

Curriculum Vitae

Asif B.Shaikh



Bachelor of Civil Engg. & Diploma in Civil Engg.
Evaluated by WES

Interior Project Manager/Coordinator/Sr. Manager Contracts

Summary

Overall experience in, Specialized in Interior and finishing works as Project coordinator. Role assigned such as coordination between different projects, execution, tendering, contracts, planning and budgeting, administration.

Construct the facilities included such as World class Indoor Stadium, High Rise building, five-star Resort, Water Park, Luxurious Villas, Bungalows, Infrastructure, High-end interiors of club houses and show flats.

Have worked with Client/Contracting firms with ***PKCPL, Delta Contracts, Countryclub India Ltd., Islam Building LLC UAE, B.E.Billimoria Co.Ltd., Unity Infracorps Ltd.***

While working interacted with groups like ***Unichem Laboratories Ltd., Godrej group, Lodha Group, Sheth Creator group, Toyo Engg Pvt.Ltd., National Sports Club of India for their Interior fit-out projects.***

Also with Architects ; ***HBA design studio Singapore, Salient Design Studio Kokata, Space designers architect Mumbai, Shashi Prabhu & Associates.***

Work Experience: 18 Yrs

Currently Working as a Freelance Interior Consultant : from July 2020 to till date

- Working as a freelance Interior Consultant for Interior Contractors and Individual Clients.
- ROLES & RESPONSIBILITIES
- Tender/Bid Management
- Contract/Claim Management
- Techno-commercial Operations
- Project Management
- Rate Analysis & Negotiations
- Billing & Estimation
- Reporting & Documentation
- Client/Stakeholders Management

Company Name : Patankar Kale Constructions Pvt.Ltd

Duration : May 2016 to June 2020

Position : Chief Projects Coordinator

Projects : Interior and Civil-finishing work

**Clients : Godrej Ltd, Lodha group , Toyo Engg. Pvt. Ltd,
Sheth Creators Mumbai, Unichem laboratories.**

Key Function Role :

- Assist in creating comprehensive project plans, including scope, schedule, and resource allocation, in collaboration with the Project Engineers and relevant stakeholders.
- Maintain accurate and up-to-date project documentation, including project reports, progress updates, meeting minutes, and other project-related records.
- Coordinate with cross-functional teams, contractors, and suppliers to ensure the availability of required resources and materials for smooth project execution.

- Collaborate with site supervisors and engineers to oversee site operations, monitor project progress, and address any issues that may arise during construction.
- Assist in monitoring project costs, tracking expenses, and maintaining records of project-related financial transactions.
- Act as a key point of contact between project team members, clients, and stakeholders, facilitating clear and effective communication throughout the project.
- Identify potential project risks, communicate them to the Project Manager, and assist in developing risk mitigation strategies to minimize disruptions.
- Promote and ensure compliance with HSE regulations and safety protocols at project sites.
- Support the implementation of quality control measures to deliver projects that meet or exceed industry standards and client expectations.
- Assist in organizing project meetings, including scheduling, preparing agendas, and recording meeting minutes.
- Help manage project scope changes and document any alterations to project plans.
- Prepare regular project status reports, progress updates, and presentations for review by senior management and stakeholders.

PROJECTS INSTRUMENTAL IN :

Below are some projects in which we had done commercial spaces, Club house, show flat, Entrance foyer, Lobbies.

Highlights of Projects: High-end furniture with Veneer finishing, Veneer paneling, leather paneling, fabric upholstery paneling, Glass doors and wooden doors, Painting and Polishing works.

1. GODREJ PLATINUM Club House, Sample flat, West Bengal.
2. GODREJ PLATINUM, Residential building, Bangalore.
3. LODHA BELMONDO, Club house, Pune.
4. LODHA AMARA , High end Club house, Mumbai.
5. SHETH CREATORS-BEAUPRIDE, Commercial building, Mumbai.
6. SHETH CREATORS-BEAUMONTE , Residential building, Mumbai.
7. TOYO ENGG , Corporate office, Mumbai.
8. Unichem Laboratories, Industrial work, Kolhapur.

Company Name : M/s. Delta Contracts
Duration : June 2012 to May 2016
Position : Project Engineer
Project : Construction of Villas & Clubhouse Project at Lonavala.

Role & Duties:

- Sub contractor bill preparation and checking M.B of Sub-Contractors.
- Preparation of work orders for Sub-Contractors.
- Regular Contractual Correspondence with Clients.
- Quantification of Acceleration measures taken and submitted to Client for extra billing.
- Maintaining a proper record of Salient features of the Contract, Important Submittals, Observation on important Clauses, Entitlement E.O.T/Cost Clauses,
- Maintaining Joint measurement with client and preparations of monthly bills.
- Regular meetings with the client and client representatives to discuss project progress, etc.
- Monitoring and coordinating other professional consultants (Architecture, Interior, electrical and Structural).
- Undertake regular site inspections and chair meetings with contractor to assess, programme and quality.
- Issue minutes of meetings and progress reports to project team.
- Undertake periodic valuations; assess contractor's financial claims and process payments to contractor through the client's organization.
- Undertake snagging inspection on practical completion of the works and manage process to rectify any defects.
- Inspect the works undertaken for compliance with required quality and good workmanship practice.
- Inspect and assess/monitor health and safety on site.
- Managing staff, financial reporting including annual/monthly budget and expenditure plans.
- Preparing work schedules, monitoring the progress, preparing daily/weekly progress reports.
- Preparation of SOQ & BOQ and site modification.

Company Name	:	M/s Country Club India Ltd.
Duration	:	September 2008 – May 2012
Position	:	Project Engineer
Project	:	Grand Maratha Resort, Countryclub,Kolad, Raigad.

