

Date: Thursday, September 19, 2019

Dear HR Manager,

As a highly-motivated and results orientated Civil Engineering manager within the Construction, fit-out work, Building, Villas, luxury hotel, Infrastructure sector, Joinery/Carpentry. I have a proven track record of providing exemplary levels of service to a broad range of clients, including Govt., Private investors, VIPs and high-profile individuals.

During working in UAE, Yemen, Saudia, Kenya, Somalia, Afghanistan and finally UAE, with different Contractors, Client, Consultants, I worked in the many industries, like Construction, Fit out, Joinery, Roads, designing projects – such as mentioned in my resume – and managed my own project management, quality, time, cost, liaised with various divisions, formulated projects reports and participated in group project meetings. Utilizing excellent communication skills, I developed and maintained successful working relationships with internal and external stakeholders, clients, staffs.

Following are Key Result Areas and strength of an Engineer;

- ✓ Managed all construction and fit-out related aspects of the projects; from initial conception through to completion; management of authority approvals from client & authorities.
- ✓ Developed and managed the budget for each projects, managing the overall project execution plan which focuses on problem avoidance, problem identification/risks and resolution, and the organization and administration of appropriate resources – a plan which properly balances schedules, costs and risk avoidance.
- ✓ Developed, executed, managed the tendering process to ensure a competitive selection process and negotiate contracts, ensuring to act in the best interests of the company.
- ✓ Reviewed and approved architectural documents, design development, construction drawings and other plans (master plan, concept, and schematic, detail) to ensure conformity with established specifications and standards.
- ✓ Reviewed materials and finishes, plans and space planning requirements as well as design presentations.
- ✓ Reviewed and evaluated the appointment of appropriate external consultants if and when needed.
- ✓ Supervised and directed and/or liaise with contractors, architects, (interior) designers, project managers, engineers etc; (Primary focus is on the main contractors) As an Consulting Engineer.
- ✓ Developed strong working relationships with the internal departments, outside contractors, owners and developers.
- ✓ Managed external stakeholders and coordinate other disciplines as required to successfully complete the development project.
- ✓ Developed and managed the budget for all facilities management related activities at the stores and offices, reviewed, negotiated and approved all contracts for facilities management
- ✓ Submit and agreed progress claims and Invoices, Identify, price and agreed project variations
- ✓ Preparation of final statements, discharge, project close puts & settlements of final accounts
- ✓ Checking of invoices and claims from suppliers, vendors and subcontractors to ensure that all project expenditures are captured and properly recorded
- ✓ Conducting meetings with client & consultant on contractual matters regarding progress of works, claim situations and other construction issues
- ✓ Overseeing the preparation of daily & monthly progress reports entailing progress & details for engineering, procurement, construction and commissioning activities
- ✓ Regular interface with Architects regarding specification and design, value engineering and proposing alternatives where possible
- ✓ Actively being involved in resolving contractual matters with sub-contractors & qualification works in order to prepare the material requirement schedules, bar bending schedules & budgets
- ✓ Detailed estimation, Cost analysis through break up of items, Cost Control, Preparing budgetary cost advice for all work elements of the project
- ✓ Prepare a Take-off tender quantity as per the Tender drawings & specifications and compare with the quantities given in the Consultant BOQ and advice of any major difference for finalizing tendering cost.
- ✓ Coordinating with contractors regarding techno-commercial negotiations.
- ✓ Undertaking feasibility studies and performing risk management, value management and cost control/analysis for tenders
- ✓ Negotiating and appointing preferred sub-contractors
- ✓ Issuing enquiries to suppliers/subcontractor and preparing bid summaries for review and approval

Looking to secure a position in an organization, where I can bring immediate and strategic value and develop current skillset further.

