

Covering Letter

Dear Sir,

I am Mohammad Owais having 7+ years of work experience in the construction industry. As a dynamic professional I have worked on Civil , MEP and Infrastructure projects of international standards with Client as well as Contractor and have in depth knowledge of project development, right from design stage till commissioning stage.

I am well versed with construction procedures & methodologies of these sectors and worked on industry recognized project management software's as a tool to implement the construction process.

Presently I am working with Metac Gen Con Co LLC as a Project Planning Engineer, looking after multi-million dollar high rise tower development projects.

My job profile includes Planning, Scheduling, Coordination and controlling the project development right from inception till completion.

Deft in swiftly ramping up projects in close coordination with project managers, project directors, contractors, architects, consultants & other external agencies and ensuring on time deliverables.

I am well versed with project management software's like Primavera(P3 & P6), Ms Project and all the MS office software's.

I would appreciate an opportunity to discuss my qualifications for the suitable Planning post in greater detail

Further attached herewith is my latest CV which outlines my qualifications & skills.

Regards

Mohammad Owais Qureshy

Mohammad Owais Qureshy
Project Planning Engineer

Mohammad Owais Qureshy
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Qualifications

- **B.E. (Mechanical) from** AL-Falah school of engineering & Management, Faridabad in 2010.
- 12th from Aligarh Muslim University, Aligarh. (INDIA)
- 10th from Aligarh Muslim University, Aligarh. (INDIA)

Industry Skills

- ✚ Developed a project monitoring system for project information/document sharing using Primavera, PMP is in progress
- ✚ Project Management - Planning, Scheduling, Monitoring & Controlling
- ✚ Claim related - Conversant with Fidic Conditions of Contract, Time Impact & delay analysis.
- ✚ Programme analysis - Earned Value Analysis (EVA), Claim Digger, Portfolio analyst
- ✚ Good Communication & presentation skills

Software Skills

- ✚ Project Planning Software : Avid user of Primavera P3 & P6 (Ver. 3.0, 6.0, 8.3)
- ✚ Design Software : Solid Works & Auto Cad 2005 (2D)
- ✚ Other Software : Microsoft Office (Excel, Word & PowerPoint)

Work Experience ([GULF](#))

Metac Gen Cont Co LLC

Nov-14 – Till Date

Metac General Contracting is the leading construction company based in Abu Dhabi and have 30 years of experience in the field of construction spec in Villas and high rise Building.

www.metacuae.com

Designation: [Project Planning Engineer](#).

Project details ([Ongoing](#))

Working on two projects which are under development at Dubai, Abu Dhabi.

Some of the prestigious projects are as below.

Name of Project	Client	Consultant	Project Cost (AED)	Project Duration	Current Status
468 Villas & Associated Infrastructure Works at Nad Al Shiba Package-3 - DUBAI	NAKHEEL	Arif & Bintok	780,468,120.00	730 Days	50% Complete, EOT Submitted
Bin Hashid G+20 Tower – ABU DHABI	ADCE	Architectural Consulting Group	110,554,954.00	1049 Days (Original 730 + EOT 319 Days)	55% Complete, EOT Approved

Project details (Completed Gulf)

Name of Project	Client	Consultant	Project Cost (AED)	Project Duration	Current Status
Jumeirah Island Lake side Terrace House and Central Park-84 Villas & Retail's Centre -DUBAI	NAKHEEL	M.Al-Shaikh Mubarak Arch & Engg Consultants	156,567,320.00	649 Days (Original 426 + EOT 223 Days)	BCC & TOC Received
Neighbourhood Retail Centre at Al-Furjan - DUBAI	NAKHEEL	Arif & Bintok	78,590,584.00	619 Days (Original 365 + EOT 254 Days)	BCC & TOC Received
Neighbourhood Retail Centre at International City - DUBAI	NAKHEEL	Arif & Bintok	60,567,320.00	584 Days (Original 365 + EOT 219 Days)	BCC ,TOC & DLP , Received

Work Profile

Enabled with its vast experience and wide ranging competence in the construction industry, Metac has to its credit a number of high profile and prestigious projects throughout the UAE, especially in Abu Dhabi, Al Ain, Dubai and Ajman And I am an integral part of this team & working as Project Planning engineer. My core responsibilities are planning, scheduling & monitoring of multiple tower development projects.

My key functionalities are as below

Pre-construction Roles & responsibilities

- ✚ To develop & update the programme as per project development guidelines which includes concept, preliminary, detail design development, stage wise approvals by no. of authorities approvals along with tendering & biddings process until construction commencement in coordination with Business planning, Technical, Commercial & Project execution team
- ✚ To prepare tender stage wise programmes for contractors viz. Enabling, main & specialist nominated contractors & set key parameters & guidelines viz. construction completion milestones, nomination schedule etc for CL14 programme submission
- ✚ To review & analyze contractors tender & execution stage programme submissions (Viz. CL14.1) contractually & Technically which includes the discipline wise sequence of construction works, logic, authority approvals, Nomination schedules, utilities & services approvals until final testing & commissioning & handing over.
- ✚ To prepare the design & enabling stage monthly cash flows in conjunction with finance team for rolling window of 6 month

