

## **NAVED KHAN**

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### **SUB: Application for the Post of Construction Manager Civil &Interior**

**Career Objective:** - Seeking for a Challenging Position in the field of Construction & Interior where I can utilize my Professional Experience, knowledge, skills and intelligence for the growth and success of the organization and also to achieve a professional career.

**Executive Summary of Experience:** - Total Gulf Experience (12) Years.

#### **1. Project - Riyadh Metro Deep Underground Metro Station (ID Package)**

**Company:** [Unit 7 Group Construction & jawadat, Riyadh, Saudi](#)

**Designation:** Project Manage

**Period:** Jan 2018 to Aug 2018

**Client** – ArRiyadh New Mobility

**Main Contractor** –Riyadh Metro Transit Government

**Consultant-** RMTC

**Location** – Riyadh

#### **Duties and Responsibilities:**

- Coordinate with the plan and consultant on all issues pertaining to the drawing, plans, schedules and problems for quick resolution of all issues monitor progress against the project plan and keep the client update on the progress tracking quick corrective action where required
- Conduct quality checks on works carried out to ensure that the products meet all clients specification. Coordinate concerned department during spot check on the site and ensure adherence to quality, health and safety regulation on all assign site.
- To monitor and supervise the project execution process on site to ensure completion of the job within specified time frames, in an organized and cost effective manner, in accordance with the approved design and quality standard so as to meet customers satisfaction and maintain continuity of business
- Examine the drawings, assess the material requirements, approve and submit the material requisition accurately so as to facilitate purchase of appropriate quantities of materials.
- Supervise the site regularly attend to all technical and engineering problems additional manpower requirements drawing changes, etc. in an effective and timely manner thereby achieving client requirement and quality standards.

## **2. Project - Presidential Palace Project (ID Package) Abu Dhabi**

**Company:** Spazio design and build international LLC, Abu Dhabi, U.A.E.

**Designation:** Sr. Site Engineer

**Period:** Feb 2014 to Sep 2016

**Client** – Ministry of Presidential Affairs (MOPA)

**Main Contractor** –JV Consolidated Contracting Engineering & Procurement S.A.L – (CCEP)

**Consultant-** Wilson Associates

**Location** – Abu Dhabi

### **Duties and Responsibilities:**

- Coordinate between client and main contractor
- Supervising and overseeing the direction of the project (or a package), ensuring that the clients specifications and requirements are met.
- Reviewing progress and liaising with planning department to monitor costs liaising with the client, consultant and all departments within the project for daily planned activities & progress.
- Coordinate with procurement, sub-contractor & design department.
- Coordinating and supervising construction workers selecting proper tools and materials
- Making safety inspections and ensuring construction and site safety
- Checking and preparing site reports, submission of reports on time.
- Maintaining quality at site
- Respond to the request for information (RFI) submitted by the contractor
- Review shop drawings for compliance with contract documents
- Finding ways to prevent problems and to solve any that crop up assessing and minimising risk with support of HSE department
- Writing reports and keeping on top of paperwork
- Helping to negotiating contracts and securing permits and licences
- Check materials and work in progress for compliance with the specified requirements.
- Take necessary action for contractual particulars, Ensure application of design with agreed time And quality.(Setting out the work in accordance with the drawings and Specifications.)
- Conduct weekly meeting with consultants to discuss and approve operational plans in all aspects
- Monitoring the work schedule, man power allocation and work implementation
- Preparing weekly and monthly work progress report and photos, reporting to the project manager
- Supervising and inspect the important items of work implemented on site
- Cost control of the site expenses,Controlling of materials.labor and overhead
- Ensuring all the site activities are being executed in a safe manner.
- Responsible for the site progress control with regards to safety, quality, time& within the budget.
- Coordinate and follow up for design drawing documents and vendor submitted by contractors consultants for the project.
- Report and assist in resolving Technical issues at site work. Installation and drawing related. Etc.

## Key skills

- Good communication skills
- Problem solving skills
- Decision-making ability
- Commercial awareness
- Ability to motivate others
- Team working skills
- Good knowledge of construction methods and regulations

### *3. Project*

### World Trade Center Project. Abu Dhabi

<b>Company</b>	:	<b><u>METALLIC EQUIPMENTS CO.LLC,SHARJAH, UAE</u></b>
<b>Designation</b>	:	<b>Site Engineer</b>
<b>Period</b>	:	<b>May 2010 to Jan 2014</b>
<b>Project</b>	:	<b>World Trade Centre Abu Dhabi</b>
<b>Client</b>	:	<b>M/s. Al Dar Properties, Abu Dhabi</b>
<b>Consultant</b>	:	<b>M/s. Atkins, Abu Dhabi</b>

Main subcontractor on the 560,000m<sup>2</sup> buildings package at the **Central Market Redevelopment in Abu Dhabi**. The project consists of a 5 star hotel Tower, 4 star hotel tower, residential tower and an office tower. The 88 floor residential Tower will be 382 meters high and will be the tallest in Abu Dhabi. The 5 star hotel Tower will be 20 stories high. The office tower comprises of 58 floors which will Service as prime office space.

