

CURRICULUM VITAE

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QUALIFICATIONS

Member of the Royal Institution of Chartered Surveyors, Chartered Quantity Surveyor.
Member of the Chartered Institute of Arbitrators
B.Sc. (Hons) in Quantity Surveying, University of Westminster
Post Graduate Diploma in Arbitration, PGDipArb at the College of Estate Management, Reading.

PROFILE

Chartered Quantity Surveyor/Senior Commercial Manager with broad ranging experience gained in the UK, USA and Middle East. A commercially and contractually astute individual fully committed to achieving or exceeding client expectations. A highly motivated professional individual, with excellent interpersonal and communication skills, and an ability to offer new methods and ideas.

EMPLOYMENT AND EXPERIENCE

Wide ranging experience in Contracts Administration, Cost and Commercial Management for a variety of project types including oil and gas, residential, retail, commercial, heritage, health, transport and education. Particular experience in financial reporting, procurement, final accounts. Resolution of claims for loss and expense, and extension of time.

SMART ROCK CONSULT LTD Director (*January 2021 to present*)

Carrying out Quantity Surveying duties for a number of private individual clients in relation to prime residential developments under JCT Construction Management 16 and the JCT Intermediate Form of Contract. Duties include preparing pricing schedules, drafting trade contracts, interim valuations assessing claims, cost reporting and final accounts. Projects are based in and around London, Sloane Square, Kensington, Notting Hill and Wimbledon.

Appointed as Expert Witness under CPR 35 to carry out Expert Witness services and to evaluate quantum (Quantity Surveying) in relation to a full house refurbishment in the case of *Badshah v Ahmed*. I produced an Expert Witness Report and Joint Statement with the opposing Expert and later gave evidence and was cross examined under Oath at the Royal Courts of Justice, London.

Appointed by sub-contractor in claims recovery work associated with monies that were incorrectly deducted from the clients valuations on Battersea Power Substation. I argued that the main contractor had incorrectly applied the contract to give right to such deductions and overlooked other contract provisions and so settlement was agreed at 80% of incorrectly deducted monies.

KENHAM BUILDING LTD Senior Commercial/Bid Manager (*January 2019 to December 2020*)

Leading the preparation of both competitive and negotiated tenders using for High End residential schemes ranging from £1m to £20m. Leading Establishing tendering strategy in relation to business strengths and weaknesses to ensure successful tender outcomes. Two stage tendering and PCSA production. Bid writing including Contractor Proposals.

Reviewing CVR reports, cashflow forecasting, procurement schedules and agreement of applications and final account. Reviewing tender and contract documents based on JCT D&B and traditional forms, for general commercial risk and negotiating amendments to conditions of contract. Drafting Contractor amendments for Employer consideration.

Issuing notices and responding to subcontractor claims, issuing extension of time claims and recovery of costs for loss and expense. Successfully led team to defending claims in adjudication proceedings from subcontractors for refurbishment works, and defending claims for temporary propping.

Successfully securing an adjudication award against employer in respect of claim for additional works. Giving evidence in small claims court. Drafting subcontracts and negotiating main contracts including novation agreements for professional agreements and collateral warranties.

IESIS LTD Associate Director (*January 2016 to September 2018*)

Employers Agent / Cost Manager with understanding of dispute resolution procedures and all JCT Forms of contract, including special conditions. Good understanding in relation to the application of principles in contract law and good report writing skills.– Overseeing a number of private residential schemes, ranging from £7m to £30m in value.

Group of 7 high specification private houses using amended JCT D&B 2011 – Employer's Agent, contract administration including Instructions, Payment Notices, default notices and general correspondence. Currently defending a £2.5m claim for loss and expense. Pursuing collateral warranties and assessing adequacy in connection with Subcontracts and negotiating consultant appointments

including novation agreements. Liaising with planning, building control, party wall surveyor and warranty provider, issuing completion certificates and partial possession notices. £9m.

