

MUHAMMAD AMIR JAMIL

PROJECT CONTROLS PROFESSIONAL B.E. M.Sc. (PMP)® CCE RMP



Resume Highlights:

- ✓ Engineering (B.E – Civil) PMP
- ✓ M.Sc./LLM Construction Law and Practice
- ✓ 10+ years of Experience in Project Controls, Claims, Risk Management, & Contracts Operation & Administration in High Rise Buildings, Healthcare, Infrastructure & Industrial Construction.

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PROFESSIONAL CERTIFICATION

1. Project Management Professional (PMP) ® By Project Management Institute PMI U.S.A. (PMP) ®
2. Preparatory Level in Planning & Scheduling by GPC.

QUALIFICATIONS

1. Bachelor of Civil Engineering (B.E Civil), NED University of Engineering and Technology.
2. M.Sc./LLM Construction Law and Practice, University of Salford (on-going).

WORK EXPERIENCE AND RESPONSIBILITIES

INFRASTRUCTURE DEVELOPMENT AUTHORITY PUNJAB

April 2018 – Present

Position: **Planning Manager**

RESPONSIBILITIES

- Preparing the master programme. Reviewing construction programmes and analyzing them in line with the contractual requirements.
- Assisting in the consultant selection process for commercial and technical evaluation.
- Assisting in establishing / delivering formal reporting arrangements on project progress for the client and project. Prepare presentations and progress reports.
- Reviewing contract documents, suggesting changes for planning and programming aspects and the addition of new clauses if necessary.
- Arranging planning workshops/meetings to discuss and assist contractors / consultants to close their planning / project control issues.
- Challenge any claims and EOT requests and Making recommendations
- Developing weekly and monthly progress report protocols / templates for progress reporting and monitoring progress against it.
- Preparing risk assessment and mitigation plans.
- Monitoring design, procurement and construction progress for compliance with contract requirements.

ASTAD PROJECT MANAGEMENT

Aug 2014 to Apr 2018

PROJECTS

- Qatar Research and Development Complex, Education City, Qatar
- Supreme Education Council Headquarter, Doha Qatar
- QRDC Master Planning, Primary Infrastructure & Landscape and Fundamental Science Building Project at Education City ➤ Qatar Economic Zone
- QNCC Hotel (Solis) & Al Shaqab Hotel at EC ➤ Al Bayt Stadium, Al Khor, Qatar ➤ Qatar Rail

Position: **Planning Manager**

RESPONSIBILITIES

- Project management, PMC functions, Planning & Scheduling Control for buildings/ Infrastructure projects
- Review of construction programs, master key milestones, Risk management & mitigation plan
- Review of progress reports / dashboard reports, EVM, V.O. / change management and Contract administration.

- Management Change orders and claims management process and procedure: assessment of the potential and effective modifications to the scope and requirements in close coordination and team working with the Project Team (Engineering, Construction, Project Control, HSE, Quality, ...); drafting correspondence to the Client related to potential change orders, change orders and claims; preparation of forensic analysis regarding claims to the Client; preparation of notification of changes to the Client and coordination of the impacts (time and cost); etc.
- Management of progress measurements systems, Cost controls, cash-flow, Delays / EOT Claims analysis.
- Management of master, detailed, look ahead, CPM and updated plan / controls.
- Ensuring that planning and cost control provisions in Tender Documents are adequate, consistent and in line with corporate procedures.
- Extensive use of Primavera P6

