# Saif M Siddiqui, B.E.

## Doha, Qatar

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#### **Objective**

To obtain position of MEP Estimation in an esteemed organization where my engineering, organizational & Leadership skills can be utilized to the maximum.

#### **Professional Experience**

Name of Employer: UCC Holding,

Energy, Concessions and Construction

Lusail, Doha

About the Employer: It is a Qatari- based worldwide construction firm with over 30 years of experience in everything from motorways and bridges to Luxury residential and Hotel projects.

Date of Joining: 22 / 10 / 2023 to till date

Designation: Mechanical Engineer – Estimation

## **Duties & Responsibilities**

- 1. Tender and Bid Preparation
  - a. Review tender documents, project drawings and specifications to determine the scope of work.
  - b. Identify and Quantity MEP system (HVAC, Electrical, Plumbing, Fire Fighting).
  - c. Prepare detailed cost estimates for MEP works based on designs and specifications.
- 2. Quantity Take-offs
  - a. Conduct accurate quantity take offs from drawings using manual methods or digital tools (e.g., AutoCAD)
  - b. Prepare Bills of Quantities (BOQs) and cost summaries.
- 3. Cost Analysis
  - a. Analyze labor, material, and equipment costs.
  - b. Determine indirect costs, overheads, and profit margins.
  - c. Prepare cost comparison and value engineering studies.
- 4. Supplier & Subcontractor Coordination
  - a. Liaise with suppliers and subcontractors to get competitive quotations.

- b. Evaluate and analyze received quotations for cost-effectiveness and compliance with specs.
- 5. Technical Review and Clarifications
  - a. Coordinate with consultants and clients for technical clarifications.
  - b. Attend pre-tender meetings and site visits when required.
- 6. Documentation and Reporting
  - a. Prepare and submit final tender documents with deadline.
  - b. Maintain estimation records, databases, and unit rates.
  - c. Create post Tender analysis reports and participate in handover to the execution team.
- 7. Budgeting and Cost Control Support
  - a. Support project managers during the execution phase with cost control and budgeting.
  - b. Update cost estimates based on design changes or variation orders.
- 8. Software Proficiency
  - a. Use estimation software (e.g., AutoCAD, Revit, MS Excel)
  - Maintain databases of historical cost data and standard rates.
- 9. Compliance and Standards
  - Ensure all estimation comply with local and international codes and standards (ASHRAE, NEC, NFPA, etc.)
  - b. Follow safety and Quality standards in design considerations.

#### **Projects Handled**

Lusail Island – It is a part of the ambitious Lusail City development in Qatar, is a
premier waterfront destination blending Luxury living with modern amenities.
Situated just north of Doha, Lusail Island offers a serene yet vibrant environment,
making it one of the most sought-after locales in the region.

Scope: Design & Build BUA: 850,000 m (sq)

Location: Sumaisma, Qatar

2. Hamad International Airport Taxiway – It is a world -class aviation hub renowned for its exceptional facilities, Luxury services, and sustainability.

Scope: Airport Expansion (Taxiway & Stand Development)

BUA: 1,470,000 m (sq)

Location: Hamad International Airport, Doha, Qatar

## Previous Company

Name of Employer: ARCHODS ENTERPRISES

Construction and Engineering Division,

#### Hyderabad, India

About the Employer: It is a contracting company with in-house consulting Division and works in commercial, housing, healthcare, and hospitality sectors.

Date of Joining: 7/9/ 2022to 16/ 10/ 20223.

Designation : Mechanical Engineer – Estimation.

#### Technical Skills

- 1. MEP Estimation & Tendering
- 2. Quantity Take-off
- 3. BOP Preparation
- 4. Value Engineering
- 5. AutoCAD, Revit MEP
- 6. MS Excel

## **Previous Company**

Name of Employer: Fortune Global Organization

Hyderabad, India

About the Employer: The Fortune Global is Fortune magazine's premier annual ranking of the World's largest companies by total revenue. It provides a snapshot of corporate scale, economic power, and industry shifts globally

Date of Joining: 7/7/20217 to 24/8/2022

**Designation**: Sales Executive

**Duties and Responsibilities** 

A Sales Executive is responsible for driving sales growth, building customer relationships, and achieving business revenue targets. Their role involves identifying potential customers, promoting products or services, and close sales deals.

#### Key Roles of Sales Executive

 Business Development – identify and approach new potential customers and business opportunities.

- Client Relationships Management Build and maintain strong relationships with existing customers to ensure repeat business.
- Product / Service Promotion Present, promote, and explain the benefits of products or service to customers.
- Sales Target Achievement Meet or exceed monthly, quarterly, and annual sales targets.
- Market Research Analyze competitors, market trends, and customer preferences to develop effective sales strategies.
- Negotiation & Closing Deals Negotiate prices, terms, and contracts to finalize sales agreements.
- Reporting and Documentation Prepare sales reports, maintain CRM data, and provide feedback to management.
- After Sales Support Ensure customer satisfaction, handle complaints, and provide after – sales service if required.
- Team Collaboration Work closely with marketing, customer service, and operations teams to achieve business goals.
- Brand Represent Act as the face of the company, representing its values and products professionally

## **B.E Mechanical Engineering**

Muffakham Jah College of Engineering, Osmania University, Hyderabad Graduated 2013 – 2017