

# Sohaib Tanveer PMP, PMI-RMP

## **Project Manager - Paragon Builders**

Islamabad

[muhammadsohaibpmppmirm4\\_yw6@indeedemail.com](mailto:muhammadsohaibpmppmirm4_yw6@indeedemail.com)

00923150531136

Experienced Construction Manager with a demonstrated history of working in the construction industry. Strong operations professional skilled in Project execution, Construction Operations, Resource Management, Site Operations, Quality and Safety Operations, Liaison and Coordination, Leadership, and Project Management.

Willing to relocate: Anywhere

## Work Experience

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### **Project Manager**

Paragon Builders

October 2018 to Present

IBECHS Project Islamabad.

### **Construction Manager/ QA/Qc Manager**

Redco International Qatar

March 2017 to July 2018

Responsibilities included:

- \* Material submissions on 18 plus projects. All material submissions, addressing their comments and liaising with client to get approval
- \* Ordering of materials for civil works. Estimating quantities and following their procurement all the way till their delivery.
- \* Preparing various method statement for civil works as per the requirement of client.
- \* Preparing RFI's and following with client for inspections.
- \* Addressing NCR's and closing them.

### **QC Civil Engineer**

Construction Riyadh

August 2014 to December 2016

for Manazel

Construction Riyadh ( Dar al Khayoul). My Project was Girls Academic Building (c-75r) Royal Commission (RC) Jubail. I was working as a Civil engineer and my main responsibilities were as follows:

- \* Preparing material comparison sheets for submission at RC JUBAIL.
- \* Coordinating with suppliers to ensure timely availability of materials.
- \* Inspecting and ensuring that all works carried out on site are in accordance with the RC specifications.
- \* Preparing method statement for different works.
- \* Coordinating with consultant to get the ongoing works inspected and approved.

## **civil engineer**

Saudi Bin Ladin Group - RIYADH, SA  
October 2009 to June 2014

and JAMARAT.

Responsibilities I was assigned in those projects were as follows.

- \* Planning the fabrication of pre-cast elements in order of their priority.
- \* Arranging machinery mainly cranes, manpower, tools for the orderly installation of pre-cast elements.
- \* Making daily progress reports.
- \* Coordination with the Client, Consultant and Sub Contractors.
- \* Ensuring that all the revisions in design are catered and taken into account during the execution of works.
- \* Actively participating in resolving conflicts that kept on arising on a daily basis.

## **Site Engineer**

BAUER INTERNATIONAL (UAE)  
December 2008 to October 2009

Specialized in Deep Foundation). The responsibilities include:

- \* Supervision of all site activities.
- \* Assisting Project Manager in finalizing the monthly invoices of suppliers and Subcontractors.
- \* Making daily progress reports.
- \* Coordination with the Client, Consultant and Sub Contractors.
- \* Quantity estimation & Site management, verification of the Contractor's running bills with the Resident Engineer and daily progress reporting to the client.

## **Site Engineer**

DEFENSE HOUSING  
December 2007 to November 2008

AUTHORITY.

- \* Inspection of Construction Drawing according to the Bylaws of Defence Housing Authority.
- \* Involved in the administration works.
- \* Purchasing of materials.
- \* Site Visits to inspect the ongoing projects.

## **Education**

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### **B.E in Civil**

NED University of Engineering & Technology - Karachi, PK  
December 2007

ARMY PUBLIC COLLEGE - Karachi, PK

## **Skills**

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AutoCAD (Less than 1 year), Excel (Less than 1 year), Microsoft Office (Less than 1 year), MS OFFICE (Less than 1 year), PMI (Less than 1 year)

## Additional Information

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### QUALIFICATION AND SKILLS:

- \* PMP- CERTIFIED
- \* PMI-RMP CERTIFIED
- \* GMAT score of 640.
- \* AutoCAD - Command on Computer Aided Drawing 2D.
- \* Proficient in Microsoft Office Suite - Skilled in professional report writing, Power Point Presentations, and Excel calculations and charting.
- \* Excellent command of English language and communication ability.
- \* Very Good in People Skills and Team Work, Positive Attitude, Hard worker, Very motivated.