**RASLAN**

**Qatar | Contact**: Whatsapp +971504753686 / +919979971283| **E-Mail:** [raslan.375833@2freemail.com](mailto:raslan.375833@2freemail.com)

Backed by strong credentials and a proven history of on-time, on-budget and high-quality project completions, seeking to leverage experience and expertise to give professional direction to large scale projects

**MEP SERVICES & CONTRACTING MANAGEMENT PROFESSIONAL – *Offering nearly 25 years of benchmarking experience***

*Previously with Powermech Engineering Company, Doha/QATAR as* ***General Manager***

***Seeking assignments as Operations Director/Manager, Projects Manager with an organization of high repute***

*~ Seasoned professional with ability to lead large projects, multi-disciplinary technical coordination and engineering interfaces during design development and project execution; skilled in analyzing,and resolving technical project issues, ensuring efficient interpretation of all design drawings and incorporation of quality control procedures in projects ~*

*Dexterously executed a enormous amount of projects which includes* ***commercial, residential, palaces, industrial, infrastructure pumping stations potable and drainage for private and government sectors.***

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| **PROFILE OVERVIEW**   * Adept in managing end-to-end project activities viz. planning construction program and executing construction projects involving contract administration, budget management, resource planning, and procurement with a flair for adopting modern construction methodologies/techniques * Functional prudence in strategy development & implementation, executing business plans, align business activities to the vision & strategy of the organization; Proven expertise in creating and implementing workflows to facilitate structured support in all areas and issues. * Extensive exposure in managing as many as 850 subordinates and over 50 projects including infrastructure, HVAC, plumbing, drainage, fire protection, and fire fighting systems in commercial, residential, medical, and government-owned installations. * Technically inclined professional ensures that the business priorities permeate all component operations ; evangelizes program goals with stakeholders in light of their technical alignment with business priorities * Experienced in managing business operations and maintaining various documents; managing & leading teams for smooth operations & experience of developing procedures, service standards for business excellence. * Track record of building organizational value by deploying innovative initiatives while addressing today’s business challenges of attaining revenue goals, controlling expenses, satisfying customers and attaining/retaining talent across multiple verticals * self-motivated, hardworking and goal oriented with a high degree of flexibility, creativity, resourcefulness, commitment and optimism; an effective communicator with strong analytical, problem solving and interpersonal abilities and ability to grasp technical concepts quickly and easily | CORE COMPETENCIES  *MANAGERIAL*  ***~***Strategy Business ~Planning  ~Personnel Management  ~Driven to succeed and excel  *FUNCTIONAL*  ***~***Strategic Planning  ~ MEP Activities  ~ Budgeting  ~Procurement  ~ Tendering  ~Performance Measurement  ~people management  ~ Project Management  ~Recruitment  ~ Contract Implementation  ~Regulatory Compliance  ~Health and Safety  ~Process Improvement  ~Quality Assurance  ~Resource Planning & Control  ~Team Building  ~Leadership Acumen  ~Liaison & Coordination  ~Negotiation |

**◼ CAREER REVIEW**

## 2012 -2017 with Powermech Engineeering Company Doha, Qatar ► General Manager

## Dexterously increased management's effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers; communicated values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developed incentives

