

MAHTAB KHAN

AG Middle East

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SUMMARY:

Over Fifteen (15) Years of work experience in General specifically in the construction, Landscaping and Irrigation with Bidding experience and Cost Estimate; for being hardworking, highly organized and dedicated individual; able to

handle multiple assignments under pressure and determined on working in a challenging environment.

Extensive understanding of landscape installation and construction methods, along with basic knowledge of plant material and best horticultural practices. Also required is the ability to read, understand plans and specifications, to build strong relationships with subcontractors and customers and to project a professional image and a positive attitude in all situations along with a background in commercial construction or landscape.

Good written and verbal communication skills along with strong organizational and time management skills and proficiency in Word, Excel, Outlook, Landscape Estimating Systems, and a basic understanding of business math, accounting and financial reporting.

- Strong analytical skills with a good attention to detail
- Proficiency in using Microsoft Office and estimating software.
- Excellent oral and written communication skills.
- Having an initiative identifying cost saving for the benefit of the project and the company.

Professional expertise includes:

- Identifying and quantifying cost factors, such as time, materials, Manpower, Equipment and expenses.
- Remarkable experience in estimating commercial and residential landscape projects.
- Expertise in landscape estimating, public and private bids.
- Familiarity with sod, native seed, Irrigation, trees, shrubs, and rock materials.
- Wide knowledge of landscape and irrigation design and nomenclature.
- Ability to read landscape construction and irrigation plans blueprints.
- Ability to generate proposals based upon accurate cost estimates.
- Evaluating the profitability and viability of a product or service.
- Recommending cost-cutting methods to increase profitability.
- Communicate with other departments, engineers and project managers to resolve issues.

CAREER OBJECTIVE:

As an Sr. Estimator, accounting, finance, and costing specialist, I am seeking the opportunity to participate as a team member within your organization. I offer great enthusiasm and exceptional skill to the positing of teams and operations to outstanding performance, profile, and savings.

EMPLOYMENT HISTORY:

April 2014 - Present: Sr. Estimator

AG Middle East

Post Box: 3964, Doha, Qatar

About Company:

AG Middle East was established in 1976 and today is one of the leading companies in the Middle East for the construction of landscapes in arid climate.

The Company is based in Doha, Qatar.

The Company's activities cover the whole range of modern public realm landscaping, hard landscape, soft landscape, irrigation systems, sports turf pitches and more...

Professional Experience as an Estimator (Landscape & Irrigation)

- Assisted in determining the project scope and the need for subcontractors.
- Reviewed project documents including instructions to bidders, drawings, specifications, general conditions and special conditions.
- Prepared subcontractor and vendor information packages and solicit quotes.
- Co-authored contract file upon award of contract and prepared maintenance turnover materials.
- Performed job analysis and budget estimation.
- Prepared landscape proposal, include native plant salvage, planting, irrigation, Hardscape, Site Furnishing and fencing.
- Directed all irrigation estimating and reviewed and maintained irrigation bids.
- Provided support at all levels and for all estimating team members.
- Coordinated pre-bid meetings and made pre-sales calls.
- Updated bid progress log bid sent log, and client logs; update bid board.
- Coordinate with management on cost estimates and project changes.
- Utilized estimation software to finalize figures.
- Made adjustments to figures based on scope changes.

April, 2007 - March, 2014: Estimator

Project: Services of Grounds and Landscaping

1. Contract: 951 - S26 (Sep 2012 - 2014)

2. Contract: 951 - S24 (Nov 2007 - 2012)

3. Contract: 951 - S22 (April 2007 - Nov 2007)

Client: Royal Commission

Saudi Arabian Trading & Construction Co. (SATCO)

Jubail Industrial City: 31961 (Saudi Arabia)

About Current Project:

SATCO's Landscaping and Irrigation Division:

One of the biggest projects SATCO had and was handled is the Operations and Maintenance of Landscaping, Irrigation and Sanitation of the Community Areas of Jubail Industrial City whose size is comparable to the size of the Kingdom of Bahrain.

Carry out duties as a Project Estimator (Civil/Landscape) Particularly in the following:

- Accurate estimating of project assigned.
- Analyze blueprints and other documents to prepare time cost, Materials, Equipments, and Labor estimates.
- Assess cost effectiveness of products, projects of services, tracking actual costs relative to bids as the project develops.
- Consult with clients, vendors, personnel in other department or construction foreman to discuss and formulate estimates and resolve issues.
- Confer with engineers, architects, owners, contractors and subcontractor on changes and adjustments to cost estimates.
- Prepare estimates used by management for purposes such as planning, organizing, and scheduling work.
- Prepare estimates for use in selecting vendors or subcontractors.
- Review material and labor requirement, to decide whether it is more cost-effective to produce or purchase components.
- Prepare cost and expenditure statements and other necessary documentation at regular intervals for the duration of the project.
- Prepare and maintain a directory of suppliers, contractors and subcontractors.
- Set up cost monitoring and reporting systems and procedures.
- Prepare monthly interim payment application for consultant & client approval based on measured progress on site and the BOQ, materials on site, variation accounts, and day works account and claims.
- Coordinate with the project director, Technical department and the senior engineers for any changes in design, specifications and engineers instructions coming from client and advise on cost and time implications. Prepare and ensure that notices of variation and claim with cost and time implications are issued in writing and within the specified period of time in the contract agreement for the clients' approval prior to commencement of work.
- Prepare of cost estimate for New bidding project.
- Conduct special studies to develop and establish standard hour and related cost data or to effect cost reduction.
- Visit and record information about access, drainage and topography, and availability of services such as water and electricity.
- Use irrigation and landscape knowledge to analyze alternate mean and methods to determine the most economic alternative to help clients meet their budgets.
- Performs other duties as requested by management.