Thanks with Best Regards,

Engr / Muhammad Saleem Ahmed

B.Sc. B.Tech Civil, MBA, CSCP,

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Engr / MUHAMMAD SALEEM AHMED

B.Sc. B.Tech Civil, MBA, CSCP, (Approved Engineer from ADAC, Abu Dhabi In't Airport)

PMP PDU, Certified Supply Chain Professional (CSCP), Primavera, AutoCAD

Languages: **ARABIC, ENGLISH, HINDI, PUNJABI**

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✉: engineer.saleem1@yahoo.co.uk, engineer.ibtikar@gmail.com

~ SENIOR & MIDDLE LEVEL ASSIGNMENTS ~

Intend to serve the organization with both my technical and managerial abilities and achieve excellence by blending hard work with targeting challenging assignments in "Senior Manager–Projects & Constructions, Civil Engineer & Facilities, fit-out, Joinery/Carpentry, Infrastructure, Technical," with a growth-oriented organization of repute in Construction, Project Management, Buildings, Villas, Towers, interiors fit-out, Joinery/Carpentry industry.

I am proud to say I am an excellent Mentor to produce an excellent, useful and result oriented team for organizations. "Passion to get the work done on Time, Quality and Cost".

PROFILE SNAPSHOT

B.Tech Civil + DAE - (Civil Engineering), MBA with over **15yrs+** of commendable success in (Roads, Residential Towers, Commercial Building, Infrastructures, Villas, School, Mosques, Industrial, Interiors and Landscaping, Joinery/Carpentry, interiors fit-out): **AREAS OF EXPERTISE**

- | | | |
|--|---|---|
| ✓ Structural & Architectural, Fit-out Finishing management, | ✓ Project Control, Monitoring & Tracking | ✓ Quantity Surveying & Cost Engineering, Construction Supervision |
| ✓ Agile Methodology, Project Execution & Production, Manufacturing, PL Planning & Scheduling Management, Control | ✓ Joinery & Carpentry & Production Management | ✓ HSE, Safety at Site management |
| ✓ Budgeting/Forecasting/Cost Control | ✓ Risk & Time Management | ✓ Team Leadership & Management |
| ✓ Quality Assurance & Quality Control | ✓ Contract, Resource Cost & Claim Management | ✓ Project Reporting & Communication Management |
| | ✓ Water Treatment Plant management and Construction, Design Development | ✓ Supply & Procurement chain management |

Core value and characteristics of personality

- HONESTY, INTEGRITY, PROMISE-KEEPING & TRUSTWORTHINESS, LOYALTY, FAIRNESS, CONCERN FOR OTHERS, RESPECT FOR OTHERS, LAW ABIDING.
- SPECIALTIES IN (CONSTRUCTION VERTICAL & HORIZONTAL ENGINEERING, STRUCTURAL, FINISHES, FIT-OUT, JOINERY/CARPENTRY, PROJECT CONTROLLER, PROJECT FINANCIAL MANAGEMENT)
- Excellent Supervision of Projects, Construction finishing, Joinery, Finishing & Fit-out Industry
- Rich experience in handling as Projects Manager (Sr as well) & Contracts activities for large size projects like Villas, High rise buildings, Road, Infrastructure projects, Interior fit-out works. Landscaping for villas, high rise residential, commercial buildings, as well Infrastructure work includes Road, Drainage line, Water Supply line, Substations etc. Industrial park includes Warehouses, Cold Storages, Dormitory buildings, Ghala buildings, factory buildings & External works; Ministry of Defense work at Yemen, Pakistan, Afghanistan, Kenya, and UAE.
- Proficiency in developing conscious monitoring over all activities in terms of project aspect
- Excellent Project Cost Control with technical tools like Primavera Oracle
- Expertise in ramping up projects in close co-ordination with contract cell, consultants, architects, clients & contractors
- Experience at Senior Manage Level, Excellent working knowledge of commercial procedures along with Contract management
- Thorough knowledge of Company health, safety, quality and environment procedures (HSE)

