

ZAHEER ABBAS,

Civil Surveyor

Contact Info.

Email: zaheer.abbas.313@gmail.com

Phone No: +964 7810790339

+92 3006429606

I am a dedicated, artistic, and enthusiastic Engineer competent in working independently or as a part of team, also, I am an effective delegator with an eye in finding the beauty in every project, who is capable of taking added responsibility whenever necessary.

SKILLS

Autodesk AutoCAD

Civil Surveyor

3d Max

Adobe Photoshop

Microsoft Office

Interior Design

Multi-Task Management

Site Coordination

Project Management

WORK EXPERIENCE

Civil Surveyor

American Service Center (ASC) FZE LLC
(From 08.07.2007 To till date)

Duties and Responsibilities

Project work

- Developing schematic design studies leading to the appropriate solution.
- Leads the project to ensure high quality, innovative and functional design.
- Manage, support, and guide the draftsman in producing design package.
- Developing schematic interior and exterior design thru rendered perspectives.
- Coordinating with design professionals to ensure the stability of the structure and to avoid clashes between MEP and Structural without disregarding the aesthetics of the project.

Project Co-Ordinator

- Assisting the client on materials selection, conducts meetings with the suppliers to have the most suitable and effective materials.
- Prepares the bid documents /RFP.
- Leading The bidding process by setting up meetings with contractor to ensure that the design intent is delivered to them before they do their proposals.
- Reviewing the proposal of different fit-out contractors and prepares tabulation that leads to determining the appropriate contractor for a specific project.
- Reviews shop drawings from contractors before execution.
- Doing weekly site visits to make sure the quality of work during construction and to meet the hand over deadline.

Contracts and Administrator:

Project Assistant

- Site visits and inspection every Wednesday and Saturday then present the accomplishments and progress in Technical Meeting.
- Reviewing the Shop drawings from the Main Contractor.
- Prepares request for information drawings.
- Canvassing of finishes, furniture, and fixture; conducting meetings with suppliers, and prepares tabulation of proposals.
- Developing 3D interior and exterior design thru AutoCAD perspectives.

Contracts and Administrator:

- Administers and establish Subcontract Agreements, Minor Subcontract Agreement and Work Order in accordance with the Contract Management Plans and approved procedures, to achieve delivery obligations to agreed standards.
- Prepares Subcontract Agreements amendments and LOA / LTC to Subcontractors.
- Coordinates with the Procurement Team for clarifications on commercial proposals and other documentation required for Subcontract preparations.
- Ensures that terms and conditions will be appropriate and update contract details to maintain the integrity of contract information.
- Review and verify Subcontract payment applications and prepares Interim Payment Certificates to various packages.
- Issuance of Contractor's Instruction to Subcontractor (CIS), providing notification and details of variation.
- Prepares variation orders, negotiate, and agree on rates and issue for approval.
- Coordinates with the technical department and construction department / site team for clarifications for variations works.
- Attends monthly Contract & Commercial Meeting and prepares the minutes of meeting.
- Prepares correspondences such as letters which refers to commercial and contractual issues.
- Prepares register of subcontractor's status and correspondences.
- Prepares Taking Over Certificate (TOC) and perform contract close-out actions.
- Reports to and coordinates with Contracts Manager.
- Performs other responsibilities associated with this position as may be appropriate.

Survey I (Planning Programming and Designing Division)

- Conducted site visits to and site survey inspection for projects that include road works, hospitals, health centers and government offices.
- Evaluated and analysed the data received from the site; responsible for determining the most suitable design required by taking cost into consideration, ensuring the project is within the allocated budget.
- Prepared preliminary design based on the gathered data and applies methods of design, with adherence to government standards; proposed different options where applicable and ensures its effectivity and workability, as it requires approval and confirmation of Division Head.
- Prepared quantity take-off of all elemental structure based on finalized and approved drawings.
- Prepared the bill of quantities of structures: earthworks, concrete works, rebar works, formworks, finishing works and MEP works.
- Prepared the pricing of each work item taking into consideration the materials, labour, and equipment; allowed percentages for indirect cost with strict adherence to standards and guidelines.
- Prepared quotation requests to suppliers for updated prices of materials in the market and sub-contractors' scope of work.
- Prepared the Program of Work (POW), consolidating all the bill of quantities and rates to come up with the final project budget for management approval.
- Coordinated with the construction team during project implementation.
- Provided alternative design and proposal to areas where difficulties were encountered at construction stage.