### Job Responsibilities:

- Worked as a Site Engineer (Interior & Civil) and handled day to day management of site activities
- Controlled quality, health and safety matters on site
- Preparing all kind of reports and submitting to management.
- Supervising and inspect the important items of work implemented on site
- Monitoring the work schedule, man power allocation and work implementation
- Preparing weekly and monthly work progress report and photos, reporting to the project manager
- Raising the WIR's and inspecting the work before submitting to the consultants.
- Cost control of the site expenses,Controlling of materials.labor and overhead
- Ensuring all the site activities are being executed in a safe manner.
- Responsible for the site progress control with regards to safety, quality, time& within the budget.
- Coordinate and follow up for design drawing documents and vendor submitted by contractors consultants for the project.
- Report and assist in resolving Technical issues at site work. installation and drawing related. etc.

## **Work Experience:**

- **Finishing Activities:-** Plastering-Flooring-Dry Wall-Partition -False Ceiling-Painting- Stone Cladding-Mep work-Floor screed Finishing-etc
- **Interior Turnkey (Carpentry & Joinery Works:-** Decorative Doors-PartitionsHandrails - Office and Residential Furniture's -Kitchen and Cabinets Wardrobes Interiors for Hospital, Hotels, Showrooms- Project.
- **Brass Works:-** Decorative Cladding Works - Handrails -Balustrade - Crescent Features - Decorative Ornaments Decorative Custom- made accessories- (Studs, Door Handles, Hinges...etc). Brass Casted Logo.
- **Wrought Iron Works / Non – Structural Metal Works:-** Handrail -Balustrades - Stair -Spiral Staircases -Automatic & Manual Gates -Window Grilles –Fences –Garden Furniture's -Canopies -Interior Furniture's and creative items.
- **Stainless Steel Works:-** Handrails – Balustrades – Spiral Staircase – Stairs – Bollards – Fence – Cladding – Canopies – skylight – Crescent – Light Crescent – Light Fittings – Window Grilles – Automatic & Manual Gates Doors – Frameworks – Reception Counter – Poles – Floor Grating.
- **Aluminium:-** Handrails – Doors – Balustrades Automatic & Manual Gates Window Grilles –

## **Experience in Saudi Arabia (Dammam)**

**Company Name: - [Arab specialist Co.](#)**

- **Position: - Site Engineer**
- **Period: - 10<sup>th</sup> April 2006 to 5<sup>th</sup> January 2008.**

### **Job Responsibilities:**

- Worked as a Site Engineer (Interior & Civil) and handled day to day management of site activities
- Controlled quality, health and safety matters on site
- Preparing all kind of reports and submitting to management.
- Worked as site engineer for approximately 600 to 700 villas.
- Monitoring the work schedule, man power allocation and work implementation

**Company Name: - [Heet Establishment for industries Iron & ornamentation](#)**

- **Position: - Site Engineer**
- **Period: - 15<sup>th</sup> March 2004 to 15<sup>th</sup> Feb January 2006**

### **Job Responsibilities:**

Worked as a Site Engineer (wrought and Iron work & Aluminium Doors, Staircase Railing and Metal & Fabrication, Wooden & Steel Furniture), Villa's, Buildings, Living Rooms, curtain walls and successfully completed 50 villas interior fit Out project.

## **Skills**

- ❖ Able to work in shifts.
- ❖ Ability to work under pressure and independently.
- ❖ Proficient with computer literate.
- ❖ Responsible for other duties as assigned.

## **Academic Qualification**

- Bachelor of Civil engineering From Mumbai University in the year 1999.
- H.S.C. From Maharashtra Board in the year 1994.
- S.S.C. From Maharashtra Board in the year 1992

## **Technical Qualification**

- Diploma in Auto Cad (Auto CAD 2D, 3D Max & V-ray)
- Diploma in fire, safety and security management training (OSHA) year 2009

## **Computer Literacy:**

- ✓ Well versed MS Excel word, Power Point.
- ✓ Proficient in Photoshop etc.
- ✓ Efficient in internet.

## **Personal Details**

Name	:	<b>NAVED KHAN</b>
Father Name	:	Mohd. Amin Khan
Gender	:	Male
Marital Status	:	Married
Languages	:	English, Hindi, Urdu and Arabic

**UAE Driving License Details:**

**Valid Driving License of UAE.**

Declaration:

I hereby declare that the above mentioned information are true to the best of my knowledge and belief.

Date of Birth : 22<sup>nd</sup> September 1975  
Nationality : Indian  
**Address** : Flat No: 304, B1,Nav Namita Park Chsl,  
Opp Radien Masjid, Bhd Lodha, Rd  
Mira Road East. Thane,Maharashtra,India  
Passport No : **R3602746**  
Date of Issue : 01/08/2017  
Date of Expiry : 31/07/2027  
Place of Issue : Mumbai

Place : **Mumbai, Maharashtra, INDIA**

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