Mohsin Munir Shaikh

Dammam, Kingdom of Saudi Arabia

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**Offering 6+ years’ insightful experience in EPC management of Electrical construction (Overhead Transmission line, Underground cable), Civil (building), Electro mechanical (Storage tanks, Vessels, Steel fabrication etc.) & Oil and Gas (Fire Alarm system, Fire fighting system installation)** **projects**

**Current Role: :** Project Planning & Control

**Employment Level:** Lower Middle Level Management

**Target Position:** Middle Level Management

**Profile Overview:** Treasure of experience and success-oriented background in high-risk multi-million dollar projects at various stages of project life cycle. Infectiously optimistic and high impact executive with incisive ability to partner with cross-functional teams, execution agencies, and key stakeholders to advance project management standards, curtail project derailments and meet expectation of stakeholders. Analytical, proactive, process-oriented and target-driven planning champion, committed to achieve project milestones through macro and micro level management and control of manufacturing and construction schedule schedules/activities. **Advanced skills in Primavera & MS Project**. Hardworking, team-oriented, with proven leadership attributes, time management and problem solving skills, and ability work with people at all levels under pressure situations, currently working with **M. Al Ojaimi Group Dammam, KSA,** since May 2016, as **Project Cost Control Engineer.**

**Areas of Expertise**

* Planning & Scheduling
* Resources Allocation
* Project Coordination
* Schedule Management
* Status Review/Reporting
* Budget vs. Cost Tracking
* Production & Cost Control
* Performance Management
* Project Mgmt. Controls
* Project Documentation
* Cash Flow Management
* Change/Variations Mgmt

Professional Experience

**Project Cost Control Engineer | M. Al Ojaimi Group – Dammam, KSA May 2016 Onwards**

Well known EPC Company, approved from Saudi Electricity Company (SEC), engaged in S/S, OHTL and U/G projects

Key Responsibilities as Project Cost Control Engineer 

* Preparation/Submission of progress invoice in coordination with Project Manager to ensure claimed amount
* Initial and detailed review of Sub Contractor’s progress invoice along with proper documentation
* Preparation/Submission of price adjustment/change order (if any), Extension of time.
* Preparation of progress invoices on client’s SAP portal
* Preparation of WBS, Packing slips, Progress invoices, Invoice proposals on internal ERP (MS DYNAMICS-2012).
* Preparation of monthly cost reports depicting forecast and actual to date payments to vendors
* Develop the Project baseline schedule and CPM, with Resource loading/ leveling, Cost loading, Constraints loading
* Forecast on cost and schedule impact of delayed activities
* Work with construction team to finalize work packs, WBS, and define activities to level 1 - 3
* Develop, update and control Document Control Register (Engineering), Procurement Registers. Construction & Commissioning registers. Maintain Risk registers and produce Mitigation Plans
* Monitor key engineering deliverables and procurement phases of LLIs (long Lead Items) at micro level
* PerformVariance analysis on project deliverables; deviations from baseline & forecasts of near critical items

**Project Planning & Control Engineer | China Railway Construction Co. – Jeddah, KSA May 2015 – April 2016**

Part of CRCC, globally leading EPC Company, engaged in the SR **6.65 billion** EPC project for Saudi Ministry of Interior (MOI)

Key Responsibilities as Project Planning & Control Engineer 

* Prepare detailed baseline schedule & acceleration schedule with S-Curves
* Prepare WBS, package wise activity schedules, follow up projects tasks and prepare productivity reports
* Put together procurement packages including quantities take-off, contract specifications and technical requirements, delivery schedule etc.
* Ensure that project records and diaries are maintained including photos, list of daily activities, climate conditions, utilized & idle resources, productivities, important events, verbal site instructions, etc.
* Control Schedule, Planning Procedure documents, contracted scope of work including variations
* Analyze and compare project cost vs. estimates, prepare cost reports, and exercise cost controls
* Prepare internal & external reports in the required format based on records & information and the analysis thereof
* Liaise and coordinate with different functions for project controls and commercial matters

**Project Planning Engineer | Reda Hazard & Control – Khobar, KSA Jan 2014 – May 2015**

Reda Hazard and Control is a leading EPC company in fire, safety and security systems. The company is approved EPC contractor of Saudi Aramco and Sabic, and also approved by HCIS (Higher Commission for Industrial Security), capable of undertaking large turnkey projects in Fire Protections Systems for industries

