***CVofARJUMAND***

***Arjumand***

*Arjumand.379277@2freemail.com*

*DearConcerned,*

*YourrecentadvertisementfortheMEPManagerpositionimmediatelycapturedmyinterest.Iamconfidentthatmy sixteenyearssolidexperienceinprojectmanagementprovidesmewiththecapabilitiestosuccessfulyfulfilthis position.AccordinglyIhaveenclosedmyresumeforyourconsideration. Somekeypointsthatarerelevanttothisopportunityinclude:*

* *BachelorofEngineeringinMechanical,MBAinProjectManagement.*
* *SuccessfulmanagementofmultipleprojectsintheConstructionindustryfromdefiningrequirementsthrough executionandclosure.*
* *Proventrackrecordofdeliveringprojectsontimeandwithinbudget.*
* *Soundabilitytoconductandinterpretqualitativeandquantitativeanalyses.*
* *Efficientmanagementandmotivationofcrossfunctionalteams.*
* *ExcelentcomputerskilsincludingMSOfficeandcurrentprojectmanagementapplications.*
* *Asolidreputationasahardworking,innovativeandresults-drivenprofessional.*

*Iamconvincedthatmyprojectmanagementexperienceandabilitiesareinperfectaccordwithyourcurrentcriteria.I wouldappreciateanopportunitytofurtherdiscussyourneedsandmyqualifications.Pleasecontactme,viaphoneore-mail,tosetupamutualyconvenienttimeanddateforustomeet.*

*ThankyouforyourtimeandconsiderationandIlookforwardtospeakingwithyousoon.*

*Sincerely,*

***ARJUMAND***

*Enclosure:****CV***

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***CVofARJUMANDYUSUFKHAN***

***MEPProjectManagementProfessionalwith16+yearsofexperienceinConstructionIndustry.***

***ARJUMAND***

*Email–arjumand.379277@2freemail.com*

***HoldingValidOmanDrivingLicense.***

***Objective***

*Tojoinacompanythatoffersmeastable,dynamicandpositiveatmosphereandinspiresmetoenhanceandtherefore toinnovatetheworkcultureforthebetermentofalpartiesconcerned.IamseekingaprofilewithProjectManagement,*

*sothatIcanenhancemyleadershipskils,workonproblemsolving,managingbudgetsandmeetingtargets.Tobring myski****l****stothecompanywhereIcanplayanintegralroleinthegrowthofthecompanyandwhereItoocangrow,while facingchalengesandimplementingsolutionsalongtheway.*

***ProfessionalSummary***

* *Versedin****ProjectExecution****and****Management****.*
* *Desiresachalengingroleasa****SeniorProjectManager/ProjectManager****.*
* *Experiencedmanagerwithexcelentclientandprojectmanagementskils.*
* ***SeniorProjectManager****withbackgroundas****ProjectManagerandSeniorMechanicalEngineer****lookingtojoin**anorganizationaspartoftheExecutiveteam.*
* ***SeniorProjectManager****with****16****yearsofexperienceinmanagement,planningandexecution.*
* ***SeniorProjectManager****withmanagementexperienceandexceptionalpeopleskils.*
* *Action-orientedwithstrongabilitytocommunicateeffectivelywithtechnology,executive,andbusiness audiences.*

***Accomplishments***

* ***CompletedMEPactivities****inNursingSchoolComplexwhileworkingwithAlKhaliliGroup(Oman).*
* ***SavedPenalty****ClausebySubstantialHandingoveroftheproject.*
* *Maintainedotherprojectswithinschedule&budget.*

***CoreQualifications/KeySkilsandCompetencies***

|  |  |  |  |
| --- | --- | --- | --- |
| ***ProjectManagement*** | ***Professional*** | ***Personal*** |  |
| ****** *Changemanagement* | ****** *ProjectSupport* | * Conflictresolution* |  |
| * Motivatingstaff* | * Identifyingkey* | ****** *Strategicthinking* |  |
| *issues* |  |
|  |  |  |
| * Technical* | * Leadershipskils* | * Projectexecution* |  |
| *Management* |  |
|  |  |  |
| * ProjectPlanning* | * BudgetaryControl* | * Strategicthinking* |  |
| * StakeholderResearch* | * DrivingProfitability* | * Problemsolving* |  |
| * Contract* | * ProjectStatus* | * Reporting* |  |
| *administration* | *Negotiating* |  |
|  |  |