Post Construction Roles & responsibilities

- ✚ To visit the site on weekly basis for under construction projects & to lead the weekly progress review meeting with consultant, contractor & subcontractors
- ✚ To prepare & update the project master Schedule on weekly basis to analyze the project bottlenecks & advice a necessary action
- ✚ To review & monitor the weekly & monthly reports & periodic reports submissions, 2week look ahead & 3 month look ahead programme against the baseline programme

- ✚ To review & monitor the project overall project progress especially for activities on the critical path & near critical path; Analysis techniques used are manpower histograms & S-Curve
- ✚ To review & monitor the overall resource deployment, material procurement, productivity of resources & construction methodology to avoid future claims. Analysis techniques used are EVA & S-Curve on primavera P3 & P6
- ✚ To develop different reporting formats to analyze & control the project work progress.
- ✚ To review & reply the claims technically & contractually using FIDIC COC 1987, 1992. Analysis techniques used are Claim Digger (P6/P3), time impact analysis, window analysis, as impacted analysis.

EOT reviewed on the Projects are as below

1. Retail Centre International City (Completed) – Project was delayed by more than 219 Days from its contractual completion date and total 4 out of 4 no. of claim events Cleared.
 2. 84 Villas & Retails Centre (Completed) – The project was delayed by 223 Days. In this projects has so many events and delayed by (Authority Approval , Clients)
 3. Al-Furjan Retail Centre (Completed) - Project was delayed by more than 254 Days from its contractual completion date and total 13 out of 10 no. of claim events Cleared.
 4. Bin Hashid G+ 20 Tower (Ongoing) – The project is delay 319 Days due to late Building Permit issued and then 2 Out of 1 no. of claim events has been cleared due to mutual understanding and still projects are under construction.
 5. 468 Villas associated & Infrastructure (Ongoing) – After the Completion of Structure & Mock-Up Villas, so many modification works has been received from Client side, this occurred delay in whole Finishing and MEP activities.
Within 28 Day notification EOT Submitted (5 Months) is under Review.
- ✚ To maintain project claim register & to counter & reply the claims submission made by the contractor.
 - ✚ To highlight the potential claim areas to higher management & suggest the corrective actions. No. of claims resolved using culpable delay methodology
 - ✚ To coordinate with internal technical department viz. architecture, MEP, structure team for design/VE coordination & progress.
 - ✚ To coordinate with procurement/commercial team for tracking the progress on Nominations of PS & PC items
 - ✚ To prepare & update project 6 month cash flow statement on every month.

PMIS functions for Internal works

- ✚ To prepare & update the weekly progress monitoring report, project cash flows periodically. Developed project progress time & cost presentation using primavera (P6) web application.
- ✚ To raise the project cash calls in coordination with project finance
- ✚ To develop the KPI to set intermediate progress milestones for the projects & design team.

Project details ([Completed India](#))

Raunaq International Ltd **July-12 - Nov-14**

"Raunaq EPC International Limited", an Engineering Contracting Organization managed by a dedicated team of professionals at various levels in different disciplines, is engaged primarily in the service of core infrastructural and industrial sectors in India, namely Power, Chemical, Hydro-carbon, Metal and Automobile sectors.

www.raunaqinternational.com

Designation: [Project cum Planning Engineer](#).

Client – [Reliance Infrastructure Ltd](#).

Project name: [Raw water Intake & FOH System at 6×660 MW ultra Mega Power Project](#).

Work Profile

- ✚ Preparation of project feasibility report, tender stage programmes in coordination with business development & technical team
- ✚ To develop project organization plan for execution of work & standards for executing them.
- ✚ Monitoring & updating the projects work progress.
- ✚ Coordination with technical, commercial & construction division
- ✚ Fixing & updating resource productivity norms.
- ✚ Tracking financial health of the project & preparing project cash flow statements
- ✚ Liaise with different department for progress related issues.

First Alarm fire Technology Ltd. **July-10 –June-12**

First Alarm Fire Technology Ltd is a fully fire protected system provide company based in New Delhi. In this Company covers the Engineering, Procurement, Quality Control, Construction, Fabrication and commissioning of Fire System and Pipes.

Designation: [Site Engineer](#)

Client – [Public Work's Department \(PWD\)](#)

Project name: [200 Beded Hospital at Kokiwala at Ashok Vihar-New Delhi](#)

Work Profile

- ✚ Reporting the progress internally and to the client on weekly and monthly basis
- ✚ Prepared the material , manpower & Schedule of the project
- ✚ Updating and analyzing the schedule with the latest inputs every two weeks
- ✚ Monitoring subcontractors' progress and incorporating subcontractors' plan with the master schedule.
- ✚ Execution of Fire Fighting systems & Piping on site.
- ✚ Coordination with other contractors and building contractors for smooth operation on site.
- ✚ Attending site meetings concerning the progress of work
- ✚ Material management on/off site.

- ✚ Intimating the procurement department on the procurement schedule.
- ✚ Preparation of weekly progress report.
- ✚ Performed installation and tested Fire Fighting system
- ✚ checked contractor bills & inspected all material associated Fire Fighting with system.

Personal Details

Date of birth : 25-May-1987
Nationality : INDIAN
Passport No. : J-9922826 (Valid UAE Driving License)
Marital Status : Married
Permanent Address : A-4,Sami Apartment Dodhpur , Aligarh-UP (INDIA)
Present Address : U-05, Italy Cluster-International City –(DUBAI)
Visa Status : Residence Visa (Company Sponsorship)

Mohammad Owais Qureshy