M/s ALI & SONS CONTRACTING, ABU DHABI, U.A.E

Mar 2013 to July 2014

PROJECT

- **COMMERICAL & RESIDENTIAL BUILDING ON PLOT C-40, ABU DHABI, UAE.**
The Project involves construction of a commercial and residential tower comprising 4 basements, ground floor + 13 floors + Penthouse and Roof floor.
- **Saadiyat Rotana Hotel and Resort Complex Abu Dhabi, UAE.**
The project's scope of work consists of a 6-storey hotel building comprising 380 keys located at Saadiyat Island, Abu Dhabi. The project also includes 13 private beach villas.
- **H.E Juma Al Majid Tower, Dubai, UAE.**
The Project involves construction of a 50- storey Residential building, plus a separate parking building comprising 3 basement levels, a ground floor and 7 additional floors.
- **EMAL Administrative Offices & Facilities Al Taweelah, Abu Dhabi, U.A.E**
Engineering, Supply, Construction Erection and Commissioning of EMAL administrative Offices & Facilities include but not limited to: Administration Building, EMAL Hall, Reception Building, Kitchen, Canteen, Commercial Center, Mosque, Indoor Recreation Facility, Emergency Response Center, EHS Training Building, Mobile Training Building, Outdoor Recreation Service Block, District Cooling Plant, External Works and associated Infrastructure Works), Al Taweelah Abu Dhabi, UAE.

Position: **Senior Planning Engineer**

RESPONSIBILITIES

- Preparation, submission and updating of the project Programmes, material procurement schedule, labor histograms
- Preparation, submission, Follow up subcontractors' Programme of Works.
- Prepare & assist the Project Director in the preparation and regular update of a comprehensive risk matrix of the Contract and main subcontracts, identifying main risks of the Project.
- Management of claims with subcontractors and suppliers to ensure compliance of the contractual conditions for quality, work schedule, and budgets.
- Preparation and issue of necessary reports (Progress Reports, KPI, Cash Flow, Project Summary Sheet) (weekly, monthly) to Head Office and/or Client.
- Attend all site co-ordination meetings of the project As Built Programme and closeout schedules.
- Maintenance of production rates for equipment and labor for all trades.
- Prepare feedback for all production rates of all tasks at the post construction stage.

M/s DESCON ENGINEERING, UAE

June 2011 to Feb, 2013

(Engineering, Procurement & Construction Company)

PROJECT

➤ **SHAH GAS DEVELOPMENT PROJECT (AL HOSN GAS)**

Scope of work for Civil, Mechanical, Electrical and Instrumentation work for EPC-2 East Area of Shah Gas Development Project, Abu Dhabi UAE.

Position: **Planning & Cost Control Engineer**

RESPONSIBILITIES

- Prepares Work Breakdown Structure (WBS) and Organization Breakdown Structure (OBS) and develop Level III & Lev IV Plan using Primavera and its updating with making Latest forecast plans
- Familiar with scope of work, Budget, all relevant contractual documents and develop project cost estimates to prepare Latest forecast at completion (**BCTC**).
- Monitoring the project actual progress based on **COPR**, P-6 and Descon Project Monitoring System (**DPMS**) for generating and distributing performance reports.
- Monitoring the project actual progress and the cost booked against it. Carry out EVM Technique, Investigate variances and report corrective / preventive actions to the Project Manager and Project Control Manager for further analysis/action.
- Generate regular Cost reports and monitor project cost reports to ensure consistency with the approved project budget base line.
- Doing Rate Analysis before award of a subcontract Job.
- Attends meetings with Project Managers, PMTs, and Accounts for the thorough review of contract documents.
- Indicates, on project completion, final actual income/costs/profit on the budget base framework.
- Preparation of Weekly and Monthly progress reports for the Client and Consultant
- Preparation of variation orders and claims in case of any change in scope of work by studying contractual documents.
- Prepares and identify likely costs and revenues, which are not considered during tender stage.
- Coordination with the various operations and support units to ensure timely and accurate cost data is available for preparation of cost reports.
- Participates and assists in the preparation of Project Material Monitoring Reports
- Verify and check Actual Costs received from Accounts through the Ledger Documents.
- Highlights cost overruns/ savings, investigate reasons, advises Project Managers and recommends change requests.
- Analyze cost and time impact due to any revision of schedule by the client or by the project team itself.
- Responsible to keep a sharp focus on revenue, work done, cost and cash flow through Project Analytical studies /performance report.
- Ensure actual booking in their respective Cost Centers and generate change requests.
- Monitoring of equipment and manpower deployment, their efficiencies and generating the requirement based on scope of work.
- Monthly and weekly Targets assigning to the execution team for timely completion of works and monitoring and controlling the project work.
- Preparation of Accruals and Verification of Contractors Invoices.
- Working out the updated requirements of materials and consumables and their timely indenting and monitoring and controlling.
- Reconciliation of material and calculation of wastages on monthly basis and assist in developing procurement management plan.

