

SHEHZAD SHAIKH



Mumbai, INDIA

Email - SHEHZAD.SHAIKH06@outlook.com

Contact No. +91 9987139048

Whats App No. +91 9987139048

Availability – Join Immediately

OBJECTIVE

Seeking a challenging position & learn modern concept, use creativity & acquire an opportunity to grow with an organization in this competitive environment.

WORK EXPERIENCE

Shapoorji Pallonji & Co. Pvt. Ltd.

Assistant Engineer Projects (July 2018 -- Present)

- Responsible for All RCC & Finishing activities like Reinforcement, shuttering, concrete, Pre-finishing, Waterproofing, Block work, Gypsum punning work, False ceiling, painting work, making flat ready for mockup, snagging and de-snagging of points raised by facility incharge and handing over the flat to Client
- Study & Review of Architectural as well a Structural drawing and Co-ordinate architects, various consultants, contractors for timely completion of the project
- Analyzed drawing that support the project and discuss any issue with the Client
- Calculated quantities of concrete, reinforcement, shuttering and other materials required to cast structural members as per the site plan
- Collaborated with professionals such as engineers, architects, including Client with matters related to completion of project
- Prior permission with manpower approval & proper co-ordination with client before commencement of any work
- Day to day technical supervision of the ongoing construction works
- Troubleshoot the various problems faced due to architectural/structural drawing issue/material issue or any other issue with higher management/Clients with a suitable solution
- Co-ordination between Sub-contractors and various agencies to maintain the project speed
- Assigning task & monitoring co-ordination with related trades & services adhere to target on safety, time, cost, quality
- Control any wastage and improve the quality of workmanship
- Workout, prepare rate analysis & Indent requisition of various materials with proper approval from Client
- Arrange materials, labors for next day work in advance for smooth working of the project
- Submit daily progress report, pour card, monthly consumption report, Reconciliation of materials and other documents to Client on a daily basis
- Prepare & submit RA bills, cash bills, final bills of the contractor and other agencies to Client on monthly basis
- Check any rectifications of structural and finishing work to maintain the quality of the project
- Attending meetings, seminars, presentations, quality audit, safety audit by external or internal personnel, attending lectures/trainings provided by the company

- Communication of all necessary information from senior management to junior staff and labors
- Get the maximum output from junior staff and labors
- Remain present for all types of concreting work, maintain cleanliness of the site and visit any visitors or External Clients
- Co-ordinated testing of materials wherever applicable and ensured all quality standards

786 Microne Builders Pvt. Ltd.

Assistant Billing Engineer (Jun 2014 – Aug 2017)

- In the time period I was pursuing my engineering programme and also worked part time with this firm
- Responsible for preparing monthly measurement sheet as per work done onsite by co-ordinating with site engineer
- Onsite verification of measurement bills raised by the sub-contractor
- Prepare sub-contractor bills as per Item rate/Built-up rate and mail it to the senior billing engg. for thorough verification and further process
- Quantity estimation, checking measurements and preparing reconciliation of various items
- Preparing monthly measurement and supply bills
- Checking theoretical consumption of various items and calculating permissible wastage to the actual wastage every month so that the amount is debited to the concerned vendor
- Preparing debit note in case of excess consumption
- Timely preparation of all bills by ensuring accuracy and submission to senior for timely closure
- Review & monitor the work progress, achieved milestone. Maintain good relation with client, attend meetings and visit site randomly

786 Microne Builders Pvt. Ltd.

Civil Supervisor (Jun 2013 – May 2014)

- Reporting site engineer on time for daily work progress, labor updates and work to be targeted at priority
- Taking morning tool box talk with the safety officer for educating workers to ensure safety and quality onsite
- Assigning work to labors, submitting daily labor report and progress report to site engineer
- Supervising the site and deploying the labors as per the activity
- Responsible for all civil related works
- Remain present and responsible for all the pre, during and post concrete activities onsite
- Having total control of labors, assigning next day work, providing materials, co-ordinating with the labor foreman for any issue and further to site engineer

Kaynat Real Estate

Sales Manager (Jan 2013 – May 2013)

- Attending the client in office, having a detailed discussion and understand the client requirement
- Suggesting client in an accurate manner with the right locality or property for them available on sale/rent by assuring every legal assistance
- Arranging property visit, explaining client about the existing and upcoming infrastructure projects to crack the deal
- Answering every query of the client relating to property, its maintenance, documents required, loan process, meeting with the owner, etc. Once the client has selected the property the buying lead is noted and forwarded to the firm owner

•Closing the deal with interested client and firm owner so that the sales offer, negotiation, documentation and other process of buying is discussed in detail and the deal is closed

Anand India Corporate Ltd.

