Riyadh, Saudi Arabia. (Oct 1993 – Apr 1995)**Role: Works ControllerProject: Ministry of PTT, Mursalat, Riyadh, Saudi Arabia (Maintenance and support)INDIA**Employer: GMR Hyderabad International Airport, Hyderabad, India (Jul 2002 – Apr 2008)**Role: Manager Commercial & Contracts [www.gmrgroup.in](http://www.gmrgroup.in) Project: Construction of Hyderabad International Airport **Employer: Modi Builders, Hyderabad, India (Oct 1989 – Sept 1993)** [**www.modibuilders.com**](http://www.modibuilders.com)Role: Project EngineerProjects: several Residence and commercial buildings. Performed as Construction Supervisor / Project Engineer.**Project Management & Execution**As Project Manager or group Project Manager reported to MD, CEO, GM. I have been functioned with executive leadership with cohesive force that binds together all the diverse elements of the project into a team effort for project completion efficiently.**Management**1. The Project scope
2. Constructability review
3. Construction process
4. Comprehensive safety plan.
5. Contractual accordance.
6. Project Budget/cost estimation
7. Project schedule
8. Coordination and clash detention
9. Project risks.
10. Project resources.
11. Communications
12. Commissioning
13. Quality Control

**Leadership**Provide and maintain the consistent force of structure and efficiency necessary to lead the project through to completion, drawing upon management skills, leadership skills, and company procedures as follows:1. Planning and budgeting & budget control.
2. Organizing and staffing.
3. Controlling and problem-solving.
4. Setting direction.
5. Aligning people.
6. Motivating and inspiring.

