

# Shabbir Ahmed Khan

**Mobile:** +91-9718097174 ~ **E-Mail:** shabbir\_khan123@rediffmail.com

## SUMMARY

**Profile:** Male, 01-09-1978  
**Nationality:** Indian  
**Religion:** Islam  
**Current Address:** 562/18, 4<sup>th</sup> Floor, Zakir Nagar, Jamia Nagar, New Delhi  
**Marital Status:** Married  
**No. of Dependents:** 4 No's

**Current Position:** Manager - LV  
**Current Company:** Juniper Hotels (Pvt.) Ltd.

**Preferred Roles:** Project Management / Techno-commercial Operations  
**Salary Expectations:** Negotiable / As per company standards

## CAREER PROFILE

A qualified **B.E. (Electronics and Communication)** professional with **over 16 years** of extensive experience in Project Management, Techno-commercial Operations, Contract Management, Procurement, Installation & Commissioning. Demonstrated strong abilities in executing and spearheading construction projects involving method engineering, contract administration and resource planning with a flair for adopting modern methodologies. Stellar at swiftly ramping up projects ensuring deadlines are complied with, achieving optimum resource utilization and cost effectiveness in operations. An effective communicator with honed relationship management, man management, analytical, planning and coordination skills.

## CAREER CONTOUR

Since Mar'16

**Juniper Hotels (Pvt.) Ltd., Delhi**

**Manager - LV**

*Owner of Hyatt Andaz Delhi Aerocity Project*

### Accountabilities

- ✓ Managed the SITC of Access control System, BMS System, CCTV, Fire Alarm System, EM Locks, PA System, VESDA, Mobility, EPBX, Data /Voice system, FM 200 Entrance Automation System, Pedestrian and Vehicle Management System.
- ✓ Scrutinised the contract drawings & specifications as well as bagged approvals for project drawings/materials.
- ✓ Ensured effective follow up and timely implementation of Main Contractor/ Consultant Review comments.
- ✓ Effectively mapped all technical information required for the project as well as handled all installation and commissioning activities.
- ✓ Instrumentally involved in the placement of purchase orders on approved suppliers as per approved submittal in a timely manner.
- ✓ Demonstrated strong abilities in evaluating Sub-contractor's work to ensure quality and progress of work as per schedule.
- ✓ Worked in close coordination with:
  - Main Contractor / Consultants to provide solutions affecting design developments / coordination matters.
  - Planning Engineer regarding all aspects of programme of works and provided inputs for updating the schedules, look ahead schedules, etc.

- ✓ Steered all integration part with regard to the Fire system, AHU, TFA, FAN's and Access Control System.
- ✓ Ensured effective preparation of engineering documentation, as built drawing, operation and user manual as per contract requirement.
- ✓ Successfully completed all necessary Q.A. documentation related to the work under direct control and managed daily site inspections.
- ✓ Pivotal at creating marked up drawings for As-Built as well as ascertained all information on drawings are conveyed to the workforce in a proper manner and details produced, where required.
- ✓ Delegated new tasks to the Engineers and imparted training to them.

**Jul'13 - Jan'16**

**FAAC India (Pvt.) Ltd.**  
***Manager - Services & Projects***

**Accountabilities**

- ✓ Successfully handled SITC of Entrance Automation System, Pedestrian and Vehicle Management System, Parking Management & Guidance System.
- ✓ Offered strong Customer Relationship Management for positive referrals leading to additional profitable business and building up strategic tie ups.
- ✓ Contributed in attaining monthly TO / GM targets and giving inputs for monthly billing based on actual progress of work at site.
- ✓ Facilitated inputs to Quantity Surveyor on all aspects of contract changes and variations.
- ✓ Instrumental in joint goal setting of direct reportees' as well as performed their formal appraisals & feedback sessions at least twice a year.
- ✓ Stellar at determining the training needs of employees, encourage them to attend development initiatives as well as participate in mentoring initiatives & executing action plans for improved employee engagement.
- ✓ Worked in close coordination with Planning Engineer regarding all aspects of programme of works and offered inputs for updating schedules, look ahead schedules, etc.
- ✓ Efficiently scrutinised:
  - All projects & services, entailing AMC / warranty with team member.
  - Contract Drawings & Specifications.
- ✓ Ensured placement of purchase orders on approved suppliers as per approved submittal in a timely manner as well as bagged approvals for project drawings/materials.
- ✓ Ascertained follow up and timely implementation of Main Contractor/ Consultant review comments.
- ✓ Interfaced all technical information required for the project and evaluated the Sub-contractor's work to ensure quality & progress as per schedule.

**May'07 - Jun'13**

**Siemens Limited, Gurgaon**  
***Senior Executive***

**Accountabilities**

- ✓ Successfully handled SITC of Access control System, BMS System, CCTV, Fire Alarm System, EM Locks, PA System, VESDA , FM 200 for hotels, multiplexes, MNC's, Govt. organization and industries.
- ✓ Scrutinised the contract drawings & specifications as well as ensured timely implementation of main contractor/ consultant review comments.