ORGANIZATIONAL EXPERIENCE

Gulf Experience:

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|--|------|---|-----|
| Dec 2017 – to | date | ARAK Engineering Consultants, Al Ain, Abu Dhabi/Dubai/Sharjah | UAE |
| Projects Manager/Resident Engineer (Buildings, Villas, School, Mosque, interior fit-out) | | | |
| Dec 2017 – to | date | ARAK Engineering Consultants, Al Ain, Abu Dhabi/Dubai/Sharjah | UAE |

Key Projects Accomplishment:

- **ADAC Building, B+G+FF, Crisis Management Building, Al Ain Airport, Approved Engr from Abu Dhabi Airport**
- **Private Villas G+1 Floor, Hospital, English Speaking Schools, Al Ain, Abu Dhabi**
- **Interiors fit-out work of Vilas, and Flat in :Burj Khalifa No. 6409 (Emmar Project)**
- Manage project to meet time constraints and control team costs and invoicing, Manage sub-consultant costs and invoicing.
- Managing a contract administration (FIDIC, ADAC Contract), maintained risk register and relevant supporting files
- A proactive team leader, Liaising with and advising the client on construction, quality and progress
- Lead point of contact, co-ordination of consultants in all disciplines both within the project and of the interface with adjoining projects.
- Champion of quality and progress, Issue construction information as required & Co-ordinate disciplines & resolve issues in a timely manner, Liaison with relevant Project Leaders/Team Leaders/Site Staff ensuring all parties are kept informed of all relevant matters in relation to the project.
- Providing technical advice to the Project Leader/ Project Manager with respect to the assigned work on the project Checking project deliverables for which the Assistant Resident Engineers are responsible, including drawings, reports, co-ordination,

Quality Assurance documentation and registers in relation to the assigned work on the project, Ensure thorough review & prompt exchange of correspondence, RFI's and approvals.

- Liaise with authorities, and ensure NOC's are updated
- Champion site safety, and follow up identified risks, Convene and chair regular site meetings.
- Generally review, monitor, and report construction progress, Ensure accuracy and completeness of records.
- Provide final approval of the completed works and arrange Handover.
- Improve contract commercial knowledge and performance management skills to the level of Senior Resident Engineer/Projects Manager.
- Leading a team of employees with the responsibility for executing the Construction Work and fit out Projects work within target, Cost, Time and Quality. Work with high standard, quality & Technicalities and delivery of project according to Spec, design, with added value of Client Instructions and past work experience, Review the
- Accountable for the project from conception/inception to occupancy under the Design and Build strategy.
- Communicating and negotiating with all Stakeholders, Main Contractors, Suppliers and Consultants on behalf of the Company and making sure that all projects comply with contracts/specifications requirements.
- Reviewing the specification and drawings and resolving any unclear issues, as require at site or office.
- Managing stakeholder expectations by ensuring that the project is running as per schedule and would be completed on time within the cost.
- Overall project management including management of supervision team. Oversee the work of supervision team to ensure the efficacy of work procedures; Communication with Client office as well as Worked on EOT, as per Contractual obligations.

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|------------------------------|--|-----|
| Aug 2016 – Dec 2017 (1.4yrs) | Ibtikar Real-estate LLC / Al-Masar Holding, LLC, Sharjah / Dubai / Abu Dhabi | UAE |
| Aug 2016 – Dec 2017 (1.4yrs) | Ibtikar Real-estate LLC / Al-Masar Holding, LLC, Sharjah / Dubai / Abu Dhabi | UAE |

Key Projects Accomplishment:

- *Ibtikar-1, G+5P+15 Floor, Residential Towers, Al Majaz, Sharjah*
- *Ibtikar-2, G+5P+15 Floor, Residential Towers, Al Majaz2, Sharjah*
- *Ibtikar Compound, 14 Villas, Al Ain. (Construction and fit-out work). School/Warehouse Projects study,*
- Manage Project objectives and goals for the Delivery Areas amongst other things to ensure that targets are being met and progress is being delivered for Authority managed Projects
- Responsible for the Project Management of Projects and Programme(s) of Works within various Department Portfolios
- Responsible for the management and delivery of all project technical, commercial, project controls (including programme, planning, HSE, quality, risk, systems compliance) and other required disciplines necessary to ensure Authority goals are met
- Ensure, review and where necessary draft recommendations or other documentation in processing requests for variation, addendum, extension of time, etc. in accordance with Authority policies and guidelines
- Ensure and review project management compliance related to Projects
- Liaise with heads of delivery teams and key stakeholders to effectively manage various Projects
- Coordinate with all relevant parties and representatives such as owners and legal authorities to minimize any disruption and ensure the completion of the projects in time and within cost
- Overarching responsibility for project delivery across all disciplines (including technical, commercial, project controls (programme, planning, HSE, quality risk, systems compliance etc.)
- Ensure projects are moving forward, Managing Senior Management Team meetings and strategic workshops, Collaboration and communication with internal and external stakeholders
- Provide support to the Area Delivery Managers in particular, where required, on project management matters
- Elevate any issues on behalf of the Authority and collect and update periodic reports for the projects and submit them to higher management to provide clear information on the status and extent of progress of work in the projects
- Continually seek and capture lessons learned from the project and use this intelligence to improve systems, tools and processes
- Provide regular progress reports and elevate issues on behalf of the Authority & Provided progress reports as and when required

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|----------------------------|--|-----|
| Sep 2012 – Aug-2016 (4yrs) | Mughal Wood Works Carpentry/Joinery, interior fit-out Interiors) & Al-Qabdha Contracting | UAE |
| | Manager (Projects/Production Joinery/Carpentry, Interior Fit out) | |

Key Projects Accomplishment:

- *Gulf Oasis Tower, G+8P+42 Typical Floors, Residential Building, Client ASAS Real Estate, Al Qasba, Al Khan, Sharjah*
- *Worked on Fit out Project at Future Research Centre, Abu Dhabi (MOI Projects), Sea Palace Gypsum Work, Paint, V1 Palace, Villas Private, Burj Vista Tower (Dubai) etc.*
- *G+17, UAE: A Commercial Building with six Floors was fully furnished with all Interiors. Fit out done by Sub-Contractors, Al Nahda Dubai.*
- *G+28, Hotel and Residential Unit in Sharjah, Alkhan Area. Hotel Apartments: Did all fit out jobs with Sub-contractor and all Joinery and Wooden work, manufactured and installed at site.*
- *G+50, Gulf Oasis Tower, Commercial and Residential Tower: Produced, manufactured and did all fit out with Mughal.*
- *Govt. of Qatar's Schools No. 08, Ministry of Public Works. In UAE: Worked as a Sub-Contractor of Manufacturing of Joinery, Carpentry Work*
- *G+4, AlHabtoor Hotel at Shaikh Zayed Road: Did Sub-Contractor job (Fit out work by Local Sub-Contractor Mughal).*
- *G+12 Al Murqabat Dubai, Commercial Apartments, Mughal. Interiors Wood working for Private Schools and Hospitals Completed Project recently*
- *G+50 Building at Al Khan, Oasis Tower, Sharjah, as well as many private Villas.*
- *Hotels, Private Villa, Schools and Hospitals and Airport at Soqatra - Yemen:*
- *5 Star Hotel "Chumico Hotel, Luanda, All Joinery Work, Wooden Cladding, Ceiling, Wardrobes, Doors and Hotel's Bed rooms along with side Table, Sitting Chair, Coffee Table etc. - Angola:*
- *Shaikh Private Palace, at Doha, all Wooden Ceiling, Walla Paneling, mashrebiya (CNC) design: Production, and Installation at Site. Designers Consultants from Morocco & Tunisia - Qatar*