**Administration*** **Contracts:**
1. Have complete understanding of Owner/Client contract.
2. Assists estimator or at times, buys-out trade contractors and write subcontract work scopes.
* **Preconstruction:** Guide the estimator with coordination of pricing, scheduling and planning, site investigation and subcontractor coordination as required.
* **Scheduling:**
1. Prepare, monitor, and get updated the Master Schedule.
2. Estimation of critical dates with Client/Consultant (e.g. construction start, substantial completion, validation etc.,)
3. Identify and track long lead items, project milestones, and understands critical path activities.
4. Oversee supervise update of two-week rolling schedule.
5. Document delays to project.
6. Prepare look-ahead rolling schedules weekly.
* **Change Orders:**
1. Identify and formalize changes in the project.
2. Review quotes for fairness and accuracy.
3. Prepare estimate of change order work.
4. Assemble and submit complete, accurate change requests in accordance with client contract requirements. Expedites approval of change orders.
5. Assemble/notify all parties of approved change orders in accordance with client contract requirements.
6. Write subcontractor change orders.
* **Submittals:**
1. Maintains submittal schedule
2. Receive, review and expedite submittals from subcontractors and vendors.
3. Review and process submittals.
4. Maintain outstanding submittal log and expedite review of submittal.
* **RFI’s:**
1. Work with site engineers and project team in issuing RFI’s.
2. Maintain outstanding RFI log and expedite RFI answers.
* **Drawings:**
1. Review and understand construction drawings and helps spot any potential coordination problems or missing information.
2. Tracks and distributes addenda and bulletins accordingly
3. Track changes and help the draftsmen.
* **Weekly Construction Meetings:**
1. Prepare agenda, schedules, logs, or other documents for distribution, takes and distributes minutes at Client/Consultant meetings, subcontractor meetings, staff meetings, etc.,
2. Follow through on action items.
* **Project Team:**
1. Management of Manpower, machines and Material at maximum utilization.
2. Assists superintendent and project team in the implementation of company policies and the execution of the project.
3. Organizes the duties of other engineers, QS, project coordinators, safety officers, project accountant and other assigned project staff.
4. Provide direction, prioritization, performance feedback and coordination to ensure all job duties and project requirements are fulfilled.
5. Organize the duties and responsibilities/work progress of subcontractors.
* **Claims Work:** Lead effort to identify and resolve all project claims, such as subcontractor claims for extras, insurance losses, personal injuries etc.,
* **Financial Reports:**
1. Keep all cost, commitment and projection information current in the company job costing system.
2. Prepare monthly progress reports by incorporating all new subcontract amounts, material purchases costs to date and change orders.
3. Prepare monthly fee and cost status reports.
4. Prepare client billing by assembling costs, receiving/reviewing subcontractor invoices and organizing the documents in accordance with the client’s requirements.
5. Expedite monthly payment from client.
* **Document Controlling:** Oversee, directs and controls the project documentation process-
1. Prepare and monitor labor costs reports, specifically self-performed work.
2. Update record drawings.
3. Monitor resting and inspection record and reports.
4. Maintain submittal log.
5. Monitor safety inspection and accident logs/reports.
6. Record building permit inspections and sign offs.
7. Anticipate and record official notices: beneficial occupancy, substantial completion, Certificate of Occupancy, Notice of Completion, Warranties/Guarantees, etc.,
8. Maintain requests for information log and posts RFI responses on record drawings.
9. Distribute new drawings, changes, approved submittals, RFI responses and other project information to all affected parties.
* **Insurance:** Assist insurance coordinator in obtaining and maintaining contractor and sub-contractor insurance prior to commencing work on the project.
* **Procurement:** Oversee, directs and controls the buyout and procurement process:
1. Negotiate material purchases
2. Schedule and expedites material, equipment purchases and delivery.
3. Identify and expedites long lead subcontract items.
4. Schedule and expedite submittals of shop drawings, samples, and supplier data for timely approval.
5. Schedules subcontractor work and ensure subs are ready on schedule.
* **Technical:**
1. Review all subcontractor and vendor shop drawings, product data, samples manuals, etc., for compliance with contract documents and coordination with all other items of work.
2. Seek and study problem conflicts, incomplete or ambiguous design information and any other questions/issues presented by subs, vendors, designers, staff or others. Resolve all issues promptly, when necessary interfacing with designers, engineers or the client/consultant.
3. Maintain quality control (integrity and excellence)
4. Assist with business development and participates in job interviews.
5. Fundamental knowledge of contract law and project accounting.
* **Personal Skills:**
1. Leadership skills.
2. Excellent listening and communication skills.
3. Works effectively with others for synergic results.
4. Technical and Commercial acumen.
5. Professionalism in dealing with Client, Consultant, Subcontractors, technicians and co-engineers.
6. Excellent verbal and written communication skills.
7. Motivation to continually learn and take on added responsibilities while maintaining a positive attitude. Develops expertise in each skill area exposed to.
8. Judgment: knows how to respond to a problem in a manner consistent with the company’s primary interest.
9. Planning: looks ahead and organize activities to stay on top of the project’s needs. Organize the management of activities.
10. Initiative: seek out new opportunities to contribute. Pushes the envelope, raises the bar. Treats each task as an opportunity to excel.
11. Ownership: totally committed to the success of the project, their teammates and the company. View the success of the project as reflection on them.
12. Integrity: is willing to take responsibility for mistakes and understands that the reputation of the company as a whole is impacted on the decisions of each individual. Mistakes will be corrected and not hidden.
13. Multi-tasks effectively: make sure construction is fast-paced and able to efficiently track and perform several tasks at once.

**Project Cost Control*** Preparation of Project Budget.
* Make-sure project expenses and included and recorded properly.
* Claims as per project planning and cost controlling including variations.
* Verifying project expenditure from time to time, including supplier/vendors/sub-contractors invoices.
* Suggesting cost effective measures, alternate material and construction processes to the top management.
* Coordinating with site engineers and finance department to equate project cost related matters.

**Procurement*** Project material planning, preparation of material requirement schedule as per Project execution planning considering lead time & other parameters.
* Considering technical requirements and compliance of the material as per the contract, BOQ and general specifications. Follow with ASTM, BS standards. And ISO9001 procedures.
* Obtaining quotations, sub-contract proposals; scrutinizing within the framework of the project

& company policy.* Negotiations with suppliers/sub-contracts in terms of technical, quality and commercial aspects.
* Price analysis and Preparation comparison reports.
* Finalization and preparation of work orders/sub-contract agreements.
* Follow-up with the suppliers/sub-contractors for material and works.
* Certifying the invoices of suppliers/vendors/sub-contractors; coordinating with concerned site

Engineers and finance department. * Expedite import formalities such as permissions, freight, insurance and customs clearance.
* Preparing top management reports related to project material procurement, consumption etc.,

