



**SHAKIL SIRAJMIYA
KAZI**

Information



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Muscat
Oman



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SUMMARY OF QUALIFICATIONS

KEY SKILLS

- Overall Project Management
- Contract Management
- Budgeting, Cost & Estimation
- Tender Management
- Negotiations
- Resource Management
- Procurement Operations
- Leadership & Decision Making
- Business Correspondences & Communication



EDUCATION

1991 – 1996

BVM ENGINEERING COLLEGE, GUJARAT, INDIA
BACHELOR OF ENGINEERING, CIVIL



EXPERIENCE

06/2008 – 07/2020

Muscat, Sultanate of
Oman

OTE GROUP

Senior Manager - Projects & Business Development

Oman

A) IN-HOUSE PROJECTS

- Working with the Head of Projects on New Project developments & Priorities, Reports & Standard Operation Procedures (SOP)
- Assist Higher Management Committee in preparation of project proposals' incl estimation & budget
- Assess impact and feasibility of new project developments
- Shortlisting and appointment of Project Consultants, Contractors/Sub-Contractors based on Project scale.
- Obtain and Analyze potential tenderer' information, products, prices, and services.
- Perform Tender preparation, process activities and responsible for tender accuracy and completeness.
- Identify compliance / noncompliance of proposals versus tender requirements and specifications.
- Highlight and anticipate all potential risks and identify saving and opportunities during tender
- Negotiation techniques and the competitive bidding process
- Standardization of Tender Documents for all Type of Contracts / Works
- Recommendation on selection and fee negotiations to provide competent, cost effective consultants, contractors
- Reviews, checks, and approves Resident Engineer's reports, progress pay estimates, contract change orders, and other documents related to construction contracts.

- Investigates the merit of contractors' requests for additional compensation for contract change orders, disputed items, and claims. Investigates, analyzes, and negotiates contractor's claims. Administers construction contracts and purchase orders.
- Serving as a Project leader in planning, directing, and coordinating the work of subordinate engineers and staff
- Communicate and liaise effectively with Architects, Subcontractors, Contracting Civil Engineers, Consultants, Coworkers, and Clients
- Manage Project expenditure & Cash flow and deliverable on time and within the budget.
- Maintaining a cooperative, motivated and successful team

B) EXTERNAL PROJECTS

- Prepare Business Plan & Yearly Projections
- Resource Development (Vendors, Suppliers, Sp. Agencies etc.)
- Network Build up (Vendors + Clients)
- Tender (Estimation & Management)
- Liasioning for Statutory Approvals (Pre & Post-Contract)
- Contract Agreements (Prepare & Finalize)
- Resource Planning in coordination with Execution Team
- Overall Project Management incl Coordination with Clients & Consultants
- Contractual Claims & Payments

04/2007 – 05/2008

Muscat, Sultanate of
Oman

M/S KHIMJI RAMDAS (KR) LLC (CONSTRUCTION DIV.)

Project Engineer

Oman

- Overall site and contract management
- Planning, Scheduling & Progress monitoring
- Coordination with Client, Architects/Consultants & Subcontracting firms
- Estimation & Costing
- Tender Management (Inquiries, Review, Evaluation, Negotiations & Finalization)
- Preparation of Project Reports, Financial (Excess-Savings) Statements
- Provide advice and resolve creatively any emerging problems/deficiencies
- Monitor progress and compile reports in project status
- Manage budget, purchase equipment/materials and manpower

12/2002 – 03/2007

Gandhinagar, India

M/S CONSULTING ENGINEERING SERVICES (INDIA) PVT. LTD

Project Manager

- Overall site and Contract Management
- Coordination with Client, Architects/Consultants &

- Subcontracting firms
- Estimation, Tendering and Evaluation of Bids
- Assist Client in Arbitration Proceedings
- Coordination with Client appointed Legal Advocate in Arbitration Proceedings
- Preparing Statement of Replies, Counterclaims in Arbitration Proceedings
- Provide advice and resolve creatively any emerging problems/deficiencies
- Verification & Certification of Contractors' Payment Invoices
- Monitor progress and compilation of Project Reports

01/2002 – 10/2002

Kutch, India

M/S SAVE THE CHILDREN (UK) (INTERNATIONAL NGO)

Construction Engineer

- To provide Technical assistance to Field Monitoring Program Team in finalization of site locations including feasibility
- Coordination with Field Monitoring Program Team, Partners, End users
- Preparing basic site plans for approved site locations in AUTO CAD format
- Arrange Geo-technical Soil Investigation through Sp. Agencies for approved site locations
- Coordination with Architects for finalization of working drawings
- Supervising, Planning, Scheduling & Progress monitoring
- To manage site clearances works in coordination with locals / end users
- Monitor progress and compile reports in project status
- Comply with guidelines and local regulations including permits, safety etc.

03/2000 – 11/2001

Gandhinagar, India

M/S PHASE HOLDINGS PVT. LTD

Site Engineer

- Execution, Supervision, Planning, Scheduling & Progress monitoring
- Material Procurement , Estimating and Costing
- Tender Management for Sp. Items including floating inquires, receiving bids etc.
- Contractors / Subcontractors' Billing ,Payment Verification & Certification

04/1998 – 02/2000

Ahmedabad, India

M/S A J BUILDERS (CONTRACTING FIRM)

Project Engineer

- Execution, Supervision, Planning, Scheduling & Progress monitoring independently
- Resource Management, Estimating and Costing
- Communicating with clients and their representatives (architects, engineers and surveyors)

- Contractors / Subcontractors' Billing ,Payment Verification & Certification

10/1996 – 03/1998
Gandhinagar, India

M/S RAMENDRA J. PARIKH (CONTRACTING FIRM)

Site Engineer

- Acting as the main technical adviser on a construction site for subcontractors, crafts people and operatives
- Day-to-day site management including supervising and monitoring the site labor force and the work of any subcontractors;
- Deliver technical files and other technical documentation as required
- Contractors / Subcontractors' Billing ,Payment Verification & Certification

COMPUTER - LANGUAGE SKILLS & PERSONAL DETAILS

COMPUTER

- MS Office
- Auto CAD
- MS Project

LANGUAGES

- English
- Hindi
- Gujarati

PERSONAL DETAILS

- Name : Shakil Sirajmiya Kazi
- Address : Plot No. 1393 /1, Sector No. 2 / B, Gandhinagar – 382007, Gujarat , INDIA
- Age & DOB : 46 Years, 23rd June, 1974
- Civil Status : Married