***Experience***

* *Definedprojectdeliverablesandmonitoredstatusoftasks.*
* *Supervisedtheworkof[Number]teammembers,offeringconstructivefeedbackontheirworkperformance.*
* *Coordinatedutilityserviceprovidersaccordingtoprojectschedules.*
* *Colaboratedcloselywithprocurementteamsandsuppliersonpurchaseanddeliveryofcomponentsand assemblies.*

*ProjectManagement*

*o Supervisedprojectproductioneffortstoensureprojectswerecompletedtocompanystandards,ontimeand*

*withinbudgetconstraints.*

*ProjectCoordination*

*o Provideddraftingandprojectset-upsupporttothecommunicationsstaff,creatinginitialtofinaldrawingsfor*

*projects.*

*Teamwork*

*o Coordinatedwithprojectstaffandotherengineeringdepartmentstafftoverifyform,fitandfunctionofMEP*

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*systems.*

*Supervision*

* *Supervisedandmaintainedpeople,process,andproceduretoensurepositiveresult. DisciplineDrawings*
* *Usedarchitecturalandstructural-basedexternalreferencedrawingfilesasbackgroundsforcommunication,*

*Electrical,HVACmechanicalandstructuralrevisions.*

*AutoCADSoftwareUtilization*

* + *Produceddrawingsandmaintained,archivedandretrievedCADfilesanddrawingdocumentsforthe*

*completionofprojects.*

* *Currentlyengagedas****SeniorMEPProjectManager****with****AirmechW.L.L.***
* *Workedwith****MaytasInfra-SaudiBinladinGroup****as****SeniorMechanicalEngineer****from****Aug2014tildate.***
* *Workedwith****AlKhodari****as****ProjectEngineer****from****Dec2012toDec2013.***
* *Workedwith****ShelterGroup****as****ProjectManager(MEP)****from****Jan2010toDec2012.***
* *Workedwith****BlueStarLtd.****as****Asst.Manager/AsstProjectManager****from****Aug2008toDec2009.***
* *Workedwith****ETAGroup–MNEDivision****as****SeniorEngineer–Mechanical(ActingProjectManager–MEP)****from*

***Sep2007toJul2008.***

* *Workedwith****AlKhaliliGroup****as****SeniorMechanicalEngineer****from****Jun2006toSep2007.***
* *Workedwith****AirmechEngineers&Consultants(P).Ltd****as****ProjectEngineer****from****May2005toJun2006.***
* *Workedwith****KelvinSystemsPvt.Ltd****as****Engineer(HVAC)****from****Sep2001toMay2005.***

***SeniorProjectManager(MEP)***

***July2016tildate.***

***AirmechW.L.L.-Bahrain.***

* *Actastheprimaryseniorlevelcontactwiththeclientthroughoutthedurationoftheproject.*
* *Representingcompany-managingprojectsinamannerwhichwilatainahighlevelofclientsatisfactionwhile maintainingalevelofprofitabilitysuitabletocompanystandards*
* *Chairingandschedulingmeetings,preparingagendas,developingandmaintainingmasterprojectbudgetsand*

*timelinessrequiredforeachprojectandprojectphasetoensureoveralprojectobjectivesandclientneedsaremet.*

* *Preparingandcoordinatingprojectreportsanddrawingreviewsforclientsandprojectteamatalprojectphases includingconceptual,schematic,designdevelopmentandconstructionphases.*
* *Supervise/mentortheworkofotherprojectmanagersorassistantprojectmanagers.*
* *Reviewingrequisitions,changingordersandotherinvoicesassociatedwiththeproject.*
* *Participatinginmarketingservicestoclients.*
* *Observingcorporatepoliciesandprocedures.*
* *Maintaininghighqualitativeandquantitativestandardsofworkperformance.*
* *Strivingconstantlytoimproveskilandworkknowledge;keepinguptodateinthefieldofspecialization.*
* *Cooperatingwithotherpersonneltoachievecorporategoalsandobjectivesastoquality,service,costandprofit.*
* *Reportingtoimmediatesupervisormajorproblemsandfindingsandresultsachievedwithrecommendations.*
* *Clearingthroughchannelsorganizationalchangescontemplated,actionsplannedimplyingcommitments,and*