Role and Responsibilities of Fit out and Production:-

- Taking the brief from the marketing, sales and estimation team of the Projects, exhibition or event.
- Communicate the design department's technical drawing to the production department, arranging a BOM
- Discussed with the design department about changes due to the technical aspects of the built
- Ensure that the production is executed as per drawings and communicated clearly with the production team
- Prioritize the production for the joinery, metal and painting department
- Ensure that the output is as per quality standard, Evaluate manufacturing processes by designing and conducting research programs; applying knowledge of product design, fabrication, assembly, machinery, tooling, and materials; conferring with equipment & machinery vendors.
- Develop manufacturing processes by studying product requirements; researching, designing, modifying, and testing manufacturing methods and equipment. Improve manufacturing efficiency by analyzing and planning work flow, space requirement, and equipment layout.
- Assure product and process quality by designing testing methods; testing finished-product and process capabilities; establishing standards; confirming manufacturing processes.
- Provide manufacturing decision-making information by calculating production, labor, and material costs; reviewing production schedules; estimating future requirements.
- Prepare product and process reports by collecting, analyzing and summarizing information and trends.
- Provide manufacturing engineering information by answering questions and requests.
- Maintain product and company reputation by complying with government & EHS regulations.
- Keep equipment operational by coordinating maintenance and repair services; following

Manufacturer's instructions and established procedures

- Determine manpower, equipment and raw materials needed to cover production demand, Assign workers and other staff to particular production operations.
- Schedule shift according to production need, Monitor jobs to ensure they will finish on time and within budget.
- Address issues when they arise aiming for minimum disruption, Obtain output information (number of finished products, percentage of defectives etc.).
- Prepare and submit status and performance reports, Keep paperwork organized, Collaborate with quality control, warehouse and other staff.
- Planning, coordination and control of our fit-out manufacturing processes & site installation teams, Ensuring that goods and services are produced efficiently
- Involved in both the pre-production (planning) stage as well as the production (control and supervision) stage & site installation and handover, Plan and prioritize operations to ensure maximum performance and minimum delay.
- Coordinate production workflow for one or multiple jobs, Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks, Complete design and development projects by training and guiding technicians.

Dec 2008 – Aug 2012 (3.7yrs)

Islamic Relief Worldwide (Project Offices)
Manager Projects (Operation & Execution)

UK, Yemen, Kenya, Somalia & Afghanistan

Role and Objective in job:

- Managed and managing all Project Management in Hospital, Roads, Schools & Infrastructure, and financial management, Project logistics services to the projects in Afghanistan, Yemen, Somalia, and Kenya; with security constraints. Delivery of all deliverables on time, specific financial and administrative, Programm activities including finance, accounting, procurement, grants management, HR, and IT within organization
- Close working relation and assisting the Country director/HOP and management team in developing and modifying program budget and monitoring expenditures for Projects UN OCHA, CHF, EC, WFP, DFID, UNHCR, SIDA & IR families partners.
- Managed travel to all FO's offices, Kabul, Kandahar, Mazar, Bulk, Helmand, Jalalabad, and travelling throughout the country and region
- Excellent network and Interface with local officials, UN, NGO and others on a regular basis
- Believe in Cultural Diversity and empathy and willingness to engage local national in all level especially in hiring of staffs, preferred to local national staffs
- Develop and implement transparent and objective grants criteria, policies and procedures, design and made desktop procedures for Main office and project offices
- Mentoring, training and building the capacity of local staff and partners, ensuring adherence to ethical and recognized best practices

Period: July 2011 –April 2012**Controller Project Operation and Execution Services****Kenya/Somalia Country Office Program****Role and Responsibilities:**

- Mentoring all projects, ensuring adherence to ethical and recognized best practices,

Following functions were performed during working with Somalia/Kenya Offices Projects;**1. Project/Programme Management**