*Key Deliverables:*

* **Strategic Support:** Performed planning activities entailing development of baseline plans & schedule, monitoring & controlling work, assigned time duration to each activity, allocating resources, identifying critical paths and tracking schedules. Implemented plans within pre-set budgets & deadlines; developed strategic plan by studying technological and financial opportunities; presenting assumptions; recommending objectives
* **Strategies & Policies Alignment:** Maintained continuous alignment of business operations scope with strategic business objectives, and provided recommendations to modify & enhancing effectiveness toward business result or strategic intent
* **Budget Control:**Prepared cost estimates, specifications and other criteria pertinent to overall operations ; account for cost and availability of materials and safety implications.Monitored operations cash flow, progress & health and implemented corrective actions as per requirements
* **Resource Planning & Control:** Ensured suitable deployment of manpower & timely availability of manpower. Coordinating with contractors and providing them with all the detailed documents
* **Liaison & Coordination:** Built company image by collaborating with customers, government, community organizations, and employees; enforcing ethical business practices. Harmonized efforts by establishing procurement, production, marketing, field, and technical services policies and practices
* **Quality Assurance & Control:** Monitored and ensured quality work which compiles well with safety norms; maintained first-level quality assurance to confirm work within discipline and in accordance with the plans, specifications and industry standards
* **Health and Safety**: Utilized safe work practices and following directives, policies and procedures for assisting and maintaining a healthy and safe work environment. Promoted & maintained awareness and compliance of H&S in accordance with best practice and legal requirement.
* **Recruitment**: Determined staffing requirements, interviewed, recruited & trained new employees, or oversee those personnel processes
* **Relationship Management**: Managed the implementation of best practices in all relevant business functions ensuring fulfilment of business requirements while delivering quality service to clients in line with company vision, mission and strategy
* **Leadership Acumen**: Provided leadership and vision to organization by assisting Board & Staff in the development of long range & annual plans, and with evaluation and reporting of progress on plans
* **Process Improvement**: Identified and implemented process improvements to increase efficiency and accuracy. Formulated reports s & transmitted them to top management for facilitating decision making process. Maintained organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans. Developed realistic plans to foster innovation programs to sustain and accelerate the future growth of organizational initiatives
* **Project Activities**: Advising and executing strategy to resolve project challenges with regards to schedule, quality, and costs with the underperforming contractor; maintained continual communications with all personnel assigned to the project; produced & maintained daily, weekly and monthly project progress report and escalated major issues and change of plans.
* **Team Management:** Motivated workforce, provided communications and taking measures to ensure that all elements were cooperated and coordinated efforts for maximum efficiency and quality; supervised, mentored and performed regular performance evaluations for all employees assigned to this position

*Noteworthy Highlights:*

* Succesfully increased Company Revenues by 7%; developed company image on the market and introduced two new divisions on the company(facility management and trading division)
* Instrumentally introduced technical departement to support on going projects
* Efficiently improved and directed both and estimation and procurement departements and obtained tangible results

**1993 – 2012 with Tadmur Holding, Doha, Qatar**

**Projects Manager – Infrastructure, Roots Energy & Engineering Services Division**

*Acted as member of company board, and develops/improves many organizational procedures, guidelines, and performance and quality standards*

*Key Deliverables:*

* **MEP Activities**: Accountable for planning and executing mechanical, electrical and piping installations for industrial infrastructure projects
* **Planning & Budgeting Activities**: Developed, monitored and attained annual plans, project schedules/milestones and overall budgets. Designed and implemented system to ensure compliance with all regulatory and HSE requirements
* **Internal Coordination**: Maintained effective working relationships with clients, project teams, contractors, suppliers and consultants to resolve contract-related issues and to ensure overall project success
* **Quality Assurance**: Monitored and ensured that the quality of work assigned is excellent and complies well with the safety norms; maintained first-level quality assurance to confirm that the installation of all work within the discipline is in accordance with the plans, specifications, and industry standards
* **Project Activities**: Directed five project managers and indirectly oversees over 480 subordinates in providing services to clients.
* Managed portfolio of projects with accountability of planning, defining scope, budgeting, setting timelines, analyzing requirements, identifying dependencies and evaluating risks. Provided periodic status reports to support senior management in strategic decision-making. Supervised procurement, material submittals, shop drawings and all related issues

*Noteworthy Highlights:*

* Successfully rebuilt project, rewrote statement of work, negotiated changes with client and rebaselined schedule. Secured $1m swing in project outcome. Efficiently turned imminent failure into business reference project.
* Instrumetally applied virtual project management to resolve “impossible” problem along with it established complete program tracking and control.
* Succesfully Introduced dashboards for rapid, accurate reports and attained 35% average gross margin per project.

**Contracts Manager – Industrial Contracting & Maintenance Division: 2007 – 2008**

*Acted as Division Manager in the absence of Division Manager and managed team of 15 subordinates.*

*Key Deliverables:*

* **Strategic Analysis**: Pro actively maintained awareness of market trends affecting new business development. Resolved problems through strategic analysis and effective interfacing with colleagues and business partners.
* **Liaising & Coordination**: Developed agreements for all subcontracted work and coordinated Quantity Surveyors in preparing tenders and contracts for clients.
* **Bidding and Selection Process**: Efficiently identified and analyzed capabilities of potential vendors and suppliers, and managed competitive bidding and selection process and adroitly conducted financial and contractual negotiations with appropriate management to optimize pricing and service quality.
* **Vendors/supplier Management**: Efficiently negotiated contract terms, pricing, and payment schedules to ensure that agreements with vendors/suppliers were commercially advantageous and intified, analyzed, and resolved business conflicts among company, vendors, and suppliers.

