

# Sayeed Mohammed

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● # 34 Queensway West, Balmoral Park, Edinburgh 500, Chaguanas, Trinidad, W.I. ● (868) 743 - 9078 ●  
●20<sup>th</sup> May 1976 ● sayeed\_mohammed20@yahoo.com ●

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## **WORK EXPERIENCE:**

**Employer:** CG Construction Services Limited ● #1 Jerningham Place, Belmont●

**Position:** Quantity Surveyor

**Period:** January 2015-Present

**Functions:**

- Prepare Tenders
- Carry out site visits and prepare Claims for Payment
- Prepare take off from drawings for the preparation of quotations

**Employer:** A. Campbell & Associates ● Corner Robert & Gatacre Streets, Woodbrook● 628-0954

**Position:** Quantity Surveyor Assistant

**Period:** April 2004 – December 2014

**Functions:** 1. Residential Clients. (Trinidad & Tobago)

- Prepare Construction Cost Estimates from building plans
- Carry out site visits and prepare Valuation Reports during various stages of the construction
- Carry out site visits and take notes and necessary measurements for the preparation of Appraisal Reports for insurance purposes
- Carry out site visits and take notes and necessary measurements for the preparation of Report for the settlement of claims such as :-
  - Value the damage to property by human / natural disasters.
  - Value of work done by one party and is seeking compensation in settlement.

## **2. Commercial/Government Projects (Trinidad & Tobago)**

- Assist the Senior Quantity Surveyor in the preparation of the Bills of Quantities
- Attend site meetings with the Client, Project Manager, Project Engineer and the Contractor
- Carry out site visits, collect information and prepare Interim Valuation Reports for payment to the Contractor.
- Collect information regarding variations on the project and costing them for payment.

**Employer:** GENCON LTD. ● Crown Trace, Enterprise, Chaguanas ● 680-9987

**Position:** Product Manager (Decorative Concrete Products)

**Period:** September 2003 – January 2004

### **Functions:**

- Prepare samples of the product and market a new alternative to durable floor finish.
- Successful managed a booth at the Expo of 2003 held at the Center of Excellence.
- Kept records of interested clients from the Expo and pursued follow up site meetings.

**Employer:** GENCON LTD. ● Crown Trace, Enterprise, Chaguanas ● 680-9987

**Position:** Supervisor (T&TEC Pole and Line Maintenance Contractor)

**Period:** January 2003 – August 2003

### **Functions:**

- Supervise a crew of on outage/ maintenance days.
- Ensure that the crew had sufficient materials needed to carry out the scope of works assigned for the day.
- Ensure that safety measures were always present and the crew was conscious and concerned about each others safety.
- Liase with T&TEC Supervisors before commencing work and upon completion of the works.
- Record the amount of work done and the value, on a daily basis on the computer.
- Keep records on the computer of the workers attendance.

- Attend site meetings with the construction team
- Assist in collecting information for the preparation of valuation claims for payment
- Conduct random safety checks on site and report any incidents of unsafe practice to the foreman
- Supervise and give tasks to a crew of men for executing general external works on site.
- Order heavy equipment (trucks & backhoes) from a list of suppliers and keep records of the working and any break down times
- Receive and sign all delivery slips for concrete poured on site
- Record what building number the pour was done on
- Properly record and store cube samples and have them sent out in time for the crush test

**Employer:** Hafeez Karamath Construction Limited ● El Socorro ● 638-3936

**Position:** Stores Supervisor (Purchasing Department)

**Project:** Savannah Villas, Aranguéz

**Period:** April 1997 – January 1999

**Functions:**

- Supervise and issue tasks for a staff of four (4) stores attendant
- Records of incoming and out going tools, equipment and materials on a daily basis
- Ensure that materials required for the next forth-night works is available
- Implement measures to keep individual materials records for each of the fifteen (15) buildings under construction
- Visit suppliers and inspect/select materials and have it stored properly on site.
- Prepare time sheets for equipment that were paid on an hourly basis and forward to the main office
- Conduct forth nightly meetings with stores attendants to discuss and resolve any problems or concerns that has arise

**Employer:** Hafeez Karamath Construction Limited ● El Socorro ● 638-3936

**Position:** Site Clerk

**Project:** Savannah Villas, Aranguéz

**Employer:** Warnerville Grain Mills (WGM) ● Tumpuna Rd, Arima ● (868) 643-8860

**Position:** Properties Manager Assistant

**Period:** October 2001 – May 2002

**Functions:**

- Prepare time sheets for payroll for the maintenance workers.
- Ensure that the crew had sufficient materials needed to carry out the scope of works assigned for the day.
- Schedule tasks and time frame of work to be done in order of priority.
- Prepare materials estimate for the task to be done and forward to the relevant department for purchase orders.
- Discuss with the various departments of areas that need attention and also listen to recommendations made by the individuals working in the environment.
- Prepare and forward scaled drawings/sketches to the foreman of the works to be done.

