

**EDUCATION:**

B.S.-Civil Engineering. National University of Science and Technology (1993), Pakistan  
(USA Accredited Institution)

**REGISTRATIONS / CERTIFICATIONS / TRAINING:**

Member American Society of Civil engineers (ASCE)

40 Hours Site Safety Manager Course

30 Hours- Construction Safety & Health-OSHA

4 Hours-Supported Scaffold Certificate-NYC-DOB

10 Hours- OSHA Construction Safety Course

MS Office & Adobe Suites

AutoCAD, Primavera P6

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Seasoned Change order and Project Manager, Civil Engineer and trained in Construction Health and Safety have 25 years of construction supervision experience in all aspects of construction including MEP installations. I have extensive experience with Construction quality assurance and control techniques, practical knowledge of engineering design of structural steel and concrete, and a solid understanding of various construction inspection standard procedures and disciplines including processing Change Orders, documentation preparation and quality controls. I am comfortable using computer systems for documentation and data management. I have directed and supervised daily field duties of numerous subordinate inspectors on various projects I had worked on. I have also Processed Change Orders for different NYC organizations and clients while working on large Public and commercial projects. In addition, I have performed project cash flow budgeting, cost control and forecasting for numerous construction projects, negotiated construction claims, and prepared payment applications. I am proficient in Microsoft Office Suite and Primavera Project Management.

**Project Manager (1/2019-6/2020) Upstate Companies I, LLC Mount Upton, NY**

Was given responsibility for management of projects and personnel to carry out the design and construction process:

- Provided detailed scope of work proposal contracts to clients
  - Coordinated with various trades for budget estimates
  - Created a time saving, organized spreadsheet for budget estimates
  - Drafted proposals to be distributed to clients and serve a legal binding agreement
- Established relationships with clients to ensure their satisfaction and trust in our firm for the design work of their project:

- Met with clients to introduce myself and other personnel that might have communication with them during the project
- Explain and review in detail the scheduling and anticipated deadlines for the project to ensure it meets the clients want and needs
- Distributed workload to personnel in various trades to ensure the project proceeds as quickly and efficiently as possible to keep budgets in check:
  - Scheduled project meetings to review general project requirements with design team
  - Set anticipated deadlines and coordinated with other department managers to schedule work based on progress of other trades and projects

**Project & Construction Quality Manger (1/2018-1/2019) SJH Engineering P.C-U.S. General Services Administration (GSA) Binghamton, NY**

Performing Construction management and Quality management duties for a design-built project at Binghamton Federal Building. Acted as the on-site representative for the Government and report information regarding the construction directly to GSA. My responsibilities include but are not limited to the following activities.

- Conducted comprehensive site inspections of all construction work daily to ensure quality of materials, proper installation of construction systems, and adherence to the construction documents.
- Recorded construction progress by taking daily pictures of the work
- Coordinating and leading weekly job site meetings with the GSA Senior Project Manager, Contracting Officer, General Contractor, key subcontractors and US Courts.
- Providing an update to GSA prior to each weekly construction progress meeting by utilizing GSA's ePM system track the submittal and RFI review and approval process.
- Reviewing Contractor payment invoices for acceptability and forwarding review comments to the Contracting Officer and GSA Senior Project Manager.
- Established a log for all change orders submitted by the General Contractor. Reviewed all Change Order requests received for validity based upon the current scope of the contract documents and recommend to the Project Manager and Contracting Officer .
- Negotiated with the contractor change orders and verified actual work done vs contractor's claimed quantities.
- Assisted the General Contractor in coordinating construction work with the GSA Property Manager so all contract work performed in manner that minimizes disruption to building operations.
- Participated in project closeout which include creating and administering the Government's punch list. Maintained an incomplete work list and a final punch list, assisted COR in determining

substantial completion and managed all outstanding items required to close out the project for the government.

**Project Manager (12/2016 – 12/2017) Premier Roofing & Remodeling, LLC, Sidney, NY**

Premier Roofing and Remodeling, LLC is locally owned and operated over 20 years in Otsego County, specialized in residential and commercial roof installation. I am responsible for delivering the project from inception to completion on a day-to-day basis. My responsibilities include but are not limited to the following activities.