*Noteworthy Highlights:*

* Succesfully developed a reporting metrics system to review operations for internal compliance and implemented system to oversee performance management processes and training and development needs of functional teams
* Dexetreously worked with in-house teams to evaluate rfp and rfq responses to ensure adequate competition prior to awarding contracts and interface with internal customers regarding inquiries, contract requirements and related issues

**Project Manager (HVAC & Plumbing Division): 2003 – 2006**

*Key Deliverables:*

* Adroitly designed and administered specific timelines, resource requirements and controls for HVAC and plumbing projects; efficiently managed 90 subordinates including project team and outside subcontractors.
* Accountable for ensuring proper selection, training, counseling and coaching of direct reports; deploying staff, allocated labor and equipment, set milestones per project plan, and monitored performance against project objectives and reviewing project details, specifications, drawings and BOQ for all contracted work.
* Coordinated with Planning & Engineering Department for all engineering work including submittals, shop drawings, and work execution plans, then obtained client approval for all such proposals; procurement Department to obtain acceptable offers from suppliers, to order required materials, to ensure on-time deliveries and to handle special requirements and safety engineer regarding safety aspects of entire project and synchronized with Cost Control department in evaluating BOQs for materials supply and installation.
* Administered Technical Coordinator and Project Engineers in preparing material submittals and drawings for review and approval by Consultant, in preparing O&M manuals, testing/commissioning manuals, and performing pre-testing and commissioning of equipment.
* Responsible for testing, commissioning, and transferring completed projects to clients; monitoring subcontractors regarding their compliance with work execution schedules.

*Noteworthy Highlights:*

* Efficiently conducted resource planning and budgeting, tracked costs to ensure adherence to budgetary limitations. Brought supplemental service of approximately $1 million with projects averaging $500k
* Successfully completed $10 million project three months ahead of schedule and 4% under budget; completed assigned projects on time

**Site Engineer: 1997 – 2003**

*Key Deliverables:*

* Efficiently managed 20 subordinates and subcontractors in implementing, managing and delivering HVAC, plumbing, electrical and fire fighting projects; prepared and submitted all necessary material take-offs, order lists, submittals and shop drawings.
* Accountable for assisting in implementing and documenting QA/QC procedures and records including official inspections, checklists, non-conformance reports, and corrective actions prior to final project delivery to client. Complied with organization’s HSE management system.

**Testing, Commissioning and Maintenance Engineer – Mechanical and Electrical Division: 1993 – 1997**

*Key Deliverables:*

* Accountable for managing and assigning 13 subordinates in the testing, commissioning and maintenance of all mechanical and electrical equipment supplied by the company.
* Developed and submitted commissioning sheets for approval by clients and managed workshop, workshop team and all maintenance and repair activities.

**◼ PRIOR EXPERIENCE**

*1991 – 1993 with Mansal Offshore Ltd, Doha, Qatar ► Mechanical 03rd Marine Engineer*

**◼ CREDENTIALS**

**1991 Bachelor Degree in Rine Engineering Technology ►**Arab Maritime Transport Academy

*Courses & Trainings:*

* Advanced Project Management,Doha/Qatar
* Time Management,doha/qatar
* Construction Safety Course,Doha/Qatar
* Fire Fighting Course,egypt
* First Aid Course,Egypt
* Personal Survival Course,Egypt
* ISO 9001:2008 Awareness Training,Doha/Qatar
* Lean Sigma Awareness Training,doha/Qatar
* OHSAS 18001:2007 Awareness Training,Doha/Qatar

*Membership*

* Member Of The Jordanian Engineers Association,Jordan in the year 1991

IT Skills: Word, excel, power point and Outlook

**◼ PERSONAL DETAILS**

**Date of Birth:** 25th November, 1967| **Linguistic Abilities:** English and Arabic