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**Eng. Muhammad Raheel Qureshi**

City of Jeddah • Kingdom of Saudi Arabia

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**Target:**

**Construction/Civil Project Manager, Project Administrator, Project Engineer. Project Manager – Infrastructure/ Buildings.**

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**Professional Summary:**

Industrious Civil Project Manager who efficiently manages various civil construction projects. Adept at ensuring compliance with local, state and kingdom’s engineering and construction guidelines. Specialize in assessing project needs while adhering to cost-effective quality control standards.

**Education:**

* Bachelor of Science in Civil & Construction Engineering Management.

California State University, Long Beach – CA, USA

* Bachelors in Business Administration & Project Management. ( 2006 )

Sikkim Manipal University. Distant Education Center- Saudi Arabia

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**Professional Experience:**

**Group Project Manager (Civil & Construction)** January 2009 – Nov 2014

**Al Rashid Trading & Contracting Co. (RTCC)**

Architectural Engineering Department.

Jeddah – Saudi Arabia

**Key Responsibilities**:

• Developing and implementing overall design, implementation, monitoring and evaluation strategies of projects.

• Carrying out overall management of project detailed design, construction and/or design & build processes.

• Ensuring quality control of all procured products (services, works, and goods).

• Managing the technical supervision of project implementation/realization.

• Managing staff (both field and office staff) of the team.

• Managing, participating in and maintaining dialogue with partner organizations and/or individual consultants.

• Defining the risks and providing the ways of their mitigations in timely and professional manner focusing on business interest of the Company and its projects.

• Developing technical/managerial and engineering related assignments and terms of references for all types of procurement carried by the Company at this stage.

• Carrying out overall planning process.

• Ensuring the timeliness of the project implementation.

• Dealing with contractors and subcontractors.

• Ensuring high quality and timely interdepartmental information flow at the Company about the project progress made.

• Ensuring site technical supervision quality management.

• Managing the technical part of all stage affiliate contracts (falling under technical and engineering categories).

• Ensuring necessity and quality of possible modifications (design and accordingly works related).

• Defining, scheduling and communicating the way of implementing projects (internally, externally in/of the Company) to other members of the Management Board.

• Hiring and/or contracting of project managers.

• Hiring and/or contracting of technical staff and surveyors in support of project managers if necessary.

• Establishing effective and efficient project management processes such as:

* Procurement of the general designer, project management company and general contractor,
* Overall management of technical supervision of the works taking place at the site(s);
* Design management during construction stage,  Permit application management and achieving approvals by appropriate state and private agencies
* Safety, cost, quality and programme control.
* Management and coordination of project handover management.

• Supervising project management activities and project managers on a regular basis.

• Representing the owner/liaising company in the construction contracts.

• Managing change requests during the construction stage.

• Assuring proper monthly reporting of project progress based on the Company’ format.

• Assist Management Board in financial planning and analysis, forecasting, budgeting, interpretation and other ad hoc analysis and reports.

• Support management in critical business and investment decisions from financial perspective.

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**Project Manager**  Dec 2004 – Dec 2009

**AL SAAD General Contracting ,**

Engineering Management Department.

Jeddah – Saudi Arabia

**Company Overview:**

A leading general contractor renowned for excellence and quality, we are behind many turnkey projects. With proven know-how in civil and marine works, Al -Saad effectively merges creativity with reliability and performance. Testaments to our professionalism are all around you in the GCC and Levant. Our team of 7,000 professionals from more than 15 different nationalities delivers international expertise to building works, heavy civil works for industrial and power plants, as well as marine and dredging works. Joined Al Saad and Undertaken the part of the projects with a team of 4 engineers & 15 labors.

**Highlights:**

**Below are the some common projects that I was managing:**

**Alturki Business Park ( Value : 125 Million SAR )**

Location: **Al Khobar, KSA**.