- Executed construction management.
- Inspected construction work to ensure that all construction activities are performed in compliance with contract documents and procedure. Performed quantity takeoff and hard bids estimates.
- Coordinated new contract procurements.
- Performed preconstruction/construction reviews, value, engineering and design build process.
- Prepared and submitted technical submittals for engineering review and approvals.
- Clearly identified and coordinated scopes of work between trades.
- Built and maintained relationships with subcontractors and design community to obtain best market pricing
- Coordinated work and inspections with contractor, sub-contractor and City Inspectors.
- Coordinated and conducted monthly construction progress meetings.
- Prepared monthly progress reports and progress payment invoicing to clients.
- Prepared Change order by taking off quantities from the document. Estimated the Change order proposals.

**Project Manager (11/2012 – 11/2016) Professional Pavers Corp., New York, NY**

- Managed multimillion-dollar capital projects with Department of Parks and Battery Conservancy, including new civil construction as well as restoration and preservation of historic landmarks and monuments.
- Responsibilities included managing all logistics of construction, including bidding new work, managing construction work and project closeouts, procurement of equipment and materials, subcontractor coordination, project documentation and submissions.
- Prepared written contract documentation, work reports, daily time and material records.
- Prepared Request for Information (RFI), submittals, shop drawings, sketches, and progress payment requests
- Prepared and processed Change Orders.
- Negotiated the same with client and vendor.

**Project / Cost & Quality Controls Manger (11/2009 – 10/2012) Absolute General Contracting Inc., Brooklyn, NY**

- Managed multimillion-dollar public and private construction projects involving new and renovated MEP installations.
- Prepared bid documents, RFI submittals and payment requests.
- Estimated and managed city and governmental agency projects.
- Arranged buy-outs and work scopes including maintenance of buy-out worksheets, monitored job costs.
- Prepared submittals, shop drawings after awarding projects.
- Oversaw and directed site work.
- Prepared Change Order by taking off quantities from the plans and verified actual work done.
- Prepared closeouts including punch lists, secured signoffs and Certificate of Occupancys, filed all required permits, and obtained final waivers and releases for subcontractors.

**Project Officer (Project Management) (11/2007 – 10/2009) Hill International - New York City School Construction Authority, Long Island City, NY**

- Managed capital improvement projects for NYSSCA, coordinated construction related activities.
- Provided technical expertise in the administration of construction contracts for facilities projects. Prepared contract documents, change orders, change directives, submittals, RFI's and project closeouts.
- Reviewed performance of constructability documents and quality control of pre-bid construction documents.
- Attended pre-construction meetings, construction progress meetings and substantial and final inspections.
- Conducted on-site project inspections in compliance with contract documents.
- Responded to inquiries by consultants, agencies and the public.
- Reviewed contractor payment invoices for acceptability, processed acceptable contractor payments, and submitted PO payment paperwork to SCA for final process.
- Negotiated Change Order with Contractors, verified actual work done vs claimed quantities.

**Construction Manager / Engineer (1/2001 – 10/2007) Komi Construction, Inc., Brooklyn-NY**

*Public School I.S. 51 Staten Island, NY* - In charge of all coordination and construction activities for the General Contractor for this \$4.5 million construction contract. Coordinated work with the subcontractors, SCA Project Officer, the School Authorities and other related parties. Work involved roof replacement and other masonry restorations.

- Prepared Safety Plan by designing the sidewalk bridge and the scaffolding system.
- Designed lightweight concrete storm drainage by taking into consideration the revised ground elevations and area restrictions.
- Planned and managed construction of 1500 ft parapet wall at roof.

- Prepared and negotiated Change order with SCA.

*Public School P.S. 42, Staten Island, NY* - In charge of all coordination and construction activities for the General Contractor for this \$1.8 million construction contract.

- Design and construction of a new sidewalk around the school
- Installation of terra cotta stones at the roof level.
- Processed Change Order after negotiated with vender, verified actual work done vs contract documents.
- Quality control of all work performed by subcontractors.

*Taino Towers, Manhattan, NY* - Successfully completed this 32- story high rise building project. Coordinated all the phases of construction, including electrical, mechanical, and HVAC work for boiler replacements.

*Ocean Park Apartment Plaza, Queens, NY* - Repaired 70,000 SF concrete deck. The repair was performed in phases with the prime concern being the safety of the tenants. This \$1.7 M project was completed at the accelerated duration of 180 days.

*Belnord Apartments, 86th Street, New York, NY* - Managed and implemented the construction of new offices and building exterior renovations.

*Fairfield Towers, Brooklyn, NY* - Coordinated and managed the construction of this building project. Involved in all aspects of the building construction, including electrical, mechanical and HVAC work.