Group of 3 high specification private houses using amended JCT D&B 2011– Employer’s Agent, Drafting Instructions, issuing Payment Notices, general correspondence, resolving planning issues and issuing practical completion. £8m

Group of 13 high specification houses, split for demolition, substructure and superstructure. Substructure let using JCT Intermediate Form of Contract 2016 and superstructure with JCT D&B 2011 amended. Negotiating amendments and issuing Payment Notices.

Providing Fund Monitoring duties for new build schemes. Preparation of cost plans and estimates, resolution of claims for loss and expense, currently defending £2.5m claim for loss and expense. Drafting letters of intent, contract amendments and novation agreements under design and build. Undertaking Business Development, fee proposals, staff appraisals, drafting staff handbook, reviewing terms and conditions of employment and resource allocation.

TECHNIP E & C LTD – EPC CONTRACTOR (October 2013 to December 2015)

Subcontract Manager – Subcontract Department – Day to day oversight of the Subcontracts department - Importing, adapting and Implementing Subcontract works processes and procedures from Technip Paris to Technip Milton Keynes. Successfully completing and maintaining ISO 9001 audit for Subcontract and Construction department with Bureau Veritas.

Shell Carbon Capture, Compression and Storage, Peterhead, Scotland. Managing proposal stage; Tendering sub contracts and pre-qualification for EPC phase, approximate value £300m. Subcontracts comprising, civil works, mass earthworks, absorber tower, Electrical and Instrumentation, mechanical and scaffolding. Defending claims on FEED services subcontracts and forecasting and settling final accounts. Tendering and drafting contract for specialist Cost Estimating Services.

Fujariah Refinery, IPIC, New Refinery EPC. Preparing Tender documentation and managing Tender queries, addressing commercial and contractual qualifications, exceptions and deviations, issuing Tender Bulletins, implementing Client instructions during Tender period. Developing and maintaining a Tender Clarification Register for approximately 2,000 queries. Organising the technical evaluation, drafting Technical Evaluation Report and developing and managing documentation to incorporate the effects of Tender Clarifications, Tender Bulletins and Licensor agreements in order to draft Contract Documents. Approximate value \$USD 5bn. Reviewing and advising on dispute resolution clauses for contracts.

Subcontract Manager - Total Refinery Off Gas (ROG) Project – Antwerp. Involved with subcontracting activities to support the FEED for the recovery of refinery off gases. Obtaining prices for Module Prefabrication, Civils, Fireproofing Mechanical, E&I heavy lifts etc. Tendering subcontracts as part of the proposal phase, Shortlisting and identifying suitable Subcontractors, including Temporary Site Facilities, Piping, Civil works and Notified Bodies. Issuing tender documentation, awarding and administering contracts for topographical and site investigation works.

FLUOR UK EPC CONTRACTOR (July 2012 to October 2013) Contract.

Senior Contracts Engineer – Future Growth Project, Kazakhstan. Preparing Tender documentation and prequalification activities for various contract packages, covering Laser Scanning, Modular Buildings, Concrete Batch Plant, IT Services, Steel frame buildings, Electrical and Mechanical and various road packages. Chairing kick off meetings for both Tender production and at contract award. Issuing award of contracts. Deciding on appropriate procurement routes, forms of contract and compensation arrangement, ensuring main contract clauses flow down into subcontracts, advising on dispute resolution clauses. Responsible for preparing personal development plans for subordinates, mentoring, monitoring and reporting upon progress.

PETROFAC – ABERDEEN, SCOTLAND EPC CONTRACTOR (Jan 2012 to July 2012) Contract

Senior Contracts Engineer – Offshore Projects, Laggan Tormore, Shetland Gas Plant, Sollum Voe, Shetland Islands. Tendering a back log of various subcontract packages, ensuring appropriate contract conditions and liabilities are flowed down into subcontract packages. Packages include, welding, NDT, wireless internet, piling and fabric maintenance. Reviewing subcontract qualifications to contract conditions and agreeing clauses with legal. Drafting dispute resolution clauses in accordance with institutional rules for incorporation into tender documents and subcontracts.

