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Current Location: Dubai – UAE



Profile Summary

Civil Engineer with over 5 years of experience in Cost Estimation, Quantity Surveying, Project Coordination, and material submittals. Proven expertise in managing site operations, conducting quality inspections, and ensuring strict compliance with project specifications and standards. Skilled in preparing BOQs, conducting quantity takeoffs, reviewing contracts, supporting procurement, and coordinating with clients. Adept at working with cross-functional teams to track project progress, delivering cost-effective solutions, and maintaining quality and budget control.

Core Competencies

- **Project Estimation & Costing:** Expertise in preparing Bills of Quantities (BOQs), cost breakdowns, budgeting, and cost forecasting to ensure projects remain within financial constraints.
- **Quantity Surveying:** Skilled in cost planning, measurement, contract administration, and cost monitoring.
- **Contract Management:** Experience in handling pre- and post-contract documentation, reviewing contracts, and ensuring compliance.
- **Site Operations Management:** Proficient in managing daily site operations, ensuring adherence to project plans, schedules, and safety standards while maintaining efficient workflow on-site.
- **Quality Control & Inspections:** Experienced in conducting site inspections to ensure work is completed according to quality standards and project specifications.
- **Risk Assessment & Mitigation:** Capable of identifying potential risks and implementing strategies to minimize financial impact.
- **Client Communication & Stakeholder Management:** Adept in maintaining strong client relationships and facilitating clear communication across technical and non-technical teams.
- **Project Coordination:** Proficient in resource allocation, scheduling, and tracking project milestones to ensure timely delivery.
- **Document Submittal & Compliance:** Experience in managing document submittals for project approvals and ensuring compliance with contract and client requirements.
- **Team Management:** Proven ability to lead and manage the Department, fostering collaboration and ensuring effective resource.

Organizational Experience

1. **‘Estimation Engineer & Project Coordinator’** with Exclusive Acrylic Middle East Industries LLC (May 2023 – Present)
 - Prepared comprehensive Bills of Quantities (BOQs) and developed detailed cost estimates for diverse projects across the company’s three main subdivisions: interior fit-out, in-house fabrication, and landscaping, ensuring accurate and efficient budgeting.
 - Managed both pre-contract and post-contract documentation, ensuring compliance with project requirements and facilitating seamless interim payment applications and contractor invoice verifications to maintain project cash flow.
 - Conducted value engineering analyses to optimize project costs while upholding quality standards, ensuring budget adherence through proactive cost control and resource allocation.
 - Coordinated closely with design, estimation, and procurement teams to validate quantity takeoffs and establish cost-effective sourcing strategies, supporting smooth project execution and alignment with project specifications.
 - Assessed and documented project variations, prepared and reviewed change orders, and coordinated with relevant stakeholders to ensure accurate updates to project estimates and contracts.
 - Acted as the main liaison with clients, providing transparent communication regarding cost updates, project progress, and any adjustments, enhancing client relationships and satisfaction.
 - Led project coordination meetings to monitor progress, identify potential challenges, and implement solutions that ensured timely delivery and effective stakeholder alignment.

- Supported the project lifecycle through final account preparation, cost reconciliation, and collaboration with production and site teams to address any estimation discrepancies, maintaining adherence to schedules and project goals.

2. 'Site Engineer' with Aquagreen Engineering Management Pvt. Ltd., India

(January 2021 – April 2023)

- Acted as a Project Management Consultant (PMC), overseeing reinforcement inspections and concreting activities, ensuring that materials and construction processes complied with project specifications and industry standards.
- Monitored material usage and conducted regular on-site inspections to ensure that contractors adhered to BOQ and budgetary constraints, helping to manage costs while maintaining quality standards.
- Collaborated with contractors and internal teams to track material consumption, ensuring accurate quantity takeoffs and alignment with the approved BOQs.
- Supported the preparation of bills and verified contractor submissions, ensuring accurate invoicing based on work completed and maintaining adherence to project cost plans.
- Ensured the completion of quality assurance tests (e.g., concrete, soil) and liaised with the testing lab to confirm results aligned with contract specifications, providing feedback to contractors to rectify deviations.
- Delivered detailed progress and cost reports, tracking project expenses against budgets and ensuring variations were properly documented and approved, aligning with overall cost management strategies.
- Ensured contractors maintained the highest standards of construction quality, focusing on delivering cost-effective solutions without compromising on quality.

3. 'Site Engineer' with Jain Construction Co., India

(June 2019 – December 2020)

- Supervised on-site operations, ensuring that construction activities adhered to approved BOQs, estimates, and project budgets, maintaining cost control throughout the project lifecycle.
- Performed quantity takeoffs and prepared detailed cost breakdowns for materials, labor, and procurement, ensuring that project resources were accurately estimated and allocated efficiently.
- Coordinated with contractors and suppliers to verify that material quantities matched the project's requirements, ensuring compliance with both cost and quality expectations.
- Assisted in the review of project variations, ensuring that any changes were reflected in updated estimates and approved within budget constraints.
- Monitored project progress against timelines and budgets, providing feedback on cost variances and advising on corrective actions to ensure alignment with financial goals.

Education

Bachelor of technology (B-Tech) in Civil Engineering (Graduated: June 2019)

Integral University, Lucknow – India

Technical Skills

- Microsoft Office
- AutoCAD
- ZOHO

Personal Details

- Date Of Birth:** 12/04/1996
- Nationality:** India
- Marital Status:** Single
- Visa Status:** Employment
- Driving License:** Valid UAE Driving License
- Languages:** Hindi, English, Urdu