

BAKHTAWAR ALI KHERA

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EMPLOYMENT

Resume Title: Construction / Building Industry

Estimation & Procurements Engineer:

Organization: BANUMUKHTAR CONTRACTING PVT LTD.

Date: Jan 2019- Present

- Preparation & Evaluation of Bill of Quantities & Quotations.
- Preparation of Preliminary Estimation, Budget Estimation, detailed Estimation (With Rate Analysis)
- Develop, present, or respond to proposals for specific customer requirements, including request For proposal responses and industry-specific solutions
- Plan and modify product configurations to meet customer needs.
- Recommend improved materials or machinery to customers, documenting how such changes will lower costs or increase production.
- Understanding the technical specifications & customer requirements.
- Maintain sales forecasting reports.
- Document account activities, generate reports, and keep records of business transactions with customers and suppliers.
- Evaluating tender documents & schedules.
- Floating Enquiries to Suppliers / Manufacturers.
- Negotiations with suppliers on both technical and commercial aspects of product.
- Pricing for Electrical, Mechanical & Plumbing.
- Secure and renew orders and arrange delivery.
- Monthly Progressive Billing / Invoicing and follow-up for timely payments.
- Developing long-term relationships with clients through managing and interpreting their requirements.
- Persuading clients that a product or service best satisfies their needs in terms of quality, price and delivery.
- Identifying & establishing new business.
- Secure New Order, Deliver Preparing Sales Report.
- Preparing Sales Report.
- Developing Client Relationship

Planning Engineer:

Project: PEPSICO Greenfield Project Multan

Date: 9 March 2017- Dec 2018

Project Responsibility:

- Making Plans on Prima Vera (P6) (Level II)
- Defining Work Break Down Structures, Activities, Resources, Critical Paths.
- Progress Updating (Planned vs Actual).

- Coordination b/w different departments and Preparing on demand Schedules.
- Substantial knowledge of engineering principles.
- Extensive understanding of construction operations.
- Firm grasp of industry safety standards.
- Ability to work well under pressure.
- Excellent time management skills.
- Outstanding project planning abilities.
- Basic knowledge of Earned Value calculations.
- Ensured that all site operations were carried out in safe productive manner.
- Prepared project timelines and made projection adjustments as necessary.
- Worked with budget department to determine estimated operations expenses.
- Tracked the delivery of all project-related materials.
- Interpreted project-related diagrams and drawings.
- Prepared analysis reports to track the progress of each phase of construction.
- Recommended ways to improve the efficiency of project operations.
- Coordinated construction activities with all relevant parties.
- Tracking Procurements.
- Attending Daily Coordination Meetings

Company: ESKAAN ELECTROMECHANICAL LLC DUBAI UAE

Project: TELAL HOTEL & APARTMENTS DUBAI INTERNET CITY

Department: E & I.

Date: April 17, 2015 – January 30, 2017

Responsible for:

- Responsible for implementation and monitoring of electric related work at site.
- Plan and analysis of all possible construction methodologies and recommends the best option keeping in view the site conditions.
- Planning implementation and monitoring work schedule and progress on site.
- Interprets the construction drawings and standards or specification to the work group prior to job execution.
- Assign targets for accomplishments and ensure targets are met on daily basis to the work group.
- Estimate, prepare and assign the resources such as manpower, material, consumables, equipment's, tool etc. required for the execution of specific job.
- Submit site daily progress report, inspection requests and all applicable monitoring reports to the planning department and construction manager.
- Ensure that all the works are done in accordance with the construction drawings, project specification and all applicable standards.
- Implementation of the quality standards applicable to the work.
- Supervision of underground manhole and foundation to ensure that work is planned, completed to the required standard, within deadline, planning implementation and monitoring work.
- Ensuring Safety Requirement According to project.
- Ensure the safety of group's personnel and equipment's and implementation of health, safety and environment standards.

Job Objective

- A position where I can make use of my skills and developing myself to increase my knowledge and to be an effective person in the organization.

Education

- **University:** National College of Business Administration & Economics
- **Degree:** *Master's in Business Administration.*
- **Specialization:** **Supply Chain Management**

- **University:** COMSATS Institute of information & technology Abbotabad, Pakistan
- **College:** Faculty of Engineering
- **Department:** Electrical Engineering
- **Degree:** *Bachelor of Science(BSc),Electrical Electronics Engineering*
- **Specialization:** Electronics
- **ACCREDITATION**
- The Department of Electrical Engineering is accredited by **Pakistan Engineering Council**

- **Degree:** Fsc Pre Engineering
- **College:** Superior College of Information Technology,Multan
- **Honor and Award:**Achieved Full Bright Scholarship for pursusing intermediate level education

- **Degree:** Matriculation
- **College:** Z.P.S, Multan

Technical Skills

- AUTOCAD.
- Primavera P6 8.1
- Drive testing using TEMS.
- Modern Analog and Digital Communication.
- GSM 2G & 3G.
- Instrument Landing System(ILS)
- PLC & SCADA.
- TEMS.
- JDSU.
- Excel.
- Mapinfo
- Netnumen

Computer and language skills

- Excellent command of reading, understanding and writing English language.
- Excellent knowledge of Microsoft office.

Interested & Activities

- Interactive and fast enough to learn new technologies and sciences.
- Able to work in group, under pressure, manage stress, teaching others, helpful, creative and calm.
- High Communications Skills.

Certification

Finally,I certify that all above mentioned information is true to the best of my knowledge