Customer Service Advisor (Aug 2012 – Dec 2012)

- Answering incoming calls and greeting the customer in a professional manner
- Understanding customer query so as to provide appropriate solution
- Enlisting the troubleshooting steps to customer and asking them to follow the same in a compassionate and patient manner
- Route & direct the customer call to senior management in case of any other technical issue or replace/refund issue
- Tracking customer claims/customer are resolved timely, participate in meetings to improve customer satisfaction and business

Jaisu Shipping Company Pvt. Ltd.

TR. Welder Fitter (March 2012 – July 2012)

- Carry out the repairing and fitting of the damaged parts on the ship deck
- Routine supervision and maintenance of the ship parts if any under the instruction of officer
- Engaged in work related to deck maintenance such as oiling, greasing, overhauling, assembling and assist engineers in maintenance of all deck machinery
- Reporting the deck machinery or pipeline issue to the officer
- Making regular checks of the system and reporting the officer on a daily basis
- Checking and calibrating the pressure gauges to make sure the system is accurate to avoid any mishap

Bharati Shipyard Limited

Welder Fitter (Jan 2012 – March 2012)

- Analyze the blueprints and engineering drawings, carry out the necessary calculations required under the guidance of engineer
- Carry out welding of the machinery as per the instruction
- Overhauling of the machinery from the ship that require repairing
- Maintain record of the material consumed in the repair and maintenance

Hindustan Shipping & Engineering Ltd.

Welder Fitter (July 2011 – Dec 2011)

- Getting familiar with the welding equipment's, safety and quality
- Oiling and greasing of the machinery as instructed
- Routine technical supervision of the site, checking pipe fitting, pressure gauges, life span of the pipe, corroded pipe and maintaining a log book of the same
- Understanding the requirement of the client and working as per the instructions
- Taking safety precaution while working with substances or machinery

- Branding & Promoting the company at the assigned location, meeting with people approaching them directly for company offers.
- Working on field to achieve sales opportunities and do promotional activities to attract customers
- Making every effort to generate new buy leads for the company
- Visiting residential, commercial site of existing customers for any new referral to generate buy leads
- Approaching secretary/chairman of the housing society for meeting and discussing the company's product benefits
- Achieving company's target on a monthly basis

EDUCATION

DEGREE	UNIVERSITY	YEAR
Bachelor of Engineering in Civil Engineering (B.E.) General Purpose Rating (Board of examination for Seafarer Trust)	Mumbai University	2018
Higher Secondary Education (HSC)	D.G. Shipping Maharashtra Board	2011 2010
Secondary School Certificate (SSC)	Maharashtra Board	2008

COMPUTER PROFICIENCY

- Microsoft Windows OS
- Microsoft Office
- Google Drive
- AutoCAD
- Microsoft Project (Basic)
- Primavera P6 (Basic)
- Email
- Social Media
- Typing Speed 35-40WPM

PERSONAL STRENGTHS

- Quick Learner
- Leadership, Critical thinking
- Effective Communicator, Hardworking & Goal-oriented
- Work as a Team
- Work under Pressure

INTERESTS

- Listening to Music
- Socializing
- Swimming
- Exploring the world
- Adventure

CERTIFICATIONS AND ADDITIONAL SKILLS

- Certification of Asian Martial Arts Federation 9 Th-Kyu
- Certification of Participation in National Level Science Talent Search Examination-2005
- Certification in pre-sea course for G.P. Ratings
- Certificate of proficiency in security training for seafarers with designated security duties
- Certificate of Fire prevention & Fire fighting
- Certificate of Oil tanker Familiarization Course
- Certificate of Proficiency in Survival Technique
- Certificate of Personal Safety & Social Responsibilities
- Certificate of Elementary First Aid
- Certificate for service on Oil Tankers

KEY ACHIEVEMENTS

- Awarded Certificate of Merit for winning inter-class football tournament at Yak Education Trust
- Awarded Certificate for Safe Employee of the month Jan-2019 at Shapoorji Pallonji And Company Private Limited, Mumbai Region, Sarova Project
- Awarded Certificate for Quality Man of the month May-2019 at Shapoorji Pallonji And Company Private Limited, Mumbai Region, Sarova Project

PERSONAL PROFILE

Date of Birth	:	06-04-1992
Nationality	:	Indian
Marital Status	:	Married
Languages Known	:	English, Urdu, Hindi & Arabic (Read only)
Hobbies	:	Art/ Drawing, Playing Football & Sporting Activities