Survey I (Planning Programming And Designing Division)

Quantity Surveyor and Land Surveyor

AS Quantity Surveyor:

- Prepared quantity take-off for all Steel structural works for different projects.
- Prepared tender documents and estimated new projects.
- Prepared items for quotation to sub-contractors and suppliers.
- Followed up quotation and negotiation.
- Prepared tender documents.

As Site Surveyor:

- Supervised Subcontractor for structural and architectural works and checked to ensure that everything is followed according to plan specifications.
- Coordinated with consultants during inspection.
- Monitored delivery of materials.
- Prepared daily and monthly progress reports.
- Prepared quantity take-off for formworks, rebar works and other related structures for progress claim preparation; ordered materials for site use.
- Supervised layering of brickworks and plastering works.

Personal Profile

- Nationality: - Pakistan
- Date of Birth: - 06.01.1986
- Passport No: - BR1017963
- Passport Exp.: - 19/02/2030

Language

- English
- Urdu
- Arabic

Serial No. 2364

Registration No. 20-06-07-9656

NATIONAL INSTITUTE OF SCIENCE & TECHNICAL EDUCATION



GOVERNMENT OF PAKISTAN
MINISTRY OF EDUCATION
Sector H-8/1, Islamabad

Batch - 20

(November 13, 2006 to April 30, 2007)

Technical Competency Development Programme

awards this

Certificate

to

Mr. Zaheer Abbas s/o Mr. Asghar Ali

on successful completion of the prescribed programme of instructions in

Civil Surveyor

Marks: 1348/1400 Grade: A+

Ajiz Suhail

(Lt Col Asif Suhail)
Director Training

MINISTRY OF EDUCATION *governor*

(Maj Gen (R) Syed Shahid Mukhtar Shah)
Director General

EDUTECH UNIVERSITY COLLEGE



Upon the Recommendation of the faculty,
The Board of Directors hereby confers upon

ZAHHEER ABBAS

Is awarded with

AutoCAD-2000 (2D & 3D)

Duration: 1st Jan, to 4th April, 2007
(Three Months)

In recognition of the fulfillment of the requirements and with all of
The rights, privileges and responsibilities appertaining thereto in
Testimony, whereof, this diploma is given on 6th of April in the Year
Two Thousand & Seven under the Registration No. 1045/AutoCAD/07
Chongqiz Plaza, I-9 Markaz Islamabad.




Chairman

CERTIFICATE OF MERIT



PEAK SOLUTIONS COLLEGE[®]

Ref. No.: P2LM/2012

Date: 05-Jun-2013

This is to be certified that

ZAHEER ABBAS

with registration code

P2-LM/NYB3-13/57189/BC

has completed his/her project based training of

Multimedia

with in 12 weeks

The contents of this course are

I) 3D Studio Max 10 II) Adobe premier Pro

III) Sound Pro

IV) Poser

A.C.T.

Project Manager

M. Sub
Quality Controller

M. Sub
Managing Director



A CASP COMPANY

CANTT CAMPUS:

Sadar Round About, Cantt, Lahore
Ph: 36685003, 36665107, 38426591

LOWER MALL CAMPUS:

42-A, Lower Mall, Near Civil Secretariate
Ph: 37359381, 37359382, 38426593

SHADMAN CAMPUS:

447 Shadman Near Tolinton Market (LOS Stop)
Ph: 37578695, 37578692, 38426592

GRIFFIN (SCIENCE) CAMPUS:

Griffin Campus Mughalpura Lahore.
Ph: 36810097, 36849468



Rumaila Operating Organisation

Certificate of Training

This is to certify that:

ZAHEER ABBAS .

Has successfully completed a training course on

Rumaila - Safety Foundation

Awarded on behalf of
Rumaila Operating Organisation

12-May-2023

Completion Date

12-May-2026

Expiry Date

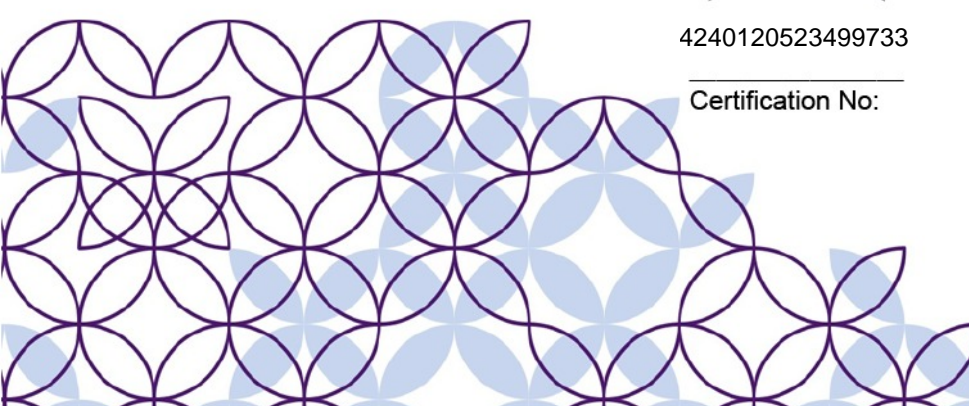


12-May-2023

Date

4240120523499733

Certification No:



