

GHULAM JEELANI

41-D, Rozabal Khanyar, Srinagar,
Jammu and Kashmir-, India
Mobile: 00919622717905(India)

E-Mail:p.jeelani@gmail.com, Website: www.archirodon.net



> PERSONAL INFORMATION:-

Nationality: Indian
Date of Birth: 06 October 1981
Profile: Male, 33, Married
Number of Dependants: 3
Current position: Senior Planning Engineer
Company: Saudi Archirodon Ltd. (Operating Company of **ARCHIRODON GROUP NV**)
[MNC-EPC CONTRACTOR]
Current location: Jammu and Kashmir, India
Current Industry: Marine & Heavy Civil Construction
Qualifications: Bachelor in Civil Engineering
Working Experience: 12years
Computer Skills: MS OFFICE, PRIMAVERA (P6), MS PROJECT 2010.PRISM G2
AUTOCAD2007, ADOBE PHOTOSHOP, 3DSMAX 6, ADOBE ACROBAT PROFESSIONAL 7.0
Projects Handled: Buildings, Bridges, Roads, Marine, Water Solutions & Infrastructure
Notice Period: One Month
Linguistic ability: English, Arabic, Urdu, Kashmiri.
Willing to Relocate Yes

> PROFESSIONAL PROFILE:-

Seeking senior level assignments in **Planning** with an organisation of repute.

Over 12 years of experience in managing Projects entailing:

- Project Management - Engineering & Development- Liaison Work
- Site Administration - Quality Assurance- Planning & Execution
- Contract Management - Construction Management
- Resource Management- Tender Drawing / Specifications- Manpower Planning

Proficient in executing and planning construction projects with a flair for adopting modern construction methodologies in compliance with quality standards.

Holds the distinction of managing all costs relating to construction projects from the initial calculations to the final figures. Adept in minimizing the costs of a project and enhance value for money, while still achieving the required standards and quality. Extensive experience in general administrative activities, man management, corporate policy implementation and facilities management across assignments, Excellent relationship management, analytical and negotiation skills with deftness in swiftly ramping projects in coordination with clients, architects, consultants and contractors.

Expert in Delay analysis, and EOT claims.

> EMPLOYMENT CHRONICLE:-

Saudi Archirodon Ltd	Senior Planning Engineer	Mar 11 to Feb 17
Saudi Oger Ltd	Planning Engineer	Jan 08 to Jan 11
Al- Ayuni Contracting & Trading. Co	Planning Engineer	Sep 05 to Sep 07

> CORE COMPETENCIES:-

- Developing project baselines; monitoring and controlling projects with respect to cost, resource deployment, time over-runs and quality compliance to ensure satisfactory execution of projects.
- Formulating operation budgets and managing overall operations for executing civil projects within cost & time norms.
- Anchoring on-site construction activities to ensure completion of project within the time & cost parameters and effective resource utilisation to maximise output.

- Undertaking costs analysis for repair and maintenance project work, assisting in establishing a client's requirements and undertaking feasibility studies.
- Providing advice on contractual claims; analysing outcomes and writing detailed progress reports.
- Valuing completed work and arranging payments.
- Liaising with clients, architects, consultants, contractors, sub contractors & external agencies for determining technical specifications, approvals and obtaining statutory clearances.
- Ability to interact with the office team and construction team - excellent communication skills in English.
- Ensure all relevant documents are maintained to meet the ISO 9001-2000 & Company's **IMS** requirements.

➤ **WORK EXPERIENCE:-**

Sep 2016 to Feb 2017

Position

Project

Client

Saudi Archirodon Ltd., Jeddah- Saudi Arabia [GREEK MNC-EPIC CONTRACTOR]

Senior Planning Engineer

Yanbu South Offshore Terminal Facilities (Crude Oil Terminal)

Saudi Aramco.

Project Value 169 Million Us \$

Responsibilities

- Prepare master/baseline schedule for the project & and review the schedule submitted in the bid and prepare the detailed baseline schedule (L1 to L4) during design and construction stages for the project.
- Prepare initial network of activities in simplified form for project programme in Primavera & Maintain critical path diagrams to ensure project milestones are met.
- Preparing weekly and monthly progress reports, co-ordinate preparation of commercial time sheets for reimbursable projects.
- Preparation of look-ahead schedules (30, 60, and 90) & prepare activities forecast schedule, & supply information to respective departments for timely availability of resources on site.
- Prepare the progress measurement system such as manpower histograms, which indicate the number of people required each month, progress S curves which will indicate the progress that the project makes at a given point of time etc., which are reviewed at periodic intervals.
- Prepare Work Breakdown Structure (WBS) for the project.
- Carry out schedule risk analysis as and when required and advise action plan to mitigate the delays, if any.
- Conduct regular site visits to ensure implementation of above systems and conduct audits on the progress and costs.
- Alarming the Project Managers and other stake holders and resolve issues related to progress slippage.
- Periodically preparation of progress variance report (budgeted vs actual) & finding out reason for & filling the loop holes.
- Preparation, review and implementation of Recovery Program for planning & cost control.
- Ensure proper correction in project schedule in case of change order & document its impact in overall project schedule.
- Work closely with Project managers in project co-ordination & control.
- Support project managers on preparation of claims.
- Capture data during project execution on weekly / monthly basis up to L2 / L3 activities.

May 2015 to Sep 2016

Position

Project

Client

Saudi Archirodon Ltd., Jeddah- Saudi Arabia [GREEK MNC-EPIC CONTRACTOR]

Senior Planning Engineer

Extension of Main and Feeder Berths at Red Sea Gateway Terminal.