**Employer:** National Housing Authority now (HDC) ● Savannah Villas, Aranguez ●

**Position:** Property Maintenance Clerk

**Period:** November 2000 – March 2001

**Functions:**

- Record complaints made by residence of the apartments and assign the necessary personnel to have the complaint rectified.

**Employer:** Hafeez Karamath Construction Limited ● El Socorro ● 638-3936

**Position:** Engineer Assistant

**Project:** Savannah Villas, Aranguez

**Period:** February 1999 – October 2000

**Functions:**

- Co- ordinate with the site foremen on the scope of works intended to carry out for the two-week ahead.
- Relay instructions from the engineer to the foremen

**Period:** July 1996 – March 1997

**Functions:**

- Prepare clocking cards on a weekly basis for approximately 300 employees
- Calculate the hours worked and record on the time cards
- Record the hours worked on a time sheet and forward on a forth nightly basis to the payroll department for payment
- Monitor regular late comers and issue warning letters
- Order and distribute personal safety gears for employees and inform the payroll department of deductions to be made

**Employer:** Hafeez Karamath Construction Limited ● El Socorro ● 638-3936

**Position:** Site Clerk

**Project:** John John Towers, Cooke Street, P.o.S.

**Position:** Supervisor

**Project:** Residential building, Ocean Avenue, Barataria

**EDUCATION:**

**2012-2013** School of Higher Education - Heriot-Watt University, Edinburgh, Scotland  
BSc. Degree in Quantity Surveying

- Business Management in the Built Environment
- Design Cost planning and Control
- Procurement and Contracts
- Construction Technology 3
- Safety Management and Site Establishment
- Measurement and Cost Evaluation
- Design for Construction
- Decision Making in Construction

**2011** Trinizuela Technical College - City & Guilds - London  
Advanced Diploma in Quantity Surveying

- Tendering, Estimating and Quantity Surveying 4 Distinction

- Construction Management 4

Merit

2008

**College of Estate Management – (Distance Learning Program)**  
**Diploma In Surveying Practice (1<sup>st</sup> Year)**

- Technical Communications
- Introduction to Construction Practice
- Legal Studies
- Work Based Learning Portfolio

2006

**Trinizuela Technical College - City & Guilds - London**  
**Technician Diploma In Construction – Applied**

- Applied Scientific Techniques 2 – Principles
- Drawing & Surveying Techniques 2 – Principles
- Construction Techniques 2 – Principles
- Environmental Science & Construction Techniques 3 – Principles
- Measurement 3 – Principles
- Applied Scientific Techniques 2 – Practice
- Drawing & Surveying Techniques 2 – Practice
- Construction Techniques 2 – Practice
- Environmental Science & Construction Techniques 3 – Practice
- Measurement 3 – Practice

2005

**Trinizuela Technical College - City & Guilds – London**

- Health and Safety Practice

2002

**University of the West Indies**

- Cost Planning and Estimating

2001

**National Energy Skills Center (NESC)**

- Computer Literacy
- Microsoft Word

- Microsoft Excel

2000

**National Energy Skills Center (NESC)**  
**Building Construction Technology**

- First Aid
- Blueprint Reading and Measurements
- Health Safety and Environment
- Foundation Layout, Excavation, and Workshop Calculations
- Steel Bending
- Basic Structural Steel Welding
- Rigging and Scaffolding
- Fabrication and Erection of Steel Sections
- Basic Concrete Technology
- Basic Construction Electrical
- Plumbing

1998

**San Fernando Technical Institute**  
**PC Repairs and Maintenance**

B+

1995 – 1997

**Institute of Management, Social Welfare and Man-Power**  
**City & Guilds Telecommunications Technician**

- Micro Electronic Systems T2 Option                      Credit
- Micro Electronic Systems T3 Option                      Pass
- Micro Computer Technology Part 1                      Pass

1994 -1996

**Modern Business School**  
**Association of Computer Professionals – ACP – London**

- Computer Fundamentals                      Credit
- Computer Programming & Operating                      Pass
- Programming Problem, Analysis & Solution                      Credit
- Individual Project                      Pass

1993 – 1994	<b><u>British School of Computing &amp; Commerce</u></b> Mathematics (CXC- General)	2
1992	<b><u>Modern Business School</u></b> Principles of Accounts (CXC- General) English (CXC- General)	1 3
1990-1992	<b><u>Chaguanas Senior Comprehensive School</u></b>  Electrical Installation	
1987 – 1990	<b><u>Chaguanas Junior Secondary School</u></b>	
1982 – 1987	<b><u>Charlieville A.S.J.A. Muslim Primary School</u></b>	

### **INTEREST GROUPS:**

- Habitat for Humanity Trinidad & Tobago – Construction Committee Member
- RICS Student Member

### **SPECIAL INTEREST:**

- Agriculture – Crop Farming
- Agriculture – Animal Rearing
- Aquaculture
- Use of Solar/wind energy in Construction
- Animals and Reptiles

### **REFERENCES:**

- **Mr. Shawn Ranville**  
Construction Manager/Contractor  
Design Build Construction Services Limited  
Director  
797-4271
- **Mrs. Marcia Murray**  
Attorney-at Law  
689-7411