**Contracts/Sub-contracts Management*** Monitoring, reporting top management related to contracts in terms of workability, time, finance & technical complexities of the project.
* Preparing work completed Report & raising Invoice to the Client/Consultant.
* Calculation, claiming & getting approval of variations. Risk Analysis & Mitigation Plans.
* Resolving misunderstanding, misconceptions in terms of Quality, Quantity & Claims that could lead to disputes or Arbitration.
* Preparation of contracts, Sub-contract BOQ, initialization & drafting scope of work in details

including technical/commercial terms & conditions as per the site condition & scope of work.* Raising NCR in case of non-confirmation or non-compliance material / workmanship performed by sub-contractors.
* Inspection of material / works carried out by sub-contractors and Certify the works, approval of sub-contractor’s Invoice.
* Dealing with performance, time schedule, work progress within the main contract context in

terms both quality and quantity.**Quantity Survey*** Assessment during Pre-execution, during & post-execution of project pertaining to QS from

workability, resources allocation.* Cost impacts in related the technical & complexities of the site works.
* Royal Institute of Chartered Surveys (RICS) methods and recommendations used for accurate and professional extraction of quantity.
* Initiating for variations if any, preparation of variation reports, claiming & getting approval of

variation of works/material as if it is spell-out of contract in terms of quantity, quality andspecification.* Preparation of Work completed reports and calculation of claims accordingly.
* Preparation of Client Invoices.
* Certifying sub-contractors’ invoices.

**QA / QC*** Preparation Company standard Quality Control and Assurance plan at every major activity of construction program.
* Ensure that work inspections are coordinated and carried as per requirements; act independently to ensure that the quality objectives are met.
* Monitoring and administering the QA/QC Plan and ensuring incorporated materials on construction projects are in compliance with the plans and specifications.
* Assuring that the work is performed as required by the contract and meets or exceeds the required qualities as preferred by Consultant/Client.
* Ensure / arrange timely inspection of material / equipment delivered and maintain records.
* Assuring the acceptable quality of materials, processes, and workmanship in the project work.
* Assisting Quality Assurance and Quality Control Engineer such as steel reinforcement checking same as in construction drawing.
* Waterproofing checking underground level and in wet areas in the building.
* Following up the concreting works in a presence of Consultant, slump test and cubes preparation for the compressive test.
* Ensure that all testing and measuring instruments are calibrated as per standards.
* Coordinate installing, testing and commissioning procedures.
* Maintain standards of safety and comply with Company’s Health, Safety and Environment Management System requirements.
* Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.
* Training, assisting skilled semi-skilled workers, foremen, engineers about achieving desired quality level and maintaining throughout the construction works.
* Inspection of Sub-contractors’ works prior to consultant’s engineer inspection.
* Raising Hold-point or witness points during construction process in order to avoid cost by wastage of material and time in case poor quality material or workmanship.
* Follow and maintenance of ISO 9001 standards and Forms for up-to-date &accurate recording and documentation.
* review the Quality Plan periodically, in consultation with Project Manager and issue necessary addendums
* Preparation of Method Statements and obtaining approval for major construction activities as required by consultant/client in accordance to the project contract.

**Tendering / Estimation*** Quantity take-off using AutoDesk / AutoCad.
* Preparing tender documents as per the specifications, cost-estimation as per drawings, quantity & specifications.
* Preparation of BOQ and cost-estimation based on design drawings & site condition.
* As part of Estimation/Tendering; site visit, go through drawings, BOQ & other specifications, get prices from suppliers/sub-contractors in order to estimate accurate cost, cost analysis considering compliance, quality etc.
* Sending RFQ, getting quotations, Cost analysis; apply company over-heads/profit percentage as per company policy. Final compilation of technical, financial tender documents.
* Compiling of final tender price.

**Project Hand over / Close-out*** Participating/Preparation of Close-out Reports for projects closing & handover to client.
* Coordinating with site staff in clearing Punch List/Snag List.
* Compilation of project management activities, variations, payment schedule, collecting

Warrantees, Technical Data-sheets etc as part of close-out reports.* Operation & Maintenance (O & M) Manuals.
* Assist in preparation of Shop Drawings/As-built Drawings for project closing.
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