*expendituresinexcessofapprovedbudget.*

* *Establishinggoalsandobjectiveswithtimetablesfortheorganizationalunitandsub-unitssupervisingselects subordinateswithapprovalofappropriatesupervisors;delegatestoeachnecessaryauthorityand*
* *Responsibilityforperformanceofassignedfunctions.*
* *Training,developing,motivatinganddisciplinessubordinatesasnecessarytomeetestablishedgoals;reviewing*

*andappraisestheirworkperformance.*

* *Implementinggovernmentlawsandregulationsandadheringtoestablishedrulingsofgovernmentauthorities.*
* *Carryingoutresponsibilitiesinaprofessional,courteousmannerataltimes.*

***Projects:***

*KFCDAvenuesMal.* *MEPProjectValue20MilionBHD.*

*NationalGuardsHousingProject* *MEPProjectValue12MilionBHD.*

***SeniorMechanicalEngineer(SiteInchargeofMEPActivities)***

***Aug2014toNov2015.***

***MaytasInfra-SaudiBinladinGroup.-SaudiArabia.***

* *Sitein-chargeofUtilities(Electrical&Mechanical)worksoftheProject&assistingdepartmentmanager.*
* *Definingprojectdeliverablesandmonitoringstatusoftasks.*
* *Draftingactionplansandcoordinatingmeetingswithdepartmentexecutivestoreviewprojectstatusandproposed changes.*
* *Planning,schedulingandcoordinatingdetailedphasesofprojects.*
* *Colaboratingwithcross-functionalteamstodraftprojectschedulesandplans.*
* *Monitoringcosts,timescalesandresourcesusedtoachievetimelycompletionoftheassignedtaskwithquality&*

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*withinbudget.*

* *FacilitatingprocessingofRFIs,submitalsandsamplesamongthegeneralcontractor,theownerandtheowner’s*

*consultants.*

* *Assigningprojectsandtaskstoemployeesbasedontheircompetenciesandspecialties.*
* *Coordinatingtrainingfortheconstructionteamsonsite-specificrequirements,techniquesandprocedures.*
* *Performingconstructionsitepre-inspectionsandcoordinatedpost-constructionaudits.*
* *Stayingconsistentwithprojectschedulesandplansforalinstalations.*
* *Providingstatusinformationonprojectprogresstotheprojectmanagement.*
* *AtendingalprojectrelatedmeetingwithClient/Engineer/MainContractorandreportingbacktotheDivision*
* *Managerontheproceedingsaswe****l****astoatendalprojectrelatedmeetings.*
* *Givingalnotices,etc.totheClient/Engineer/MainContractorundertheinstructionsoftheManagement.*
* *Leadingandmanagingresolutionofalissuesduringprojectconstructionandcommissioningphases.*
* *Coordinatingcontractors,architectsandotherprojectteammemberstodeliverhighqualityprojectswithin*

*specifiedtimeframes.*

* *Maintainingopenandeffectivecommunicationswithprojectteamstoincreaseproductivity.*
* *Performingotherdutiesandtakeonotherresponsibilitiesasrequired.*

***Projects:***

* *KingAbdulAzizInternationalAirport(ExpansionProject).-Infrastructure&UtilitiesWorksfor5buildings.*