- Operational & Administration of Projects of Schools, Roads, Hospital
- Commitment of expenditure and Operational Activities:

2. Budget Management

- Ensure budget follow-up, BOQ, Schedule
- Develop project budgets:

3. Department Follow-up

- Team leadership:
- Internal Procedures and Information Flows;

Period: Dec 2008 to June - 2011**Country Manager (Projects ^ Services Operation) Yemen Country Office****Yemen****Role and Objective in job:**

- Managed and managing all financial and administrative, Programm activities including finance, accounting, procurement, grants management, HR, and IT within organization'
- Providing financial control, preparing and analyzing Concept Notes, budgets and making recommendations to HQ on budget expenditures for project support budget, Orphans 121 and orphan direct cost budgets
- Assisting the Country director/HOP and management team in developing and modifying program budget and monitoring expenditures for Projects UN OCHA, CHF, EC, WFP, DFID, UNHCR, SIDA & IR families partners.
- Ensuring timely and accurate financial reporting according to donor, government and HQ standards
- Develop and implement transparent and objective grants criteria, policies and procedures, design and made desktop procedures for Main office and project offices
- Mentoring, training and building the capacity of local staff and partners, ensuring adherence to ethical and recognized best practices

May 2002 – Oct 2008 (6.5yrs)

BG Almahzoom Company (Construction & Trading Company)

Yemen

Project Manager (Controls, Execution-QA/QC)

May 2002 – Oct 2008 (6.5yrs)

BG Almahzoom Company (Construction & Trading Company)

Yemen

Key Projects Accomplishment:

- Residential Colony "Madninat Al Eisa" with Infrastructure system e.g. Sewerage System, Electrical System, Water System and Telephone System. Project worth USD 15,000,000.00.**
- Sana'a Waste Water Treatment Plant (Upgrade) Sana'a Yemen, Water Treatment, desalination Plant, Constructions and Supervision**
JV PWT Wasser & Abwassertechnik GmbH (Germany)
- Socotra Island Airport Project (Runways, Taxiways, Boundary Wall and Maintenance)**
Client: Civil Aviation Authorities Yemen, Value USD 8.4 million
- Asphalt Road network work in Socotra Island (Class A & B) 600 Km**
Client: Ministry of Works, Govt. of Yemen, Value USD 90.9 million
- Road network, Hodeidah City and Reemah Governorate**
Client: Ministry of Works, Govt. of Yemen, Value USD 37.4 million
- InterCity Bridge (interchange) Road Project, Sana'a Capital**
Client: Capital City Authorities, Sana'a, Value USD 8.1 million
- Al-Royan-Adwas Road, Rehabilitation Rr1**
Funds: Flood and Rain Water Protection funds from Donors, Value USD 7.2 million
- Al-Kohla-Jabal Rass Road Project, Taxiways Badash Rods**
Client: World Bank, Value USD 4.0 million
- 7- Aden Causeways Road Project (sea Side Road) 7.150 Km,**
- Client: Arab Funds for Economics & Social development, Value USD 39.3 million**
- To liaise with the Client, Consultant and Company Project Management in order to manage the construction process in its entirety to ensure all works are done as per the agreed terms and conditions, quality standards and safety policies.
- PLANNING**
 - Study all project documentation and contract.
 - Providing activity weightage to planning engineer, and in consultation with the Divisional Manager, assign a project – Team Organization
 - Determine construction phases regarding time and budget, labor, equipment's and material requirements.
- TECHNICAL**
 - Compile project organization chart, project risk assessment to obtain approval from the Client and Consultant.
 - Identify in-advance requirement of sub-contractor to achieve target within budget/time. Recommend to top management for appointment of sub-contractors.
 - Obtain all permits and documentation as required by Local Government.
 - Identify resource and plant level requirements (Based on plan versus actual reports, Revise identify resource and plant level requirements)
 - Generally review, monitor and report on progress, - Liaise with Projects Client and Projects Consultant
 - Attend regular meetings with the Projects Client and Projects Consultant
 - Ensure that Health, Safety and environment policy is adequately provided for and observed
 - Ensure Site staff executes the Contract as required by the Client and in accordance with the Specification
 - Ensure timely submissions for approval as required by the Contract, - Ensure all procedures as required by the Contract are followed
 - Plans and expedites all activities related to the project execution; co-ordinates and follows up interdepartmental activities to ensure most effective cost control and timely completion of design, procurement and manufacturing as per the Project Plan.
 - Conduct regular internal Meetings at Site
 - Organizes the delivery of materials, the mobilization of manpower and equipment as per project requirements.
- Developing and managing effective communication and liaison with all relevant internal and external stakeholders to ensure that requirements are identified assessed and appropriately integrated into the project.
- Working in a client facing role, responsible for monitoring and managing the project through all stages of delivery.
- Developing the delivery strategy, guiding the design management, managing procurement and all construction activities through the extended professional team of consultants and contractors.
- Coordinating, planning and managing internal and external meetings in relation to the project.
- Driving the procurement of services and works required to deliver the project.
- Providing input into client system safety and project risk assessment and management process.
- Managing the overall client interaction and relationship, ensuring Mace's position as a partner of choice
- Establishing and managing a high performing team that strives for quality, safety, cost and schedule improvements at every opportunity with all delivery partners, questioning and seeking to improve the project deliverables.
- Ensuring that the highest standards of health and safety are considered as a priority through all stages of the project.