QATAR PETROLEUM – DOHA, QATAR (Dec 2006 to Sep 2011)

Senior/Lead Contracts Engineer. Experienced in contractual matters with good understanding of contract law. Fully conversant with engineering, procurement, construction techniques EPCM & LSTK and maintenance / operation related services. Duties include

- Overseeing preparation of expressions of interest, tender documentation including ITT’s.
- Reviewing tenders, evaluating and negotiating as necessary.
- Awarding contracts and preparing contract documentation for signature.
- Ensuring that all documentation is consistent with local laws in force at the time.
- Experienced in Change request management, drafting variations, contract amendments.

- Resolution of claims/contractual disputes and general day to day contract administration including bonds, insurances and parent company guarantees.
- Further requirements include ensuring all departments operate in accordance with contractual obligations with least risk to QP.
- Experienced in SAP.

Projects include various EPIC onshore projects, construction of pipeline and flowlines, wellhead facilities, rig locations hook up conversions, chemical injection skids, call off and contracts of a re-measurable nature.

All service contracts for drilling including offshore and onshore rig charter hire, including commissioning and testing of a new LPG pumping system bottling and distribution facilities. FEED engineering included pumping station and associated facilities, pipeline from QP Refinery to Doha LPG filling plant and LPG emergency loading facilities.

Consultancy Services - Responsible for the construction contracts and the entire suite of Consultancy contracts (Signature/Design Architects and Executive Architects) comprising concept design to construction phase of all facilities and master plans. Education city is currently 1,533 hectares in size. Responsible for preparing tender plan strategies, expressions of interest, tender documentation production, reviewing tenders, negotiating terms and conditions and amendments to contract clauses, preparing contract documentation variations and final accounts, auditing Qatar Foundation contracts, analysing, resolution and settlement of claims and general contract administration and commercial duties. Projects include signature buildings, sewage treatment plants and waste facilities.

STACE – UK (Jan 2006-Dec 2006)

All QS duties associated with the redevelopment of South Stand for Twickenham Rugby Football Union. £60m. Includes new build private and social housing approx value £4m; design and build.

Fund Monitor for a mixed use development, retail and residential in Welwyn Garden City, approx value £15m. Cost Management services for the refurbishment of Sainsbury retail stores, nationwide. Duties included estimates, cost plans, tendering, award, contract administration and final account closure.

PARSONS BRINCKERHOFF – DUBAI, UAE (July 2004-Sep 2005)

Providing Project Management Services for the installation of the infrastructure of Palm Jumeirah Island, residential, commercial and leisure development. Administering general supervision of Consultants. Duties include reviewing contract documentation, implementing payment procedures, ensuring timely resolution of variations, and resolution of final accounts and claims for a number of packages comprising, Sewage Treatment Plants, Infrastructure works at Crescent and Islands, bridges and Quay Walls

GARDINER & THEOBALD - UK (March 2001 to May 2004)

Senior Project Surveyor responsible for the team's Tender Documentation production.

Appointed by International telecoms organisation to assist in resolution of dispute with professional advisor. Review of project documentation to prepare case summary for use in mediation proceedings. Assessment and reconciliation of associated costs. Assisting with claim preparation including identification of resources and costs for a major London Underground contractor and telecoms provider.

Refurbishment of Food and Beverages areas, Waldorf Hotel, London, Le Meridien Group, Approximate value £5m

- Preparing cost estimates and approved cost plans, tendering scheme, preparing pre-tender estimates and analysing tenders. Currently negotiating schemes changes with Client and Contractors.

Refurbishment of 548 bedrooms, 18 floors; Holiday Inn, London for Six Continents hotels; Approximate value £11m.

- Negotiation of contract terms and Contract sum with main contractor; drafting contract.
- Settlement of claim on previous phase administered by others, monthly interim financial reports, valuations and cash-flow forecasting.
- Separately tendering the refurbishment of Public Areas Café,
- Preparing notional final account upon liquidation of the contractor, projecting financial liability and tendering outstanding works with completion contractor.
- Tendering the refurbishment of the Main kitchen with specialist Kitchen Catering Equipment separately, and incorporating under the main kitchen contract.

