

SULEMAN SHAIKH

Civil Engineer Interior And Fit Outs

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Experienced Site Engineer with 8 years of experience managing multiple simultaneous responsibilities to foster construction project completion. Well-organized planner and problem-solver versed in site preparation and day-to-day management.



Skills

Committed to deadlines and schedules.

A strong approach to finish the given task at its particular time.

Self confident, keen and a quick learner.

Multitasking and work pressure management capabilities.

Willingness to take on additional responsibilities.

Good in interpersonal relationship and communications.



Work History

Sep 2015 - SITE ENGINEER

Oct 2016 PHOENIX MARKET CITY

- Recorded daily events and activities in site diary to evaluate process and improve productivity.
- Ordered and tracked delivery of construction materials and supplies from vendors.
- Oversaw quality control and health and safety matters for construction teams.
- Suggested process and technical design changes to improve performance and efficiency.
- Checked technical designs and drawings for adherence to standards.

Nov 2016 - SITE ENGINEER

Jul 2017 STARGATE AC SOLUTIONS

- Recorded daily events and activities in site diary to evaluate process and improve productivity.
- Supported property condition assessment reports, 3D scanning and retro-

commissioning throughout buildings.

- Suggested process and technical design changes to improve performance and efficiency.
- Compiled and presented reports explaining project details to non-technical stakeholders.
- Analyzed survey reports, maps, blueprints, and other topographical and geologic data to plan infrastructure and construction projects.
- Developed safety awareness program consisting of construction safety audits and safety meetings.
- Gathered data, incorporating into drawings, schematics and maps.

**Sep 2017 -
Mar 2018**

PROJECT CO-ORDINATOR

VERTEX INTERIOR PVT LTD

- Liaised between departments to facilitate communication and keep appropriate parties updated on project developments.
- Kept projects on schedule by managing deadlines and adjusting workflows.
- Supervised multiple projects from project start through delivery by prioritizing needs and delegating assignments.
- Assembled manuals for team usage from vendor-supplied product data sheets and submittal information.
- Prepared meeting agendas and minutes for distribution and record keeping.
- Wrote technical narratives to document processes and design changes.
- Coordinated venue and catering arrangements, speaker and attendee liaison and material distribution for meetings and events.
- Arranged travel and accommodation for team members and project partners.
- Responded to requests for information on materials to inquiring parties.
- Maintained database and spreadsheets with accurate inventory and status.
- Assisted with onboarding newly hired staff members and coached on task prioritization.

**Apr 2018 -
May 2020**

PROJECT ENGINEER

THE SUTHAR GROUP

- Determined and scheduled priorities as required to progress engineering work.
- Monitored installation of materials and equipment for compliance with drawings and specifications.
- Reviewed progress controls for project quality assurance.
- Delivered concise instructions to technical team to maintain quality control.
- Identified technical risks within managed projects.
- Completed construction tasks while providing safe working conditions, staying on budget and meeting project deadlines.
- Trained junior engineers in workstation design and material handling.
- Performed constructability reviews of construction bid documents for coordination purposes.
- Evaluated change order requests in response to out-of-scope work

activities.

- Delivered regular compliance reports to drive process improvement and corrective measures.
- Provided technical direction of system development methodologies to improve technical performance.
- Reviewed contractor proposals to determine favorable partnerships for on-time and under-budget project completion.
- Maintained records for each project and engineering discipline.
- Verified construction documentation to meet client requirements and vision.
- Documented and developed engineering procedures and processes.
- Trained and mentored junior engineers, providing guidance and direction.
- Led engineering teams to successfully complete projects on time and within budget.
- Created detailed reports on engineering activities and findings.

**Jan 2021 -
May 2021**

PROJECT ENGINEER

DREAMSPACE INTERIOR PVT.LTD

- Determined and scheduled priorities as required to progress engineering work.
- Monitored installation of materials and equipment for compliance with drawings and specifications.
- Completed construction tasks while providing safe working conditions, staying on budget and meeting project deadlines.
- Identified technical risks within managed projects.
- Delivered concise instructions to technical team to maintain quality control.
- Performed constructability reviews of construction bid documents for coordination purposes.
- Delivered regular compliance reports to drive process improvement and corrective measures.
- Assessed impact of modification requests for ongoing projects.
- Monitored metrics during project execution to maintain compliance with planned costs.

**May 2021 -
Jan 2022**

Sr. PROJECT ENGINEER

DEVX ACCELERATOR PVT LTD

- Assessed scope and requirements to assist with project design determinations.
- Adhered to timelines to meet quality assurance targets.
- Reviewed contractor proposals to determine favorable partnerships for on-time and under-budget project completion.
- Oversaw worksite construction to coordinate with supervisors and guide projects.
- Delivered public presentations to provide plans and updates on projects.
- Managed projects effectively to deliver finished work on time.
- Calculated risks during project development and managed risks throughout projects.
- Determined and scheduled priorities as required to progress engineering work.

- Monitored installation of materials and equipment for compliance with drawings and specifications.
- Evaluated change order requests in response to out-of-scope work activities.
- Analyzed system development efforts using potential ROI and associated liability figures.
- Delivered regular compliance reports to drive process improvement and corrective measures.
- Trained junior engineers in workstation design and material handling.
- Reviewed progress controls for project quality assurance.
- Completed construction tasks while providing safe working conditions, staying on budget and meeting project deadlines.

**Jan 2022 -
Current**

PROJECT ENGINEER

STARGATE INTERIOR

- Determined and scheduled priorities as required to progress engineering work.
- Monitored installation of materials and equipment for compliance with drawings and specifications.
- Reviewed progress controls for project quality assurance.
- Identified technical risks within managed projects.
- Completed construction tasks while providing safe working conditions, staying on budget and meeting project deadlines.
- Trained junior engineers in workstation design and material handling.
- Evaluated change order requests in response to out-of-scope work activities.



Education

Aug 2011 - BE CIVIL: Civil Engineering
Jul 2017 *University of Pune - Pune*

Jul 2008 - DIPLOMA in CIVIL: Civil Engineering
Jun 2011 *Anjuman I Islam - Abdul Razzak Kalsekar Polytechni - Mumbai*

Jun 1999 - SSC: Education
Apr 2008 *Queen Marys High School - Mumbai*
Board: Mumbai



Computer Efficiencies

- AUTO CADD (Basics)
- SKETCH UP (Basics)
- MICROSOFT OFFICE



Professional Snapshot

Sr.Project Engineer (Civil and Interior Fit outs), 8 years, BE in CIVIL ENGINEERING



International Passport

True



Personal Information

- Date of Birth: 07/02/92
- Gender: Male
- Nationality: Indian
- Driving License: True
- Marital Status: Married



Languages

- English
- Hindi
- Urdu
- Gujarati
- Marathi



Disclaimer

I hereby declare that the above mentioned particulars furnished by me are true to the best of my knowledge and belief.



Software

- Microsoft Office
- Auto Cadd
- Sketch Up



Interests

- Learning