CCIL-Country Club (India) Ltd. is one of the fastest Growing entertainment and leisure conglomerate in India. A multi-million dollar entity and a listed company on BSE, CCIL is a pioneer in the concept of family clubbing in the country. Around 250 Hectare of land has been acquired by Country Club India Ltd at for above project. Construction of Holiday resort includes facilities Entrance plaza, Restaurant & Conference plaza, Spa building, Guest house & Gymnasium. Main attraction of this project is Water Park including Fun Pool, Wave pool & swimming pool construction.

Role & Duties:

- Proper control on project i.e. to see it's going on as per given tender document, so further disputes will be minimized.

- Site visit with Supervisor and foreman to see whether the work is going on as per given quality standard or not.
- Prepare new tender document for small work other than said tender.
- Weekly progress meetings and to review the progress of the site and also to have open discussions for the problems incurring at site to higher level.
- Proper delivery of right details to the site at the right time in order to ensure an uninterrupted execution of work at site.
- Planning of work schedule, estimating for new tender.
- Checking of contractor bill and further submitting to head office for further processing.
- Co-ordination with Architect & Design Consultant for smooth functioning.
- Carrying out detailed survey for STP with environmental consultancy.
- Planning and Proposing of land required to be purchase, taking in view land contour, connectivity and access.
- Presentation of the same to the Director's and getting approval of the same.
- Searching property details, Purchasing, registration, negotiating with the land owner and acquiring the same in co-ordination with Administration, and Account department.
- Co-ordination with surveying agencies for physical survey of the plot, co-coordinating with government surveyor for demarcation of disputed plot boundary if required.
- Preparing layout of sub-plotting of plots of given size as per the land law and forwarding the same customer care department. For marketing and registration to the members.
- Physical demarcation of plots and handing over the same to members.
- Co-ordination with local government agencies like Gram Panchayat, Zilla Parishad, Tehsildar office, Town Planning department, Collector Office, Police stations for the required Noc's and related Permission.
- Co-ordination with architect for approval of amended plans submitting the proposal to local collector office, town planning department, and co-coordinating with them in co-ordination with Liasoning and administration department.

Company Name : Eslam Building Contracting L.L.C. Ajman U.A.E.
Duration : July 2007 to June 2008
Position : Site Engineer
Project name : Green City Villas and Residential Complex.

Role & Duties:

- Detailed Study of B.O.Q, Technical Specifications and incorporating the various factors coming out of Contracts.
- Site inspection for civil works, which includes structural & finishing works and ensure that the work is as per the Project Specifications and issued for construction drawing/ final approved drawings from authorities.
- Ensure that all the works meets the stipulated quality standards.
- Issuing site instructions against violations at site.
- Monitor the progress of work with respect to the Master Program.
- Contractor's submittals reviewing viz, Sub-contractor's prequalification documents, material submittals, method statements, technical documents
- Frequent Safety inspection & issue site instructions against violations
- BOQ preparation of civil works
- Monthly payment invoice review.

Company Name : M/s.B.E.Billimoria Co.Ltd. Mumbai.
Duration : Sept. 2006 to August 2007
Position : Senior Site Engineer.

Project Name: Mantri Greens Bangalore (18 Storey 4 Tower), Godrej Eternia PUNE.

Duties:

- Checking the layout, shuttering and reinforcement according to structural and architectural drawing.
- Checking the detailed survey and layout of structures before the execution of the construction activities.
- Timely arrangement of materials, Manpower and equipment needed for the work.
- Taking out quantities, Quality control of material for use.
- Managing Construction works Completion of assigned work at assigned times.
- Satisfy client requirements according to their need.
- Responsible for manpower distribution and work scheduling

- Coordination with the subcontractors Safety Department from time to time regarding Safety matters.
- Preparation of weekly and monthly progress report.
- Preparing of reinforcement schedule & reconciliation. Preparation of bill for sub contractor bill.

Employer : M/s. Unity Infracorps Ltd. Mumbai.
Duration : January 2005 to September 2006
Position : Site Engineer.
Project Name : SVP Indoor Stadium National Sports Club of India, Worli, Mumbai.

Duties:

- Coordination with sub contractors for the smooth flow of work.
- Explaining piling reinforcement to contractors.
- Explaining drawings to contractors for concrete floors, granite flooring.
- Detailing for granite, marble dado work to contractors.
- Preparation of Running Account bills.
- Prepare BBS for the structural elements.
- Proper management of materials and workmanship.
- Ensure that all the works meets the stipulated quality standards.
- Monthly reconciliation of the materials.
- Ensure that all the works are going without wastage of material.

Personally :

- A proactive and responsible person having excellent communication skills.
- Ability to make the team members personally attached to the task at hand, thereby ensuring highest level of execution.
- A people's person who invests his time and trust in them.
- The best comes while working as an independent team leader.
- Life's mantra – Tough times don't last, tough people do.

Computer Skills:

Microsoft Project, Microsoft word & Excel, Microsoft PowerPoint, Working knowledge of AutoCAD

Academia :

- **Bachelor of Engineering in Civil** from **PUNE Universtity** with SVPM'College of Engg.Malegaon BK. Baramati, Maharashtra in November 2005 with 56.66 %.
- Evaluated by World Education Services (**WES**), as equivalent to a four-year Canadian bachelor's degree.
- **Diploma in Civil Engineering** from **Government Polytechnic Pune** in 2000 with first-class with Distinction 73.07%.
- **S.S.C** Examination from Maharashtra in 1997 with 68.93%. (School: Shri. Fattechand Jain High School, Chinchwad)

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Date of Birth : 06 October 1981
Language Known : English, Hindi and Marathi.
Marital status : Married.
Nationality : Indian
Passport No. : Z4886119 (Valid till June 2028)

PLACE : PUNE



Asif Bashir Shaikh