RelyOn Nutec
Digital

KNOW-HOW

CONTINUING EDUCATION CERTIFICATE

SaveaLife.com certifies that

ZAHEER ABBAS

has successfully completed the

CPR, AED, and First Aid Certification Course

This activity was designated for 6 Category 2 CME Credits.

This certificate certifies that the individual listed above has successfully completed the evaluations in accordance with the curriculum of Save a Life Certifications™ by National Health Care Provider Solutions (NHCPS) Cardiopulmonary Resuscitation (CPR), AED, and First Aid program and adheres to the latest ILCOR Standards and Guidelines and are Joint Commission (JCAHO) compliant.

Karl F. Disque D.O. RPh

Karl F. Disque D.O. RPh

Completion Date:
22 Aug, 2024

Save a Life Certifications™ by NHCPS

CPR, AED & First Aid

Infant, Child
and Adult

ZAHEER ABBAS

has successfully completed the evaluations in accordance with the curriculum of Save a Life Certifications™ by National Health Care Provider Solutions (NHCPS) Cardiopulmonary Resuscitation (CPR), AED, and First Aid program and adheres to the latest ILCOR Standards and Guidelines and are Joint Commission (JCAHO) compliant.

Issue Date

22 Aug, 2024

Renew By

22 Aug, 2026

Save a Life



BY NHCPS



To verify the authenticity scan the QR code with a mobile device.

Training Organization Name National Health Care Provider Solutions

Training Organization City, State Las Vegas, NV (89103)

Training Organization Telephone (888) 688-3545

Instructor Name Karl F. Disque D.O. RPh

Instructor Signature *Karl Disque DO RPH*

National Health Care Provider Solutions™

CERTIFICATE OF PARTICIPATION

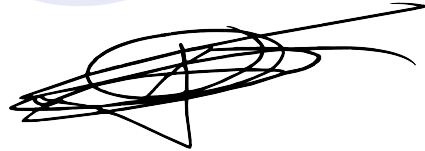
delivered to

Zaheer Abbas

who participated in the training activity

Fire Safety Management

A self-guided online course



3 November 2025
Date

Tom Wambeke
Activity Manager



165479479





TASK FORCE PHANTOM UNITED STATES FORCES - IRAQ BAGHDAD, IRAQ




Certificate of Appreciation

Presented to


ZAHEER ABBAS

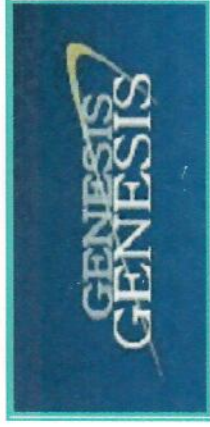
For outstanding service and dedication to the mission. Your tireless efforts and commitment to maintaining first class facilities allows the United States Forces-Iraq to present a professional appearance to all that use and visit the Al Faw Palace.

Phantom Warriors!


Tin.oth P. Livengood
CSM, USA
Command Sergeant Major




Robert L. Menti
LTC, FA
Commanding



Certificate of Appreciation

is hereby granted to:

Zaheer Abbas

DRAFTMAN

for outstanding performance and lasting contribution

FOR PROJECTS AT CAMP DEUTSCHE

Awarded: October 10, 2010

A handwritten signature in black ink, appearing to read "Carlos J. Flores Molina".

Carlos J. Flores Molina Regional Site Manager, Iraq

IRAQ-WIDE

ORANGE



**ZAHEER
ABBAS**



**CV
DGBPM**

**Expires:
20091117**

3368998899



Nationality
PK

Gender
M
Date of Birth
19860106
Eye Color
BRO
Hair Color
BLK
Height
510
Weight
118
Date of Issue
20090221
Lane Access
Priority
Person Search
Y
Vehicle Search
Y
Weapons Card Required
Y
Escort Privilege
N

Issued At: **VBC**
Employer: **AMERICAN SERVICE CENTER (ASC)**
Sponsor: **ROBERT HAYNES**
App Number: **VB04172008000017**