Refurbishment of 49 suites at Park St, Mayfair for Marriott Vacation Club International, Approximate value £2.8m

- Preparing approved cost plan, pre tender estimate, tender documentation, post tender interviews, value engineering contractor recommendation, contract documentation and devising financial reporting methods suitable for UK and USA client. Concluding project and final account to the satisfaction of the Client.

Preparing cost estimates and cost plans, tender documentation production, post tender negotiations for the following schemes as Project Surveyor:

- Proposed extension and refurbishment of BUPA private hospital, approximate value £5m.
- Proposed construction of one and two-bed apartment private housing developments in London, approximate values £10-£50m.
- Proposed refurbishment of various hotels in London, approximate value £10m.
- Proposed new build offices, £4.5m.
- Also responsible for training of subordinates within supervisory role.

DEARLE & HENDERSON LIMITED (May 1998 to July 2000)

Senior Project Quantity Surveyor for various public and private Clients, primarily responsible to the Director.

Refurbishment and part demolition of five-storey block; 76 apartments & 32 houses; tenants in occupation: - Contract value £5.5m; JCT 80 form of Building Contract.

- Duties included interim progress payments, Financial Reports, negotiating and settling Contractors claims for loss and expense in connection with scaffolding hire, and Final Account.
- Settling Contractor's additional claims in connection with unauthorised redecorations and concrete repairs. Providing factual expenditure reports to Clients Auditor.

Refurbishment of Local Authority Offices: - Contract value £500,000, JCT IFC '84.

- preparing tender documentation, inviting tenders from Contractors, implementing value engineering in direct to suit Clients revised budget, during tender analysis.
- Conducting cost control by interim progress payments, valuing variations and preparing monthly interim Financial reports.

New build construction of 70 apartments and 22 terraced houses for Housing Action Trust: - Contract value £6m; JCT 81/98 Design and Build form of Contract.

- Duties included preparing tender documentation interviewing suitable Contractors to tender, conducting value engineering exercises, interim progress payments, issuing Financial reports, cash-flows.
- Negotiating and settling Contractor's claims for disruption, extensions of time including loss and expense and settling the Final Account to the approval of the Client.

New training facility for Arsenal soccer club, including buildings and pitches: - Contract value approximately £ 3.5m using the JCT 80 form of Contract.

- Preparing works packages for the Construction manager on a fast track programme.

New build construction of temporary Visitor's Centre at Salisbury Cathedral: - demolition of existing structures; value of £800,000; JCT '80 form of Contract.

- Preliminary cost estimates, value engineering, pre-qualifying short-list contractors to tender, preparing tender documentation and pre-tender estimate, evaluating Contractor's tenders, compiling tender documentation, preparing interim progress payments and preparing monthly Financial Reports to the Client.
- Settling claims and Final Account with the Contractor to the approval of the Client.
- Other duties: - Conducting Fire Insurance Valuations for variety of Private Sector Clients in the London area.

PARKER & BROWNE (March 1996 to March 1998)

Acting as project Quantity Surveyor for various public and private Clients, reporting through Senior Partners and Associates.

- Preparing works packages, bills of quantities and specifications for Selfridges retail, Trafford centre, Manchester.
- Preparing specification and post contract duties for the refurbishment of central escalators, Selfridges, Oxford Street, London. Contract value £7m. Post contract services for shop fitting contracts in connection with central escalators.

Refurbishment of Grade II listed Almshouses, Corporation of London: -

- Contract value £350,000, duties included preparing notional Final Account of original contractor's work at termination of employment, re-tendering outstanding and remedial works to be carried out in an accelerated programme over two phases on a two stage tender approach, pre-qualifying suitable short listed completion Contractors, analyzing tenders, and settling the Final Account with the Completion Contractors to the approval of the Client.

- Preparing bills of quantities, specifications, schedules of works, etc and project surveyor for various school and nursery extensions/refurbishments. Contract values ranging from £250,000 to £1.2m.

OTHER SKILLS

Experienced in SAP computerised systems. I can converse in German though slowly and speak Urdu fluently. I have developed my computer skills using Cato Pro, Buildsoft, and Microsoft Office 2019.

Clean driving licence held for the UK, UAE, State of Qatar and Oregon, USA