Key Responsibilities as Project Planning & Control Engineer 

* Prepare tender Schedule and documents, detailed baseline schedule & acceleration schedule with S-Curves
* Perform detail planning, analysis, forecast of load, and statistic related to planning
* Prepare WBS, package wise activity schedules, follow up projects tasks and prepare productivity reports
* Participate in drafting project-specific Project Controls Procedures as per contract requirements
* Initiate, coordinate and maintain Project List(s) of Deliverables including those for project procedures and plans, engineering, procurement, material submittals, method statements etc.
* Put together procurement packages including quantities take-off, contract specifications and technical requirements, delivery schedule etc.
* Assist in contracts correspondences, measurements, payment certification, closing final account, etc.
* Coordinate and maintain Engineering Deliverables Status Register, and prepare/maintain subcontracts register
* Prepare a List of Project Materials along with the required quantities and maintain continuous project materials reconciliation
* Ensure that project records and diaries are maintained including photos, list of daily activities, climate conditions, utilized & idle resources, productivities, important events, verbal site instructions, etc.
* Control Schedule, Planning Procedure documents, contracted scope of work including variations
* Prepare and maintain Variations and Claims Registers, monthly invoice and B.O.Q. comparison
* Analyze and compare project cost vs. estimates, prepare cost reports, and exercise cost controls
* Collect and maintain group contemporary records necessary for assessment and substantiation of Variations and Claims
* Prepare internal & external reports in the required format based on records & information and the analysis thereof
* Liaise and coordinate with different functions for project controls and commercial matters

**Production Planning & Cost Control Engineer | Nesma Havatek – Dammam, KSA Aug 2012 – Dec 2013**

Nesma Havatek (approved EPC contractor of Saudi Aramco, Sabic) provides a wide range of engineering, design, fabrication, assembly, repairs and erection services of steel storage tanks of all sizes; pressure vessels, heat exchangers, pipe fabrication and steel structures

Key Responsibilities 

* Plan and schedule production activities within the company in consistent with project execution schedule
* Implement & maintain all required cost control procedures for project control activities
* Assess, evaluate and make recommendations related to financial claims and provide the necessary supports to settle claims
* Evaluate variations and incorporate of same with the monthly cost reports
* Provide and manage cost control by recording project cost and progress
* Prepare Work Plan Budget & Forecast expenditure, and manage cost control by analysis of project cost against progress
* Participate in reviewing scope changes and change orders. Implement the project change management program
* Provide support in resource loading of Primavera schedules with budgets/commitments
* Ensure proper monitoring, management and close- out of projects
* Report periodically to management and liaise with other project disciplines and the owner's organization
* Track abnormal costs/wastage of materials and other resources and provide appropriate suggestions

Credentials

**Education**

* **BSC Industrial Engineering,** University of Engineering & Technology – Lahore, Pakistan, 2012

**Professional Development**

* Manage Projects with Primavera P6 Rel.8.3 (MSS Projects Analytics, August2015)
* Advance Primavera Course P6 Rel.15.1 (Spet2015)
* PMP PDU's (Basic Knowledge Square, April 2014) – PMI Memebrship No. 4426930
* Primavera P6 (University of Engineering & Technology, Lahore, March2012)
* Piping Design, Layout & Stress Analysis (National Institue of Design & Analysis, July,2012)
* Managing Actual Values in Microsoft Project
* Managing Resource -Constrained Projects with Microsoft Project
* Managing Budget -Constrained Projects with Microsoft Project
* Project Management: Calculating Earned Value
* [Managing Time-Constrained Projects with Microsoft Project](https://www.linkedin.com/learning/managing-time-constrained-projects-with-microsoft-project/next-steps)
* [Managing Subcontractor Projects with Microsoft Project](https://www.linkedin.com/learning/managing-subcontractor-projects-with-microsoft-project/next-steps)

**Computer Skills**

* Solid works 2007, MS office2007/2010/2013 (Word, Power point, Access, Excel), Primavera (ver 6,7, P3), MS Project 2007/2010/2013, AutoCAD 2007

Personal Particulars

* **Date of Birth:** September 09, 1988
* **Languages Known:** English, Urdu
* **Nationality:** Pakistani
* **Passport No:** DS5196842, valid till 29/07/2020
* **Visa Status:** Transferable
* **Driving License:** Valid for GCC