***ProjectEngineer***

***Dec2012toDec2013.***

***AlKhodari-SaudiArabia.***

* *Coordinatedinloadcalculations&designingofMEPsystems.*
* *Coordinatedinpreparation,checked,submital&approvalofShopDrawings.*
* *Reviewofdrawings,BOQ/specificationofequipmentforproject.*
* *Responsibleforquantitytake-offsforestimation,budgetingandexecutionpurpose.*
* *Preparation,submital&approvalofMaterialSubmitals.*
* *Coordinationformaterialprocurementandtimelydeliveryatsite.*
* *Folowupofexecutionprogressatsite.*
* *Verifysiteinstalationsandsolveconstraintsinaprofessionalapproach.*
* *PreparingInspectionrequestformaterial&siteexecution&getingthesameverified.*
* *Prepareweekly&monthlyreports.*
* *Atendmeetingswithclients,consultantsandlocalauthorities.*
* *Verifythedesignandimplementationofthecompletemechanicalsystemandmakesurethatitiswithinthenorms andregulations.*
* *Keepaproperdocumentationforalsiteactivities,submitals,correspondences,anddrawings.*
* *Folowup,coordination,administrationandtotalmanagementofsite.*

***Projects:***

* *BorderGuardsAirport,UmmElMelh.*
* *B603-TaibahUniversity,MadinahAlMunawwara.*
* *B403-TaibahUniversity,MadinahAlMunawwara.*
* *B21-TaibahUniversity,MadinahAlMunawwara.*

***ProjectManager(MEP)***

***Jan2010toDec2012.***

***ShelterGroup-India.***

* *Folowup,coordination,administrationandtotalmanagementofsite.In-chargeofUtilities(Electrical&Mechanical) worksoftheProject.*
* *ManagedateamofEngineers,Foremen&SubContractors.*
* *Preparedprogrammasterscheduleandperformscriticalpathanalysistoachievetimelycompletionoftheproject.*
* *Supervised,coordinated,monitoredandcontroledprojectconstructionandinstalation.*
* *ManagedMEPworksoftheprojectfromstarttilhandingoverandensuredMEPcoordinationwitharchitectural/*

*structuraltrades.*

* *Responsiblefora****l****contractualissuesrelatedtotheday-to-dayrunningoftheProject.*
* *Ensureda****l****technicalaspectsoftheprojectsarestrictlycompliedwithandinconformitywithConditionsofContract,*
* *ParticularSpecifications,GeneralSpecifications,ContractDrawings&amp;BOQ.*
* *Analyzeddrawings,specificationsandstatementsofworkinthepreparationofactivitynetworksforproject*

*resourceplanningandscheduling.*

* *Ensuredthatthehealthandsafetyrequirementsareprovidedandthattheycomplywithauthoritiesregulations.*
* *Providedguidance,managerial,technicalsupporttoprojectteam.*

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* *Preparedplansandschedules,statusreportsandperformanceevaluation.*
* *Atendedregularmeetings(onworkprogress,coordination,design,etc.)withClientandConsultanttodiscusskey*

*issuesrelatedtotheprojectandtakeeffectivecorrectiveactions.*

* *Monitoredprojectbudgetsandscheduleandoversawperformancetoensureontime,qualityandonbudgetproject*

*execution.*

* *Preparedperiodicreportsformanagementincludingstatusofbudgets,variance/changeclaims,schedules, disputes,up-comingactivities&safetyrecords.*
* *DevelopedActionandRecoveryplanstosupportprogramdeliveryontime.*
* *Ensuredprogrampoliciesandproceduresareimplementedaccordingly.*
* *EnsuredasuccessfulcompletionoftheProjectwithinthebudgetandontime.*
* *Ensuredsuccessfulachievementofprojectmissionstatementandgoalsandwasresponsibleforalday-to-day activities.*

***Projects:***

* *ResidentialBuildings&VilaProjectsinLucknow.*

***AssistantManager/AssistantProjectManager***

***Aug2008toDec2009.***

***BlueStarLimited–India.***

* *Managedateamofsitestaff&sub-contractors.*
* *Negotiationmeetings(includingcommercialaspects&Technicalqueries)andfinalizationofsub-Contractor.*
* *SelectionofContractors,Floatingofenquiries,OpeningofBids,ComparativeStatements.*
* *IssuedWorkOrder&ContractualDocumentstocontractors.*
* *CoordinatedwithHeadOfficeforshopdrawings,planningactivities&AsBuiltdrawings.*
* *Coordinatedwithprocurement&logisticsdept.fortimelydeliveryofmaterialatsite.*
* *Preparedmeasurementsforworksexecutedandensuredverificationofthesame.*
* *Prepared,submited&folowedupInvoices.*
* *Folowedupforpaymentcolections.*
* *Certificationofsiteexpenses,contractor’smeasurementsandinvoices.*
* *Monitoredprojectbudgetsandscheduleandoversawperformancetoensureontime,qualityandonbudgetproject*