- ✓ Bagged approvals for project drawings/materials and involved in placement of purchase orders on approved suppliers as per approved submittal in a timely manner.
- ✓ Offered all technical information required for the project and assessed Sub-contractor's work to ensure quality & progress as per schedule.
- ✓ Interfaced with Main Contractor / Consultants to provide solutions affecting design developments / coordination matters.
- ✓ Worked in close coordination with Planning Engineer regarding all aspects of programme of works and giving inputs for updating schedules, look ahead schedules, etc.
- ✓ Played a vital role in attaining monthly TO / GM targets and provided inputs for monthly billing based on actual progress of work at site.
- ✓ Facilitated the inputs Quantity Surveyor on all aspects of contract changes and variations.
- ✓ Instrumental in joint goal setting of direct reportees' and performed their formal appraisals & feedback sessions at least twice a year.
- ✓ Stellar at determining the training needs as well as encouraged in attending development initiatives.
- ✓ Actively took part in mentoring initiatives and implement action plans for improved employee engagement.
- ✓ Managed the customer relationship efficiently for positive referrals, leading to additional profitable business and building up strategic tie ups.
- ✓ Distinction of being involved in the Quality, Business Excellence and KM initiatives.

**Sept'04 - May'07**

**Honeywell Automation India Ltd., New Delhi**  
***Project Engineer***

**Accountabilities**

- ✓ Played a vital role in handling SITC of Access control System, BMS System, CCTV, EM Locks, PA System, VESDA, FM 200 for hotels, multiplexes, MNC's, Govt. organization & industries and Delhi metro.
- ✓ Instrumental in designing of Access Control System, CCTV, BMS & FAS as well as ensured effective estimation of cost implementation.
- ✓ Efficiently mapped DOI and mapped guidelines to logistic department.
- ✓ Spearheaded the installation and commissioned over 30 IOCL sites including two Refineries.
- ✓ Delegated task to Engineer and ensured staff & site management at site.
- ✓ Performed testing and commissioning of the system as well as mapped project execution plan for sub-contractor.
- ✓ Worked in close coordination with client and cemented healthy customer relation, thereby ensuring satisfaction.
- ✓ Facilitated technical support - engineering for North East as well as imparted training to Engineer and Customer.
- ✓ Steered the effective preparation of engineering documentation, as built drawing, operation and user manual as per contract requirement.

**Jul'01 - Aug'04**

**ETA Engineering Pvt. Ltd.**  
***Project / Site Engineer***

*Reporting to Project Manager / Project Superintendent*

**Accountabilities**

- ✓ Successfully handled SITC of HVAC System, BMS System, Fire Alarm System, CCTV, VESDA, GSS, WLD and Rodent Repellent for hotels, multiplexes / malls, offices, hospitals & industries.
- ✓ Supervised performance of Site Supervisors/Foremen & workforce on site.

- ✓ Stellar at ascertaining that the work is done as per approved drawings & specifications, agreed procedures and method statements.
- ✓ Effectively mapped the designated procedures and carried out site surveying as well as established the dimensional control.
- ✓ Scrutinised the quality of all Sub-contractors work closely to ensure its completion as per specification & on time.
- ✓ Pivotal at completing all necessary Q.A. documentation related to the work under direct control and ensured daily site inspections.
- ✓ Ensuring that safety rules and regulations are communicated to the workforce and are fully enforced.
- ✓ Instrumental in creating marked up drawings for as-built and ensured effective management of progress of work at site.
- ✓ Steered all information regarding drawings are conveyed to the workforce in a proper manner and details produced, where required.

### **KEY PROJECTS UNDERTAKEN**

- ⇒ Project of Escorts Hospital at Faridabad as BMS Engineer from Jul'01 to Mar'02
- ⇒ Project of American Embassy School, New Delhi as Project Coordinator from May'02 to Aug'02
- ⇒ Project of NIDC Mausam Bhawan, NOIDA and U.P. as Project Engineer
- ⇒ Project of HPL & PLIM Ghaziabad, U.P. as Project Engineer
- ⇒ Supervised the ETA O&M site like XANSA, DSE and SAB MALL
- ⇒ Coordination at Sapient Site, Gurgaon as Project Coordinator
- ⇒ Project of GE Capital at IT Park, New Delhi
- ⇒ Handled over 30 Remote Locations of Indian Oil with regard to ACS
- ⇒ Project of DMRC Mandi House Station/Barakhamba
- ⇒ VSNL Project
- ⇒ VSNL at Bangla Sahib, IRCON International, Saket and NBE at Dwarka.
- ⇒ Managed nearly 20 sites including Sapient, Birla soft, HPCL, Reliance, Uppal Hotel, BPCL, ITC, President Hanger, MES Job and Airtel BBT
- ⇒ ITC Maurya CCTV IP Based Camera Projects
- ⇒ Leela Hotel, Chanakyapuri IBMS (CCTV, FAS & BMS)
- ⇒ IGI Airport T-3 Project MLCP

### **EXTRAMURAL ENGAGEMENTS**

- ⇒ Distinction of being:
  - Member of Class Cricket Team
  - Member of F.S.C (Foundation for Social Care)
  - Active Volunteer in Organizing Cultural Activities in School

### **EDUCATION**

<b>2001</b>	<b>Bachelor in Engineering (Electronics and Communication)</b>
<b>1997</b>	<b>Senior Secondary Certificate</b> JMI
<b>1995</b>	<b>High School</b> C.B.S.E. Board, Muzaffarpur, Bihar
<b>IT Skills:</b>	MS Office, C Language, Windows 98 / XP and Internet Applications/MS Projects.

### **LANGUAGES**

English  
Hindi  
Urdu

