



SIYATH SAHEED

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|| Objective

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To Work in Competitive and Challenging Environment So as to Enhance My Technical & Personal Attributes and to Implement Efficient Working Methods for the Betterment of Organization and thus to Deliver Tangible Value to my Employer.

|| Profile Summary

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Competent Project Coordinator having nearly 9 years of qualitative experience in handling project activities pertaining to MEP works projects planning, scheduling, co-coordinating and progress monitoring in accordance with company standards

- **Strong relationship management & communication skills** with the ability to network with Project Members / External Agencies / Consultants / Clients / Sub-Contractors / Vendors, Project Site Engineers / Mechanical Supervisors and other utility agencies with consummate ease for framing design parameters/technical & commercial specifications.
- **Excellence in executing MEP projects** involving in Project Coordination with consultant/ Client for Design Issues.
- **Competency in monitoring all on-site related activities** and ensuring their smooth execution as per project schedule with focus on optimum utilization of manpower & materials
- **Coordination with the company's contract department** to ensure proper terms & to protect the company's interest.
- **Capable of mentoring, motivating and guiding team members** to achieve organization goal

|| Core Competencies

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Project Team Coordination
MEP Design & Draughting

Procurement Planning
Planning & Scheduling

Technical Submission
Project Closure

|| Work Experience

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M/s. Services & Trade Company LLC, Oman (Sep'2014 to Mar'2020) as MEP Projects Coordinator

Job Responsibility:

- Liaising with consultants, contractors, team members & other officials for smooth operations of site activities, discerning and mitigating risks present in the projects as well as planning for contingencies
- Engaging in design reviews & coordination and project monitoring from concept to commissioning
- Preparing Submittals, follow up for their approval, Procurement and to insure delivery of material on site at correct time as per requirement.
- Selection of specialist vendors / suppliers by floating enquiries, preparing comparative statement, negotiation with vendor as per budget
- Checking for the deviations/ variations from the Tender drawings & the revised IFC drawings for the applicable variations due to design change
- Coordinating project progress through regular project meetings
- Assign tasks to internal teams and assist with schedule management

|| Annexure



Elegant Contractors, Chennai, Tamil Nadu (from June'12-July'14) as Jr Mechanical Engineer

Job Responsibility:

- Read and interpret blueprints, technical drawings, schematics, and computer-generated reports.
- Provide feedback to design engineers on customer problems and needs.
- Site visits and discussion with Client Representatives on "Job progress" and meeting time line etc.,
- Site Safety, Employee's safety and interact with site engineers on "Safe work"

Projects Involved in Oman & India:

Project: Regional Detention Centers at Rustaq & Sohar

Client: Royal Oman Police

Role: Project Coordinator –MEP

Project: Police Station & VIF Complex at Nakhal & Majan

Client: Royal Oman Police

Role: Project Coordinator -MEP

Project: The Waterfront, Muscat, Oman

Client: M/s. Services & Trade Real Estate

Role: MEP Coordinator

Project: Gem Inn Resort, Chennai

Client: Jolly Gem Inn Pvt Ltd

Role: Junior Engineer (Mechanical)

Key Responsibilities across the Projects:

- Preparation of correspondence, material submittal schedule, drawings schedule, procurement log
- Generated monthly progress report for management and client/stakeholders
- Coordinated cross functionally with stakeholders, internal departments and suppliers

|| Education



B.E. (Mechanical Engineering) from Hindustan College of Engineering, Anna University, 2012 passed out.

|| Technical / IT Skills



- Diploma in MEP (HVAC, Plumbing & Firefighting) Designing & Drafting from UTA, Chennai by Sep 2013.
- AutoCAD, MS Office, MS Outlook Packages

|| Personal Details



Date of Birth: 11th October 1987

Languages known: English, Hindi, Tamil, Arabic and Malayalam

Driving License details: Light Vehicle (Oman & Indian Driving License Valid till 2026)

Permanent Address: 15/A, Kingsway, Kottar, Nagercoil, 629002, Tamil Nadu, India.

Present Address (Currently on Visit Visa): 305, B.No.2311, Muwailih Commercial, Industrial Area, Sharjah, UAE.