

# Saleh Zandi

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## Highlight Qualification

- Dependable and self-motivated professional with 10+ years' progressively responsible experience in the construction estimation field
- Have an excellent understanding of the construction industry and construction management processes
- Ability to accurately review and complete the detail-oriented information and projects
- Ability to read, understand and interpret blueprints, sketches, and contract specifications and perform estimation from all construction trades in multiple industries
- Strong construction estimating experience in commercial, industrial, and residential projects
- Thorough knowledge of construction principles, techniques, materials, and cost estimation fundamental
- Experience providing conceptual and detailed budgetary estimates from \$10K to \$20M on a wide variety of construction projects, including new construction, infrastructure, and facility renovations
- Expert in Plan swift, MS Office (Word, Excel, PowerPoint, Outlook), MS Project, AutoCAD, and engineering software
- Ability to prepare comprehensive estimates, including conceptual estimates
- Interpersonal and communication skills
- Member of CIQS

## Work Experience

millwork carpenter 2016-present

**Sanat Sazeh Mahan co.** 2012-2015

### **Estimator**

- Review, evaluate, and coordinate all relevant documents from concept to construction, regardless of the delivery form
- Consider all project risks, such as procurement, contracts, scope, methodology, cost, quality, schedule
- Determine the quantity of labour and material required for the project
- Prepare and interpret tender documents, specifications, general conditions, and other parts of contracts; analyze bids and negotiate contracts
- Prepare a project cost summary, including labour, equipment, materials, safety, subcontractors, overhead, taxes, insurance, mark-up
- Prepare estimates and proposal
- Evaluate all technical issue of the project
- Attend pre-bid meetings and site tours
- Project delivery and workshop equipment
- Supervise the implementation of the project and review the drawings
- Preparation of status statement based on project progress

**Paravar Engineering Company** 2007-2012

### **Estimator**

- Prepare work to be accomplished by gathering information and requirements; setting priorities

- Prepare construction budget by studying home plans; updating specifications; identifying and projecting costs for each elevation
- Evaluate offers to purchase by costing changes, additions, and site requirements
- Obtain bids from vendors and subcontractors by specifying materials; identifying qualified subcontractors, negotiating price
- Maintain cost keys and price masters by updating information
- Resolve cost discrepancies by collecting and analyzing data
- Prepare special reports by collecting, analyzing, and summarizing information and trends
- Maintain quality service by following organization standards
- Maintain continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Contribute to team effort by accomplishing related results as needed

***NIGC, Tehran, Iran***

*2004-2007*

***Estimator and Supervisor***

- Design commercial and residential buildings as well as city gate stations and gas Official and residential building
- Estimate the quantity of labour and required material for projects
- Prepared bid documents for contractors, handoff notes for operation and conduct handoff meetings; if successful
- Supervise the workshop equipment, starting the project and implementation of the project based on the tender book
- Check the contractors' financial statements and send them to the finance department
- Setting up project temporary and permanent delivery meetings with contractors

**Education**

**Construction Estimating Certificate**

George Brown College, Toronto, Canada

2018

**Bachelor of Science in Civil Engineering**

Azad University, Shahrud, Iran

2007

**Construction Engineering Technology/Technician**

Azad University, Kashan, Iran

2001

**Additional Skills Accreditation**

- AutoCAD
- Plan Swift
- Microsoft Office (Word, Excel, PowerPoint)
- Microsoft Project

**References**

Available upon request