



# SUHAIL AHMED MEMON

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## PERSONAL DETAILS

Name: Eng. Suhail Memon  
Profession: Quantity Surveying/ Contracts and Commercial Management  
Years of Experience: 20 years  
Mobile: +973 3543 8040  
E-mail: [suhailmemon@hotmail.com](mailto:suhailmemon@hotmail.com)  
Date of Birth: 01 March 1974  
Age: 44  
Nationality: Pakistan  
Marital Status: Married

## PERSONAL PROFILE

I am proactive and qualified professional in Quantity Surveying, Contracts and Commercial Management responsible for project strategy and delivery across multidiscipline project functions. I am currently responsible for the delivery of a US multi-million dollar construction project in the Middle East. I have substantial experience in procurement, contracts, cost control, etc. implemented under various procurement and contractual arrangements including the FIDIC contract.

My experience includes infrastructure, hotels, leisure, commercial, residential, refurbishment and retail developments from inception through to completion. I am a strategic and logical thinker, a team player demonstrating drive, leadership, motivation and a committed response to any brief or challenge no matter how complex.

## PROFESSIONAL RESPONSIBILITIES & SKILLS

- Responsible for the management of contractual and commercial matters relating to projects, including claims management, contract administration.
- Support management in the resolution of contractual/commercial issues and disputes.
- Estimating building costs, managing building contracts and monitoring construction progress.
- Control of cost on construction projects that covers a range of activities which include cost analysis, valuation and estimating.
- Work closely and regularly with architects, engineers, subcontractors and project owners in the general implementation of the project.
- Examine, study architectural and structural engineering drawings and specification.
- Organizing the allocation of work to smaller, more specified construction companies (known as subcontractors) according to which offer the best value, or helping to identify the most suitable subcontractors, based on considerations of cost, quality and service.
- Administer the tendering process for contractors, subcontractors, suppliers and preparing request for proposal (RFPs) for the consultants.
- Assess and recommend payment to architects, consultants, contractors, subcontractors and suppliers.
- Manage costs to ensure that the budget is not exceeding, including negotiating with employer's cost in-charge.
- Monitor any changes in the design or cost throughout the construction phase.
- Recalculate costs if the design or materials change to assess the effects on cost.
- Negotiating changes in price with the employer's quantity surveyor and agreeing payments process.
- Prepare a statement of final account recording the actual costs of the project and valuing completed work and arranging payments.
- Good knowledge on international standards of Form of Contracts like FIDIC, NEC/ECC and JCT.
- Good knowledge on International measurement principles like POMI, SMM, NRM and CESMM.

## EXPERIENCE RECORD

- **October 2017 – Present**  
**Ministry of Works, Municipality Affairs and Urban Planning, Bahrain**  
**Senior Quantity Surveyor**  
Office based, engaged in contracts and commercial assignments such as Tender Administration, Claims & Variations Management, budgets & Forecasts, Payment Certification and Final accounts.
- **November 2016 – September 2017**  
**Trojan General Contracting L.L.C, Abu Dhabi, UAE**  
**Senior Quantity Surveyor**  
Project/office based, engaged in contracts and commercial assignments such as Subcontract administration, Claims & Variations Management, Cash flows, forecasts, budgets, cost control, monthly progress payments and final accounts for the Job in hand projects.
- **October 2015 – October 16**  
**EC Harris/ Arcadis – Abu Dhabi, UAE**  
**Consultant (Senior Quantity Surveyor)**  
Project/office based in Contract Solution, Cost and Commercial department, engaged in mitigation of contract disputes such as variations and claims, commercial reports, forecasts, budgets, final accounts, payments and cash flows for the following projects;
  - Upper Zakum– Accommodations & offshore utilities, Abu Dhabi, UAE
  - King Abdullah Finance District, Riyadh, KSA – PackagesC01B, C15 & C28.
- **July 2013 – September 2015**  
**Davis Langdon – Jeddah, Saudi Arabia**  
**Cost Consultant (Senior Quantity Surveyor)**  
Office based, engaged in Quantity Surveying, Contracts and Commercial assignments such as tender administration, budget, cash flows, unit rates analysis and payments certification. Role included weekly & monthly client commercial report writing and recommendation to the client for the above mentioned assignments for the following project;
  - Extension of Masjid e Haram – Mataf Extension, Makkah, Saudi Arabia.
- **October 2010– June 2013**  
**Drake & Scull Water and Power L.L.C -Dubai, U.A.E**  
**Project Commercial Manager/ Senior Quantity Surveyor**  
Project/Office based, engaged in Quantity Surveying and Commercial assignments such as preparing budget, cash flows and sales forecasts for the proposals and job in hand projects. Role included preparing, submitting and negotiating interim payments applications, certifying payments of subcontractors, preparing and submitting and negotiating variations and claims for the following project;
  - RLCC Central Cooling Plant, Abu Dhabi (Project Cost: Approx. USD 40 million).
  - ITCC District Cooling Plant, Riyadh (Project Cost: Approx. USD 55 million).
  - Al Ain Asset Enhancement Scheme – Construction of Trunk Sewerage and TSE Infrastructure (Project Cost: Approx. USD 30 million).
- **January 2009 – September 2010**  
**Taisei Corporation - Abu Dhabi, U.A.E**  
**Senior Quantity Surveyor**  
Project based, engaged in contracts and commercial assignments such as preparing subcontract agreements, negotiating and awarding contracts to subcontractors and sub consultants, preparing, submitting and negotiating interim payments, certifying payments of subcontractors, preparing and submitting and negotiating variations and claims for the following project;
  - Southern Tunnel Crossing, YAS Island, ALDAR - Abu Dhabi – Vehicular Marine Tunnel between Raha Beach and YAS Island Abu Dhabi (Project Cost: Approx. USD217 million).
- **October 2006 – January 2009**  
**Currie & Brown International/ EllisDon -Dubai/ Abu Dhabi, U.A.E**  
**Cost Manager**  
Project/Office based, engaged in Quantity Surveying, Contracts and Commercial assignments such as preparing contracts documents, BQ for construction contracts, negotiating and awarding contracts to consultants and contractors, pro-active with pre and post contracts and commercial issues and certifying

