

COVER LETTER

SYED ALTAF QUADRI

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U.A.E. Visa Status: Visit Visa Expires **22nd Dec 2020**

Al Rigga, Near Jood Palace.

RE: Application for Site Engineer Position – Available Immediately.

To,
The Management,

Respected Sir/Madam,

I would like to draw your kind attention regarding applicant for the post of **Site Engineer** position. In your esteemed organization.

My resume is enclosed herewith for your kind reference.

Having extensively experience in the field of Construction and Interiors at different levels throughout UAE.

Further, I hereby assure you that if, I will be given a chance under your, it shall be my contents Endeavour to prove worthy of your choice.

Soliciting your favorable response in this regard.

Please consider and do the needful.

Thanking you and awaiting for your earliest positive reply.

Thanks & Regards,
Syed Altaf Quadri

Seeking an opportunity as a Engineer in Construction sector

Summary of Qualifications:

Performance-driven Architect with a solid background in planning, layout designing, detailing and coordinating with multiple disciplinary teams. In-depth knowledge of regulatory frameworks governing the architecture industry. Proven expertise in client servicing, preparation of pre design documents, project tracking and monitoring project progression and team dynamics.

Experienced in:

- ⇒ Detailed working knowledge of computers, proficiency in the AutoCAD package.
- ⇒ Solid organizational, planning and problem solving skills.
- ⇒ Proficiency at management of cross-functional projects team.
- ⇒ Excellent interpersonal and communication skills.
- ⇒ Ability to delegate tasks in a clear and concise manner.
- ⇒ Possess strong product, technology and industry knowledge.

Core Competencies:

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- ~ Architectural Designing and Deployment
- ~ Quality Management
- ~ Team Management & Leadership
- ~ Client Management
- ~ Project Management
- ~ Time Management
- ~ Site Supervision
- ~ Process Management
- ~ Interpersonal Communication Skills
- ~ AUTOCAD Module

Professional Experience:

Batimat Building Material LLC, (Saleh Bin Lahej Group)

Project Engineer (January 2015 till date).

Responsibilities:

- Checking materials and work in progress for compliance with the specified requirements.
- Observance of safety requirements.
- Resolving technical issues with employer's representatives, suppliers, subcontractors and statutory authorities.
- Measurement and valuation (in collaboration with the project quantity surveyor where appropriate)
- Providing data in respect of variation orders and site instructions.
- Preparing record drawings, technical reports, site diary.
- Job review of subordinate staff.

Ongoing Projects:

- Follow-up and submissions for As built Drawings for completed Projects.

Completed Projects:

• Damac Heights Marsa, Dubai.

Client : Damac Gulf Properties

Consultant : AECOM

Main Contractor : Arabtec Constructions LLC

• Amity University- Main Lobby Area

Client : Ritnand Balved Education Foundation

Consultant : Archgroup Engineering Consultant

Main Contractor : Sharpoorji Pallonji Middleeast

• The Pointe, Palm Jumeira, Dubai

Client : NAKHEEL

Consultant : DAR Dar al handasah

Main Contractor : GTCC

• Al Maktoum Hospital Redevelopment, Deira. Dubai

Client : Al Wasl

Consultant : Kling Consultants
Main Contractor : Sharpoorji Pallonji Middle-east

• **Sparkle Towers, Marsa, Dubai**

Client : Tebyan

Consultant : Mimar Consultants
Main Contractor : SUN Engineering & Contracting

EKK GROUP, UAE

Project Officer (June 2014 to December 2014)

Responsibilities:

- Preparing store design with all the working details for site execution.
- To check the quality of the architectural framework.
- Follow-up with vendors regularly. Maintained a detailed database on vendor details.
- Follow-up the material tracker onsite.
- Updating the daily progress record, and sending the daily progress of site.
- Checking the entire measurement sheet of RA Bills with vendors and giving approvals make sure that all the given RA bills are correct.

Completed New City Centre (Refit work), Abushagara.(12,000Sqft)
Completed project of City Centre at Mahavi,Women's Military base Abudhabi (2,600Sqft)
Completed project of City Centre Coffee Shop at Mahavi,Women's Military base Abudhabi (2,600Sqft)
Completed project of City Centre Cafeteria at Liwa,Men's Military base Abudhabi (200Sqft)
Completed project of City Centre Store Liwa,Mens Military base Abudhabi ('12,500Sqft)
Completed project of City Centre Stationary at Liwa Military base Abudhabi (2100Sqft)
Completed project of City Centre Store at Jabal Ali outside the Military Camp (2,600Sqft)

SAKSHAM PROJECTS & FACILITY MANAGEMENT PVT. LTD.