*execution.*

* *Preparedweekly&monthlyreportsandreportedthesametoconcernedauthorities.*
* *AtendedProgressMeetingswithClient&Consultant.*

***Projects:***

*SaharaHospital,Lucknow* *MEPProjectValue425,00,00,000INR.*

* *UPAL(PhoenixUnited)Mal,Lucknow MEPProjectValue125,00,00,000INR.*

***SeniorEngineer–Mechanical(ActingProjectManager–MEP)***

***Sep2007toJul2008***

***ETAGroup(MNEDivision)–Dubai.***

* *ResponsibleforalMEPactivitiesatsitefrominceptiontocompletion.*
* *Managed,led,monitored&mentoredtheprojectteam.*
* *CoordinatedforTechnicalissueswithclientandconsultant.*
* *Preparedaplanforschedule,budgetandresourcesoftheprojectsfromtheinitiationphaseupuntilcommissioning*

*andhandover.*

* *StudyandreviewContractdocuments.*
* *Established&maintainedMEPMasterProgressSchedule.*
* *Monitoredprojectsbudgetandscheduleandoverseeperformancetoensureontime,qualityandbudgetproject*

*execution.*

* *Ensuredtimelysubmitalofalprojectsubmitalsandobtainingapprovals.(Samples,ShopDrawings,DesignDetails,*

*WorkProcedure,MethodStatements,Schedules,Programsetc.)asrequiredfromtimetotimefromanyofthe*

*statutoryauthoritiesduringtheexecutionoftheProject.*

* *Folowedupwithvariousdepartmentswithinthecompanyinalprojectsrelatedmatersoftheoperationofthe Project.*
* *Evaluatedtherequirementofalprojectresources(materials,machinery,manpoweretc.)asperscheduleand*

*arrangingfortheavailabilityofthesame.*

* *Coordinateandmanagesubcontractors,manpowerandmaterialsuppliers.*
* *Coordinatedactivitieswithmaterialandequipmentprocurementaswelasresourcesalocation.*
* *Ensuredthattheprojectscomplywithcontracts,specifications,standards,drawingsandBOQ.*
* *Ensuredthatthehealthandsafetyrequirementscomplywithprojectandauthoritiesrequirements.Prepareand*

*reviewmaterialsubmital,methodstatements,ITPsandqualityplan.*

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* *Preparedandrevieweddrawings(Design,shopdrawingsandasbuilt).*
* *Preparedandreviewedprojectscheduletakingintoaccountprocurementandresources.*
* *ReceivedalprojectrelatedinstructionsfromtheClient,Engineer,MainContractor,etc.andtransmit,communicate andarrangeeffectiveactioninco-ordinationwiththeManagement.*
* *AtendregularmeetingswithMainContractor,ConsultantsandClientstodiscusskeyissuesrelatedtoprojectand*

*takeeffectivecorrectiveactions.*

* *Monitortheinstalationtesting,commissioningandstart-upoftheMEPsystemsincoordinationwithothertrades.*

|  |  |
| --- | --- |
| ***Projects:*** |  |
| *7TowersatDUBAISPORTSCITY* | *MEPProjectValue140MilionAED.* |
| *419VilasATJUMEIRAPARK* | *MEPProjectValue150MilionAED.* |
|  |  |  |  |
| ***SeniorMechanicalEngineer*** |  |  |
|  |  |  |
| ***Jun2006toSep2007*** |  |  |  |
|  |  |
| ***AlKhaliliGroup–Oman.*** |  |  |