Total Build-Up Area: **34,450 m2**

Completed: **September 2010**

**Red Sea Mall (Value : 120 - 190 Million SAR )**

**Location: North Jeddah, KSA.**

Total Build-Up Area: **257,000 m2**

Completed: **March 2008**

**Light Industrial Facilities at KAEC**

**Location: Rabigh City, KSA.**

Total Build-Up Area: **22,606 m2**

Completed: **November 2008.**

**Marina Beach Residence:**

**Location: Obhur Area, Jeddah, KSA.**

Total Build-Up Area: **1,045 m2**

Completed: **September 2011.**

**Park View Residence:**

**Location: Beirut, Lebanon.**

Total Build-Up Area: **25,000 m2**

Completed: **September 2006.**

**ELAF Jeddah Hotel (Value : 150 + Million SAR)**

**Location: North Jeddah, KSA.**

Total Build-Up Area: **12,300 m2**

Completed: **January 2009.**

**Golden Tower**

**Location: North Jeddah, KSA.**

**Completing and Opening in 2016.**

**Key Responsibilities**:

To define project scope, goals and deliverables that support business goals in coordination with Management.

To oversee all the Projects involving supply and installation of scaffolding

To develop full-scale project plans and associated documents

To ensure projects are run in accordance with the agreed contract terms and company procedures

Implementation and controlling / reviewing of Health and Safety procedures in accordance with both internal safety policies and external municipality legislation

Conduct frequent project inspection for every projects, and coordinate with client representatives, subcontractors on all contractual matters

Responsible for the site mobilization and disposition of associated resources such as manpower, equipment and materials

Attending meeting with clients Resolving Technical issues related to the project. Preparing Plans, Methodology, monthly/weekly progress sheets and submitting reports as required

Liaising with client, consultant for implementing changes in the design

Ensuring jobs are completed on target, identifying and agreeing variations in line with the quotation ahead of incurring additional costs.

Ensure that the projects are allocated the required level of manpower and resources to deliver on time and within budget.

Ensuring the quality of customer service is to the highest possible standards

Identifying staff/employee training and development needs and compile a training plan for the business area

Identify and resolve issues and conflicts within the project team.

Estimating and quoting for tender/ inquiries. Following up with any other responsibilities assigned by the management.

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**Project Coordinator**  Feb 2002 – Dec 2004

**SAUDI BIN LADIN Group ,**

Engineering Management Department.

Jeddah – Saudi Arabia

**Key Responsibilities:**

Technical coordination for various disciplines with Architectural, Structural, Interior Design and MEP services.

Ensuring to follow projects specifications for all Construction activities

Managing technical coordination meetings with Contractors, Sub-contractors, Consultants and Suppliers.

Coordinating with the Client and the Project Management ensuring the project completion to be as per the target date and within the budget of the project

Good experience with all MEP works.

Good communications with the most material suppliers and specialist sub-contractors.

Technical Engineering review(Shop drawings, Material submittals, Method Statements, Prequalification for sub-contractors, suppliers).

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**Draftsman – Engineering Staff**  Aug 2000 – Dec 2001

**SAUDI BIN LADIN Group ,**

Architectural Design Department

Jeddah – Saudi Arabia

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**Qualifications & Skills Set:**

• CPCO – Certified Project Control Officer, Project Management, Contracts Administration, QA/QC.

• Admirable experience planning, managing and implementing various civil projects

• Adept at preparing detailed financial models and budget forecasts, knowledge of architectural ,Infrastructure, Road construction, MEP and structural design, financial planning principles...  
• Fluent in Speaking, Writing, reading & listening English & Arabic.

• Sound knowledge of local codes and industry standard construction guidelines

• Impressive ability to inspire team members and coordinate efforts

• Superlative written and verbal communications skills

• Strong organizational skills

• Excellent communication and presentation skills (written and verbal) and the ability to interact with all levels of staff

• Computer software knowledge in Primavera, Prince 2, AutoCAD (2D, 3D), MS Project, Excel, Word, and PowerPoint.

• Excellent analytical skills and ability to plan, forecast, and exercise sound judgment.

• Strong management skills. Strong analytical skills Positive demeanor Executive level interpersonal & management skills.

• Command of planning and forecasting techniques, Organizational development of personnel and teams

• Understanding and execution of financial analysis & business change recommendations, Strong computer skills.

• Decision making, problem solving skills Continuous improvement or technical thought process.

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**Residency Status:**

Saudi Arabian Resident Visa**.** *(Resident ID Holder/ Transferable)*

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**References:**

Upon Request.

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**Language Speaks:**

* Arabic. (Rating: 5/5) **Fluent**
* English. (Rating: 5/5) **Fluent**

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**Date of Birth:**

* June 12, 1985.

City: **Riyadh** Country: **Saudi Arabia**.

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End of Resume