Pakistan Experience: (7.7yrs)

Jan 2001 – May 2002

Habib Rafiq (Pvt) Ltd,

Pakistan

Manager Commercial & Contracts

- Provide contract and commercial guidance and support, including responses to commercial and contractual based queries and advising the rolling stock and depot project team and stakeholders in elements of the contract: provide support to the Senior Commercial Manager for the same, including with dispute resolution and deputizing for them as required.
- Responsible for reporting on both the service provider's and HRL's performance and compliance with obligations under the contract, supporting the HRL Senior Commercial Manager in ensuring that the HRL managers and teams are complying with contractual and HRL procedures, timescales and governance, assisting in resolving or escalating any issues as necessary such that contracts are managed and closed out in a manner that safeguards the commercial interests of HRL.
- Provide contract administration support to the HRL Senior Commercial Manager and the HRL team including drafting and issuing responses to contract correspondence and instructions, supporting budgetary control, calculation of costs to date, accruals, forecasts, management and verification of supplier payment applications, providing challenges when required.
- Prepare accurate cost and commercial management information reports - periodic and ad-hoc, including commercial, cost, safety, quality and assurance elements; identification, analysis and insight into project trends and areas for improvement.
- Provide support in the evaluation and quantification of project risks, opportunities and contingency in conjunction with the Senior Commercial Manager and the HRL team in order to minimize the risk exposure to HRL.
- Day to day management of the HRL change management process both internally and under HRL contracts, including evaluation of proposed changes, review of estimates, variation negotiation with suppliers and other external parties in order to safeguard the HRL commercial position.
- Day to day maintenance of all records of activity under the contracts, including all ongoing contractual documentation, the storage and retrieval requirements including the day to day management of the internal governance processes and authorities that support this.
- Provide day to day support to the HRL Senior Commercial Manager in the management of 3rd party agreements in support of the contract works as required, safeguarding the interests of HRL.