* *Coordinatedforloadcalculations&designingofMechanicalsystems.*
* *Co-ordinatedwithHVAC,Plumbing&Fireteamsandothersdepartmentslikeelectrical&civil.*
* *ManagingateamofEngineers,Foremen&workers.*
* *Preparation&checkingofShopdrawings&AsBuiltdrawings.*
* *CoordinatingforTechnicalissueswithClient&Consultant.*
* *Sortingoutdiscrepanciesindrawings&rectification.*
* *ResponsibleforMaterialApprovals&Inspections.*
* *Responsibleforquantitytake-offs,materialindenting.*
* *Coordinationformaterialprocurementandtimelydeliveryatsite&materialinspections.*
* *Folowupoferectionprogressatsite,monitoringquality,inspectionrequestforsiteexecution.*
* *AtendingregularprogressmeetingswithClient&Consultant.*
* *Routineandbreakdownmaintenanceofequipmentsbeingusedatsite.*

***Projects:***

* *NursingSchoolComplexatSultanQaboosUniversity.*
* *VilasatQurum.*
* *HealthCentersforMinistryOfHealth-6Nos.*
* *ChildCareCentreatSultanQaboosUniversity.*
* *OmanTourismColege(MEPWorks).*
* *FrenchEmbassy.*

***ProjectEngineer***

***May2005toJun2006.***

***AirmechEngineers&Consultants(P).Ltd.-India.***

* *Heatloadcalculations&amp;designingofHVACsystemsandCo-ordinatewithalothersdepartments.*
* *Preparation&CheckingofDrawingsandCoordinatingwithTechnicalissues.*
* *Quantitytake-offs,materialindentingandCoordinationformaterialprocurementandtimelydeliveryatsite.*
* *Managingateamofworkers&contractors.*
* *Folowupoferectionprogressatsite.*
* *Preparationofmeasurements,PreparationofInvoices.*
* *CertificationofContractor’sInvoices.*
* *Folowupofinvoicesandcolectionofpayments.*
* *ClientsincludeHindustanAeronauticsLimited,SaharaIndiaCommercialCorpLtd.,ReserveBankofIndia(Lucknow),*

*RecronSyntheticsLimited,NorthEasternRailway,DLWVaranasi,BSNL,UPRNN,etc.*

***MajorProjects:***

*SaharaGanjMal,Lucknow* *ProjectValue120,00,00,000INR.*

* *ReserveBankofIndiaOffice,Lucknow ProjectValue30,00,00,000INR.*
* *AirConditioningworksatvariousSAHARAOffices.*

***Engineer(HVAC)***

***Sep2001toMay2005.***

***KelvinSystemsPvt.Ltd.–India***

* *Managedworkers&subcontractors.*

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* *Responsibleforexecutionofworksaccordingtoshopdrawing.*
* *Responsiblefortimelyexecution&qualityofwork.*
* *Preparedmeasurements.*
* *SubmissionofInvoices,folowup&Paymentcolection.*
* *Certifyingsubcontractor’sInvoices.*

***Projects:***

* *MultipleSitesinDelhiandadjoiningareasincludingNCR.*

***Education***

|  |  |  |
| --- | --- | --- |
| ***MBA–ProjectManagement,*** |  | *2011* |
| ***AlagappaUniversity.*** |  | ***–****India.* |  |
| ***B.E.–Mechanical,*** |  |  | *2001* |
| ***BangaloreUniversity.*** |  | *–India* |  |
| ***CertificateCourseinHVAC,Plumbing&FireFighting,*** | *2001* |
| ***TecnolcoInstitute,*** |  | *–India.* |  |
| ***PersonalInformation*** |  |  |
| *Nationality* | *:* | *Indian.* |  |
| *MaritalStatus* | *:* | *Married.* |  |
| *LanguagesKnown* | *:* | *English,Hindi,UrduandArabic.* |  |
|  |  |  |
|  |  |  |  |

***References***

*Wilbeprovidedonrequest.*

***Declaration***

*Iherebysolemnlydeclarethataltheabovegiveninformationistrueandcorrecttothebestofmyknowledgeandbelief.*

*Date:*

*Place:*

***(Arjumand)***

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