- **CONSTRUCTION OF EDUCATIONAL & HEALTH FACILITIES IN AJK.**
- **MUZAFFARBAD CITY DEVELOPMENT PROJECT IN AJK.**

Position: **Junior Engineer**

RESPONSIBILITIES

- Prepares Work Breakdown Structure (WBS) and Organization Breakdown Structure (OBS) and develop Level III & Lev IV Plan using Primavera and its updating with making Latest forecast plans
- Supervision of construction activities at site
- Monitoring & Evaluation of Work Schedule submitted by Contractor
- Verification of contractor's IPC's
- Verification of Damage assessment/Claim
- Presentation about ongoing projects to Donors/Visitors
- Responsible for smooth running of Construction Progress Monitoring System (CPMS)
- Preparation of Daily, Weekly and Monthly Reports for in house as per requirements.

M/s DESCON ENGINEERING, PAKISTAN
(Engineering, Procurement & Construction Company)

Nov 2008 to Dec 2009

PROJECT

- **225 MW COMBINED CYCLE POWER PLANT BHIKKI, PAKISTAN**
Engineering, Supply, Construction Erection and Commissioning Of 225 MW Combined Cycle Power Plant.

Position: **Planning & Cost Control Engineer**

RESPONSIBILITIES

- Coordinate the development and implementation of project Work Breakdown Structures (WBS) and Cost Breakdown Structures (CBS).
- Prepare project progress schedule updates, reviews, monitoring and provide analysis for delays.
- Prepare key performance indicator charts and provide analysis of construction progress and production.
- Support the Project Team in the implementation of an integrated enterprise based, cross functional and EPC master schedule program.
- Perform Critical Path Analysis.
- Analyze deviations from the baseline in the Project Master schedule highlighting bottlenecks / delays and propose corrective actions.
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PROFESSIONAL COURSES & TRAININGS

1. Extension of Time Request (EOT) Course from Collaboration, Management and Control Solutions (CMCS) Qatar
2. APC (Contract Practice) by "Currie & Brown" Doha, Qatar.
3. Certified Cost Professional (CCP) Training by "3-Fold Education Centre" U.A.E.
4. Contract administration under FIDIC by "3-Fold Education Centre" U.A.E
5. Finance for Non-Finance Managers" by DESCON PMS
6. Two Hours Seminar on "Project Cost Control by "3-Fold Education Centre" U.A.E
7. In house training on "Effective Team Building" by DESCON PMS
8. Two Hours Seminar on Green Building Standards for selection of sustainable site by "3-Fold Education Centre" U.A.E.

KEY STRENGTH S & SKILLS

- Project Management
- An impressive team player with genuine compliance qualities
- Polite & pleasant personality especially in respecting senior(s)
- Flexible and adaptable in changing environments
- Simple & engineered approach to problem solving
- Energetic, enthusiastic and Accurate with great attention to detail
- Capable to work under aggressive time lines
- Good presentation and communication skills
- Eagerness and capabilities to learn new aspects in the field of work.

SOFTWARE SKILLS

MS Office, Primavera Project Planner (P3), Primavera P6 Professional (8.3), MS Project, Primavera Risk Analysis, TILOS.

PERSONAL INFORMATION

Father's Name : Muhammad Jamil
Date of Birth : September 29, 1985
Passport # : BK8208032
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Driving License : Yes

LANGUAGES

- English Fluent ➤ Arabic Beginner
- Urdu Fluent

AFFILIATIONS

Member of **(PEC)** Pakistan Engineering Council under Registration No. CIVIL / 28534.
Member of **(PMI)** Project Management Institute, USA (ID 2484569E1).
Member of **AACE International**.

HEALTH SAFETY & ENVIRONMENT (HSE) TRAININGS

- Site Safety Training
- Environment
- Fire Fighting
- Health & Hygiene
- Personal Protective Equipment (PPE)
- Manual Handling
- Hand & Power Tools
- Working At Height
- Job Hazard Analysis, Job Safety Analysis
- Permit To Work (PTW)

REFERENCES

Will be provided on demand.