Bid Administration:

- Prepares and maintains status of plan reproduction.
- Solicits and maintains communications with subcontractors and vendors.
- Prepares subcontractor bid packages.
- Ensures that we have the proper coverage from subcontractors on bid day.
- Shows creativity and resourcefulness to gain better pricing from subcontractors.
- Submits 100% of bids and budgets by the bid deadline- No exceptions.

Project Knowledge:

- Review bid requirements thoroughly and asks follow-up question on every bid.
- Creates bid lists that fit scope of job, ensuring that we have the right subs for the project.
- Minimize exclusions by "doing our homework"

May 2004 - July 2005: Assist. Estimator/Planner Scheduler
Vishal Engineering and Construction Co. Pvt. Ltd.
Mumbai: 467 093 (INDIA)

Perform job functions timely and efficiently:

- Assists with facilitating the bidding and sale of Civil/Landscape work.
- Provide accurate bid preparation and help manage aspects of the bidding cycle.
- Review project plans and specification and coordinate with the team members to confirm complete scope.
- Perform comparisons of scope, quantities and cost data between revisions and projects.
- Efficient coordinate of field and office activities on assigned projects, including job scheduling activities.
- Make accurate quantity surveys and to estimate the cost of materials, labor, equipment, and subcontractor's work, ascertaining that all areas have been accounted for prior to submitting estimate for review.
- Analyze drawing and specifications.
- Provide and maintain unit pricing and database for material and labor costing.
- Formulate cost break down from estimates and for project progress.
- Meet with potential clients to discuss options for proposed services.

EDUCATION / QUALIFICATIONS

- **Candy Training Course CCS (Construction Computer Software)**
C204 - Construction Estimating
Doha, Qatar
Graduated: Two day training - 21/05/2014 to 22/05/2014
- **Candy Training Course CCS (Construction Computer Software)**
C201 – Construction Estimating & Valuations
Doha, Qatar
Graduated: Two day training - 08/11/2015 to 09/11/2015
- **B.Sc. (Bachelor of Science)**
Magadh University (Bodhgaya, Bihar, India)
Graduated: April, 2008
- **Diploma In Civil Engineering Certificate (NILEM/6002/03)**
National Institute of labor education and Management.
Graduated: July 2003
- **Higher School Certificate (12th PUC)**
M.P.S College, Darbhanga, Bihar Board (India)
Graduated: Jan 2002
- **B.M. High School Simri Certificate (10th SSLC)**
Bihar Board (India)
Graduated: Jan 2000
- **Diploma in Computer Studies**
Iqara Computer Training Institute, Patna (Bihar)
Graduated: Jan 2001
- **Foundation Course on AutoCAD LT**
CADD Centre Training Services, Vashi (Mumbai, India)
Graduated: June 2006

Candy CCS (Construction Computer Software) Skills:

- Estimating- Bill Creation, Worksheets
- Resources, Subcontract Adjudicator, Pricing, Markup
- Valuations- Post Tender Control, Value Engineering and Remodeling
- Projects Codes, Subcontract Liability
- Masters, Addendum merging, production codes, indirect costs, Forecasting.

Computer Skills:

- Operating Systems: Windows XP, Windows Vista etc.
- Teaching proficiency in Computer Fundamentals and Networking, M.S. Office, MS Dos, Database management system, Web page designing through HTML.
- Office applications: MS Excel, MS PowerPoint, MS Word etc.
- Well versed with Internet applications.
- Average Knowledge of Primavera Project Planner P3.

AutoCAD Skills:

- Experienced with 2004 - 2011.
- Make 2D drawing in AutoCAD,
- As-built drawing and view of plan in AutoCAD.
- On-screen Takeoff 2010 (PDF quantity takeoff software)

SKILLS SUMMARY:

- Positive and patient
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Knowledgeable in Construction and practices.

ACHIEVEMENTS:

Participated in Valve Engineering Workshop.

O & M of Royal Commission Head Quarter

Location: Jubail, Saudi Arabia

Date: March 26 - 28 - 2011

Number of Hours: 15

HOBBIES/ INTERESTS:

- Digital photography
- Playing Cricket
- Interacting with new people
- Gardening and tennis

PERSONAL PARTICULARS:

Permanent Residence Address:

Vill & Post: Bastawara, Dist: Darbhanga, Bihar, India, 847106

Religion: Islam

Languages Known: English, Urdu, and Hindi

Current Location: Doha, Qatar

DECLARATION:

I am interested to work and give my most output and do my best to serve in a sincere and honest way. If given a chance, I do assure my supervisors to do more than expect.

Date:

Signature:

Place: Doha, Qatar

(MOHAMMAD MAHTAB KHAN)

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