and issuing payments certificates, claims and variation orders for the consultants and contractors of the following projects;

- The YAS Island Development, Al Dar -Abu Dhabi– Construction of Race Day Hotels.
- The Lagoons, Sama Dubai -Dubai - Residential Towers, Commercial Towers, Utilities Buildings and Landscaping works for Area 1, 2 & 5.
- Jumeirah Village South, Nakheel, Dubai– Infrastructures and construction of multiple sizes Villas, town houses and buildings.

- **August 2001 – October 2006**

**Arabian Construction Company- Dubai/ Abu Dhabi, U.A.E**  
**Project Quantity Surveyor**

Project based, engaged in Quantity Surveying assignments such as preparing payment certificates, variations and claims, certifying payment certificates of subcontractors, pro-active in cost control of the following projects;

- Residential Tower Plot No. 44 at Burj Dubai, Residential Tower (Project Cost: Approx. USD54million).
- Civil Works for the 400/132 KV Bukadra Substation- Dubai. (Project Cost: Approx. USD10million)
- SABA 1, SABA Real Estate/RMJM, Dubai - Commercial & Residential Tower. (Project Cost: Approx. USD30million).
- Emirates Palace Hotel - Abu Dhabi, Structures and Finishes packages (Project Cost: Approx. USD200 million).
- Civil Works for the Shuweihat S1 1,500 MW Power Plant - Abu Dhabi (Project Cost: Approx. USD217 million).

- **May 1999 – August 2001**

**Emirates Gulf Contracting - Abu Dhabi, U.A.E**  
**Quantity Surveyor**

Project/Office based, Quantity Surveying assignments such as tendering, preparing payment certificates, variations and claims, certifying payment certificates of subcontractors for the job in hand projects.

- **January 1998 – April 1999**

**Shaukat and Raza Private Limited - Karachi, Pakistan**  
**Junior Engineer/ Trainee QS**

Office/Project based, training and engaged in Quantity Surveying assignments such as preparing payment certificates, variations and claims, certifying payment certificates of subcontractors, tendering and cost reports.

## **EDUCATION AND PROFESSIONAL QUALIFICATIONS**

- **Bachelor of Civil Engineering** 1998 from Mehran University of Engineering &Technology, Jamshoro Pakistan (92.14% Second Position with Distinction).
- Enrolled to achieve **RICS** membership.
- Member of **Pakistan Engineering Council, Saudi Engineering Council** and registered with **The Council for Regulating the Practice of Engineering Professions Bahrain.**

## **ADDITIONAL SKILLS**

Computing      Microsoft Office, Microsoft Project, Win QS, QS CAD, CCS Candy, Bulidsmart and Hard Dollar.  
Languages      English, Arabic, and Urdu