

CURRICULUM VITAE

Muhammad Dawood



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Post Applied for Site Eng/Procurement Officer

Objective:

To secure a challenging job commensurate with my qualification and professional experience in a progressive organization giving me a chance to manifest best of my capabilities.

ACADEMIC & ACHIEVEMENTS:

- Diploma of Associate Engineering in Electrical, Universal Institute of Technology-Peshawar, Pakistan.
- UAE Equivalency for Diploma Certificate

APPROVALS & CERTIFICATIONS:

- ADDC & ADQCC Approved Technical Supervisor & Assistant Engineer (Valid till Jan-2023)
- Ms Office (Ms Word, Ms Excel, Internet.
- Familiar with Cad.

WORK EXPERIENCE

Employer: Geaco Gulf Electrical and Air Condition Co

Position: Assist Site Engineer

(1st July 2012 – May 2014)

Employer: Al Khanezi Electromechanical Works LLC

Position: Procurement Engineer/Officer

(From June 2014 till Feb 2020)

Employer: Greenline Electromechanical LLC

Position: Electrical Site Engineer

(From May 2020 – Feb 2022)

Projects Handled

- Saadiyat Police Station, Saadiyat Island, P-3 Abu Dhabi

- Emirates Transport Western Region – Madinat Zayed
- Shams Residential Buildings Plot S5 C-52 & C-53 Reem Island, Abu Dhabi
- Proposed Extension of KG Emirates National School MBZ Abu Dhabi
- Bawabat Al Sharq 36 Villa, Baniyas, Abu Dhabi, UAE
- Staff Accommodation-MOPA , Al Wathba Abu Dhabi.
- Al Falah Mall, Sector 1F Plot No: C1, Abu Dhabi

Duties and Responsibilities:

- Study/Review of tender's documents, scope of work, Drawings, BOQ, specifications, client's requirement and etc. from the tender documents for proper estimating works.
- Preparing technical queries for ambiguities in drawings, specifications and BOQ.
- Co-ordination with quantity surveyors and materials take off when required.
- Prioritize RFQ's that require more time to get quotation and major cost items.
- Prepare & send RFQ for all the items to all approved/approved equal suppliers/ sub-contractor to obtain required quotations.
- Floating enquiries to various supplier/sub-contractor to obtain quotation in time, and meeting with the supplier/sub-contractor when required.
- Technical Evaluation of supplier/sub-contractor quotations as per tender requirements.
- Pricing material and labor cost of each BOQ item in the price Comparison sheets, by using the quotations and pre-determined main power production rates.
- Preparing Price comparison sheet for each system and final cost summary.
- Preparing BOQ unit price as per tender BOQ format and filing.
- Check all the addendums and communications received from the client, ensuring that all items are being clarified and considered in the pricing.
- Preparing tender adjustment schedule with unit prices when applicable.
- Preparing price analysis, proposed vendor list, data sheet and qualifications as applicable.
- Assist to estimator and quantity surveyors.

Work Profile:

- Preparation of project execution plan and method statement for quality and safe execution of the project.
- Site Execution works such as Conduit & Wiring for Power Circuits, Light Circuits & Lighting Protection System, and LV Switchgear.

- To handle Operation & Maintenance Electrical works, Site work & documentation work, including making & maintain daily report, monthly reports, LPO, invoices preparing BOQ, estimation.
- Responsible for MEP Sub Contractor Activities & Supervising site activities.
- Submission of Sub-contractor drawings and documents for follow up with Consultant for approvals.
- Electrical Supervisor—Supervise all ongoing electrical activities of the company including installation of various electrical equipments.
- Installation of cable trays of different sizes and heights. Control panel mounting/installation and cable layout prior to termination. Wiring and cable termination according to schedule Also include installation and wiring of low voltage systems.
- Inspection and Testing of PVC cables and Enamel wires.
- Manpower Coordination, Timesheet, Work progress.
- Discuss the quality standards with Team members
- Worked effectively under pressure.
- Preparing the technical submittals for the electrical materials to get approval from Client.
- Preparing of MIR and RFI and getting approval from consultant and client.
- Supervision and Execution as per ADDC regulations.
- Generating and maintaining Risk Assessments and Method Statements for all Electrical Service.
- Testing & commissioning of all Electrical and Telephone Accessories like MDB, SMDB, DB, & JB, etc.

Personal Details

Father Name	Noor Said Khan
Date of Birth	12-06-1992
Passport No.	AC7670172
Passport Expiry Date	08 th May, 2026
Religion	Muslim
Nationality	Pakistan
Marital Status	Married
Driving License No (Manual)	2128878
Languages	English, Urdu, Pashto, Punjabi and Arabic (basic)
Visa	Cancelled Visa (Last date 28-Apr-2022)

Reference

Will be furnished on request

Muhammad Dawood