Project Incharge (May 2013 to June 2014)

Completed Projects:

1. Completed Ameerpet Big Bazaar (Refit work), Hyderabad.(62,000Sqft)
2. Completed project of Big Bazar at Davangere,Karnataka. (33,600Sqft)
3. Current Project Multiplex at Kunnakulam,Trissur.Kerala. (35,000Sqft)

DTZ,UGL SERVICES

Project Engineer (September 2011 to April 2013)

Responsibilities:

- To check the quality of the architectural framework.
- Follow-up with vendors regularly. Maintained a detailed database on vendor details.
- Follow-up the material tracker onsite.
- Updating the daily progress record, and sending the daily progress of site.
- Checking the entire measurement sheet of RA Bills with vendors and giving approval to the client to make sure that all the given RA bills are correct.
- And in final Signing off the HOTO with the respective Store manager with all the documents received onsite and getting clearance that all the work has been done as per the drawing.

Accomplishments:

*Completed Relaince Footprint Store at Kurnool
Completed Relaince Footprint Store at Tirupathi
Sucessfully completed Relaince Trends at Warangal
Sucessfully completed Relaince Digital Store
And Relaince Footprint Store at Madinaguda,Hyd.
Reliance Trends at Tiruchirapally,Tamil Nadu*

JSKM CONSULTANT

Asst. Architect (Nov 2009 to August 2011)

Responsibilities:

- Handled a team of 5 team members.
- Provided technical expertise and guidance in preparation of architectural datasets, layouts, work statements, drawing and delivery schedules.

- Prepared design review of Footings details, Beams & Plinth Beams Details, Slab Details, Electrical lay out both manually and in Auto CAD
- Conducted site visitations to check the quality of the architectural framework.
- Followed up with customers regularly. Maintained a detailed database on customer details.

Accomplishments:

- Ensured 85% of productivity with zero critical error.

COMPETENT CONSULTING ENCON PVT. LTD

Project Coordinator (Oct 2008 to Oct 2009)

Accomplishment:

- CHALET HOTEL, K.Raheja IT Park. Hyderabad.
- And local Multi storey projects.

SERVE DESIGN PVT. LTD

Project Coordinator (Oct 2005 to Oct 2008)

- Worked on Auto cad, Micro vellum, sketch up to design the architectural framework

Responsibilities:

- Handling a team of 8 Draughtsmen.
- Review quality, recommend, and approve design layouts monthly. Update client on the project progression status.
- Resolve queries and follow up clients regularly.
- Evaluate individual performance with the given matrices. Assure the generation of an adequate conceptual designs to satisfy the client's needs and requirements of the project specifications.
- Maintain daily Roster; approve leaves for the team members.
- Identify and recommend areas of improvement for underperforming Draughtsperson.

Accomplishments:

- Won "The Leader of Month August" citation. Successfully delivered 90% of productivity

(Clients Handled (At Serve Design))

- Patella Wood Working, Inc, U.S.A (www.patellawoodworking.com)
- Rimi Woodcraft Inc, U.S.A (www.rimiwoodcraft.com)
- All craft Fabricators Inc, U.S.A. (www.allcraftfabricators.com)
- NJS Woodworks Inc, U.S.A (www.njswoodwork.com)
- Paragon Enterprises Inc, U.S.A (www.millworkcadcam.com)
- VP Builders Inc, U.S.A. (www.vp.com)

SYSPLAN ASSOCIATES PVT LTD

Asst. Architect (July 2003 to Sep 2005)

Responsibilities:

- Handled a team of 3 team members.
- Assisted in the development of Architectural & Structural design development drawings.
- Developed presentations drawings and coordinated drawing with other architectural disciplines.
- Produced daily reports under the direction of lead architect.
- Reviewed the quality of the construction material.
- Conducted regular site survey.

Accomplishments:

- Received "Top Performer" recognition for continuous 6 months. Delivered 80% of productivity.

Projects Handled:

Holy Mary Engineering College & Nalanda Engineering College ~ Vijayada

Period: 7 Months

Team Member: 3

- Designed the architectural framework on Auto Cad platform.
- Conceptualized the MBA Block, Architectural Block, Canteen and Parking Lot.
- Performed quality check of the architectural framework.

SMR Builders, Happy Homes, Kalajyothi Press ~ Hyderabad and Bangalore.

Period: 2 years

Team Members: 3

Professional Qualifications:

- **BE (Civil Engineering)** from Dr.Bhimrao Ambedkar University,AGRA in 2012.
- **MBA Specialization in (Architectural Management)** from ISBM 2011.
- **Diploma in Business Management from ISBM**, 2010
- **Diploma in Architectural Assistantship from JNNYC**, 2003,
- **Diploma in AutoCAD** from Institute of Compu-Techniks,2001

• **Diploma in Architecture from Indo British Academy, 2000**

Personal Details:

- Name : Syed Altaf Quadri
- Date of Birth : 14 December 1983
- Sex : Male
- Nationality : Indian
- Martial status : Married
- Language Known : English, Hindi, Urdu and Telugu
- Interest includes : Reading Books, Browsing internet
- Passport details. : K5544020
- Visa Status. : Visit Visa valid till Dec 2020

Reference:

As requested