

Mr. Imraan Fakier

Contracts Manager

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Personal Profile

I am a highly motivated and dynamic Contracts Manager, who offers exceptional industry knowledge and a solid business acumen. I hold a versatile skillset developed through extensive experience, and I excel in resolving challenges with well thought-through strategies, proven to increase organisational effectiveness and achieve set objectives. I regard myself as a well travelled individual for professional and leisure gain. I successfully manage teams consisting of 1-70 members on various projects simultaneously.

Education and Career Development

Civil Engineering N.Dip (RSA), CPUT (Engineering), South Africa, Current

Registration for Professional Engineering Technician, ECSA, South Africa, Current

Project Management Professional, Project Management Institute, USA, Current

Certificate for Health and Safety Representative, Frontline Health & Safety, South Africa, 2009

Autocad Training Certificate Advanced, Autodesk, South Africa, 2008

Levels of Arabic Grammar, ABU – Nur University, Syria, 2007

Completion of Memorization of Quranic Text, Jam Eyatul Quraa, South Africa, 2004

Career Profile

Contracts Manager, Ikapa Construction, South Africa, August 2018 – December 2018

Responsibilities:

- I was contracted By Ikapa Construction Via Azimo to complete an emergency project. The project was behind schedule and financially negative.
- I successfully brought this project up to date and towards financially positive.

Site Agent, AR Projects & Developments, South Africa, June 2019 – October 2019

Responsibilities:

- I was responsible for the management of the construction unit, while adhering to company policies and procedures, and liaising with the project manager (PM) on job status, completion date etc.

Career Profile

- I held regular meetings to ensure that goals were achieved, and I liaised with other departments, while supervising, training and motivating foremen and site staff.
- I ensured that all permits, safety files etc. were in place.
- My portfolio included project/job allocation, assignment and execution. I evaluated the scope of work and process from project start to end, discussing details of the job with relevant parties.
- Tasks included production progress. I managed the site foremen and teams, ensuring that resources were accessible and on site, while monitoring cost to ensure efficient budget (staff, material and sub-contractor) management.
- It was necessary for me to manage and control project finances, monthly certificates and invoices, subcontractor appointments, and weekly claims.
- I monitored quality control, ensuring that work was executed to the correct specification and scope of work.
- My areas of accountability included health and safety. I liaised with health and safety representative, officers and site supervisors regarding safety importance and inspections.

Notable Projects:

- *Upgrading of the Stellenbosch Arterial (Major Roadworks) – R167 500 000*
- *Construction of Landfill Chemical Recycling Building Kuruman – R7 500 000*
- *Upgrading of the N1 Trunk Road and bridge rehabilitation – R405 500 000*
- *Upgrade and renovation of House Walters, Scarborough – R4 800 000*
- *Re-instatement of all civil works to new fibre optic infrastructure (NEOTEL) – R12 060 000*
- *Upgrading of 500mm.diam HDPE effluent pipeline – R30 500 00*

Contracts Manager, Yethu Civils Construction, South Africa, October 2013 – June 2014

Responsibilities:

- As the Contracts Manager, I conducted pre-deployment site inspections, while understanding the job requirement and client's expectations. I submitted an inspection report prior to deployment. In case of lump sum contract, I estimated the requirement of resources, material and consumables required to carry out the job.
- It was my duty to identify safety and health risks at the site and address concerns if any. I met with the client, discussing progress of work and generating reports on the same. Furthermore, I liaised with time-keepers and the transportation department on a daily basis for smooth operations at site.
- I updated the line manager on day to day activities and assisted in the preparation of various reports.
- In addition to the identification of good/bad performers, I recommended rewards or disciplinary action as required. It was necessary for me to take corrective and preventive actions. I executed project completion within timeline and budget, maximising company profits and reputation.

Key Strengths and Competencies

Contractual & Admin

- Assist with Healthy Safety specific file compilation.
- Labour reports to governmental institutions.
- Administer on-site disciplinary hearings
- Accident and incident reports
- Variation orders
- Purchase orders
- Approval of new vendors/subcontractors
- Approval of invoices, quantities, additional works
- Approval of subcontractor certificates and invoices
- Extension of time claims and disputes
- JBCC, SANS, COLTO, NEC, FIDIC

Materials

- G2-G7 materials
- Asphalt wearing course, Bitumen treated base, pavement mixes, chip & spray, UTF
- Concrete 10-40mpa. Kerbing
- Medium pressured pipes.
- All building materials.
- CBR testing, density tests, compaction tests, curing tests, UCS testing

Computer Literacy

- Microsoft Office
- Sketch Up
- Solid Works
- Revit
- Autocad

Technical & physical Skills

- Analyzing of drawings
- Structural & civil design
- HDPE underground piping design & Installation
- Storm water management & installation
- Traffic management
- Steel fixing
- Fixing & Erection of formwork for underground civil and building structures
- Concrete finishing
- Asphalt surfacing
- Testing of civil infrastructure ie watermains, sewer, stormwater etc
- Dumpy level & GPS setting out

Career Profile

Notable Projects:

- *New Roads in Kleinmond and housing facility – R 33 120 000*
- *Construction of engineering services for 28 holiday units – R 7 200 000*

Project Manager, City of Cape Town Human Settlements, South Africa, 2013 and 2014

Responsibilities:

- During this period, I was recruited by the City of Cape Town to manage an emergency project. I was instructed to complete the project in 3 weeks, which as per normal programming, should have been completed in 3 months. The project was completed successfully.

Assistant to the Resident Engineer, Orrie, Welby Solomon & Associates Civil Engineering Consultants, South Africa, November 2008 – August 2013

Responsibilities:

- I was required to develop and implement engineering methods, policies and procedures to ensure the project was completed successfully, while evaluating any technical issues and providing the appropriate solutions.
- In addition to ensuring that the project adhered to all government and industry standards and guidelines, I checked monthly certificates, claims and invoices, and performed field quality control observations and assessments.
- It was necessary for me to inspect and assess the quality of materials being used for projects, while calculating the quantity of material, supplies and equipment needed for each individual project.
- I ensured the availability of resources and materials at all times, and I was responsible for all construction activities being carried out in accordance to set safety rules.
- My portfolio included financial monthly estimates.

Notable Projects:

- Civil engineering services and roads for new CT Film Studios – R27 500 000
- Construction of Retirement Housing for Garden Cities – R105 500 000
- Civil engineering services and construction of dual carriageway (M17) – R86 000 000
- Construction and rehabilitation of Steve Biko Bridge – R14 800 000

Clerk of Works, Orrie, Welby Solomon & Associates Civil Engineering Consultants, South Africa, November 2008 – August 2013

References

Waleed Adams, Manager Informal Settlements, City of Cape Town, (+27) 82 793 4537

Mr. Sedick Orrie, Civil Engineer, Orrie Welby Solomon (Executive Director), South Africa, (+27) 82 7897592

Rafeeq Conrad, Senior Resident Engineer, Orrie Welby Solomon (Associate), South Africa, (+27) 82 577 8870

Waleed Adams, Human Settlements Manager, Structural Engineer City of Cape Town, Cape Town, (+27) 82 793 4537, waleed.adams@gmail.com

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