Aug. 1994 – Nov 2000

Associated Consultancy Centre (Pvt.) Ltd,

Pakistan

Project Coordinator/Quantity Surveyor/Commercial officer- Consultant office,

- Responsible for proactively managing/coordinating daily schedule/calendar, contacts, travel arrangements and meetings (internal and external)
- Arranges and schedules numerous meetings; maintain and update calendar; determines importance of meeting requests and schedule accordingly; demonstrate flexibility, patience and persistence in routinely rescheduling meetings
- Arranges travel and all accommodations including comprehensive and detailed itineraries
- Process reimbursement and expense reports in accordance with established policy guidelines; track expenses and follow-up in timely manner
- Provides a bridge for smooth communication; demonstrates leadership to maintain credibility, trust and support with senior management staff
- Responsible for excellence in complex meeting/event preparation (AV, room scheduling, tele-presence events, etc.), set-up, and follow-up including preparing presentations/agendas/materials, documenting notes, and coordinating follow-up items to completion, arranging for food/drink
- Coordinate on-boarding and off-boarding employees and consultants, including hardware installation request/repair, space planning, etc.
- Manage electronic document systems, intranet web sites, wikis, and web-based project management tools
- Creates and edits presentations, agendas, spreadsheets, communications, databases, and reports
- Prioritize and track deliverables, manage project timelines, deadlines and requests
- Participate in meetings, take notes and disseminate information to relevant stakeholders, including weekly email updates
- Perform other duties as assigned and assist with special projects as needed.

CREDENTIAL AND ACADEMIC DETAILS**CREDENTIALS****Professional Qualification**

- **B. Tech. Civil Engineering** – Peshawar University, Pakistan - 1994
- **Diploma in Civil Engineering Technology** - Government College of Technology, Pakistan - 1988
- **Diploma in Quantity Surveying** in Roads and Building School of Survey and Technical, Yemen - 2011
- **Certified Supply Chain Practitioner** – PITAC, Lahore
- **Project Management Professional (PMP)** - PDU PMI Lahore Chapter, USA PMI

Finance & Management Qualifications

- **B.Sc. in Maths, Statistics and Economics, Punjab University, Lahore 1988**
- **Certificates in Finance, Accounts, Audit Institute of Chartered Accountants of Pak**
- **MBA Management online form USA Yemen Campus**
- **ACCA F3 Financial Management, ACCA UK**

Workshop/ Professional Training Attended

- Workshop of Contract Management held by the Ministry of Public Works & Highways - Yemen
- Workshop of World Bank Projects Contract Administration - Pakistan
- Asian Development Projects Contract Administration - Pakistan
- Workshop of Quality Control Procedure - Afghanistan
- Training "How We Implement HSE" – Yemen

CERTIFICATION COURSES ON FOLLOWING FIELDS:

- Evaluating Financial Performance, Financial Planning & Forecasting Capital Budgeting Analysis, the Management of Capital, Managing Cash Flow, Financial Modeling

- Attended and got certificate in “Global Financial Training for NGO & Donors Reporting Management”.
- UNHCR Reporting and donor Requirement, Yemen, DFID, UNFPA and UNODC
- FAO, OCHA/ECHO and CHF Reporting and Donors Requirement, Kenya, Somalia, Yemen and Afghanistan
- HEIST Training, “Hostile Environment Individual Safety Training, Kenya, Somalia, Yemen and Afghanistan”

Computer Skills

- Primavera Certificate – PITAC, Lahore, Certificates in AutoCAD, Photoshop, 3Ds max, MS Word, Excel, Office 2016,

Membership & Affiliations

- Member of PIM (Pakistan Institute of Management) - 1995

IT SKILLS

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|------------------|--|
| TOOL | Auto-CAD2017, Primavera, Photoshop 3DS Max |
| Operating System | Windows 10, Windows XP/ 2016 |
| Application | MS-Word, MS-Excel, PowerPoint, MS-Project |

PERSONAL PARTICULARS

| | | |
|-------------------|---|---------------------------------------|
| • Languages Known | : | Arabic, English, Urdu, Hindi, Punjabi |
| • Nationality | : | Pakistani |
| • Passport No. | : | BK1165122 valid till <22-04-2026> |
| • Visa Status | : | Employment Visa |
| • Driving License | : | Valid UAE Driving License |