Red Sea Gateway Terminal

Project Value: 95 Million Us \$

Prepare master/baseline schedule for the project & and review the schedule submitted in the bid and prepare the detailed baseline schedule (L1 to L4) during design and construction stages for the project. Preparation of look-ahead schedules (30, 60, and 90) & prepare activities forecast schedule, & supply information to respective departments for timely availability of resources on site.

Preparation of Tender Budget, Preparation of resource list (materials, equipment personnel) from the tender data, Project reporting requirements to the Client, Preparation of **(MIS Reports)**Daily Progress Report, Weekly Progress Report, Monthly Progress Report, Monthly Project Status Report, Monthly Provisions Warranty List, Monthly Contract Works & Billing Report, Contingent Asset & Liability Report, Client Complain and Satisfaction Register, Variation

Registers, Change Orders, Control of selective correspondence with client, Notifications, Submittals, Approvals etc.,

Feb 2014. To May-2015

Position

Project

Client

Saudi Archirodon Ltd., Jeddah- Saudi Arabia [GREEK MNC-EPIC CONTRACTOR]

Senior Planning Engineer (on assignment Delay Analysis)

NGL Facilities in Yasref Export Refinery

Saudi Aramco

Mar2011. To Feb 2014

Position

Project

Client

Saudi Archirodon Ltd., Jeddah- Saudi Arabia [GREEK MNC-EPIC CONTRACTOR]

Senior Planning Engineer

Construction of Berths at King Faisal Naval Base in Western Province, (Main Contractor)

Ministry of Defence, Aviation & Inspectorate General/Royal Saudi Naval Forces

Jeddah - Saudi Arabia

Project Value: 200 Million US \$

Key Responsibilities:

[UTILIZING PRIMAVERA (P6) SOFTWARE]

Evaluate and study Tender documents i.e.: contract documents, commercial and technical offers and letter of award, Prepare a list of contract particulars & inform concerned departments (Finance & Insurance) of any requirements regarding bonds (advance, retention performance) & insurances that need to be issued, Review Method Statements of works, Project Execution Plan, Special and General Contract Conditions, Scope of Work etc., Prepare baseline schedule according to the tender/contract provisions, Analysis of tender price make-up, Preparation of Tender Budget, Preparation of resource list (materials, equipment personnel) from the tender data, Project reporting requirements to the Client, Preparation of **(MIS Reports)**Daily Progress Report, Weekly Progress Report, Monthly Progress Report, Monthly Project Status Report, Monthly Provisions Warranty List, Monthly Contract Works & Billing Report, Contingent Asset & Liability Report, Client Complain and Satisfaction Register, Variation Registers, Change Orders, Control of selective correspondence with client, Notifications, Submittals, Approvals etc. Evaluate contract deliverables and ensure timely submission to the Client, Inform the Client for the Assignment of Contract Proceeds, Start registers as necessary, , Monitor progress and performance through Internal Reporting, Assist the project control department in its tasks by auditing on regular intervals, Preparation and analysis of End of Project Report, Obtain important correspondence between the site and the client (and other 3rd parties) and follow up necessary actions, Collect list of outstanding issues & follow up until hand over of the project, End of project Report is properly prepared and submitted by project team to the region and OCD, Preparation of Monthly Regional Status Report.

Jan .2008 to Jan 2011

Position

Project

Saudi Oger Ltd. (Lebanese Contractor -MNC)

Planning Engineer

Prince Norah University Riyadh

Project Value: 36Billion Sr

Key Responsibilities:

Planning of various Civil Projects, discussion with client for variations, change in scope of work, Man power management, material reconciliation, material control, Resource Levelling, Establishing milestone dates for different stages of Project, Preparing Invoices, checking of Invoices of sub-contractors, Preparation of Budgets, cash flows, BOQ, Pre-Construction Process, Pre tendering Process, Quantity Take-off, Final budget, Cost and time monitoring between Planned and Actual, analysing variance, taking corrective actions, Preparing Crash Program & Recovery Program, Efforts for achieving Milestone dates, solving various issues of site, consultant and client, Floating of Bids, Inviting Bids, Finalizing Bids of Sub- Contractors after Preparing Comparative Statement, Material Testing and Quality Audits.

(Reporting to Managing Director directly)

Handing all the work regarding the planning, organizing & scheduling of the projects using MS Project & Primavera

Preparing program vs. executed work Schedules and reports in project

Monitoring the project by project monitoring system, making weekly and monthly reports based on target vs. executed and planned

Project Monitoring system (P .M.S) Company owned Software on weekly and monthly basis.

Delay analysis, alternate path for recovery

Preparation Monthly Progress Reports

Preparing project summary schedules for management review

Sep 2005 to Sep. 2007

AL –AYUNI CONTRACTING & TRADING [SAUDI-CONTRACTOR]

Position

**Planning Engineer
(Reporting to Chief Technical Engineer)**

Project

Yambu Sharma Doubilization

Key Responsibilities:

Coordination to architects, Design section for fabrication drawing.
Time schedule allocation of Production.
Communication of site variations/design to the engineering head office.
Preparation of scheduling, budgeting/costing as a each project.
Preparation of method statements and approval for major execution stages.
Communication with the clients and tenants to maintain proportionality.
Overall scheduling and productivity monitoring.
Procurement the material and deal with related suppliers.
Handling of all planning work.
after completion each building handing over to client and take completion certificate.

Planning utilizing Primavera (P6) Software, Controlling using Earned Value Management System, Preparation of S-Curves, Man power Histogram, Work Program, Organizational Breakdown Structure, Work Breakdown Structure etc.

➤ **EDUCATION:-**

**2000 to 2004
[Full Time]**

Bachelor in Civil Engineering.

1998-1999

10+2(Higher Secondary) from Gandhi Memorial College.

1995-1996

10th (Senior Secondary) from Mother land international School

References available upon request