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**NAME . ARSHAD**

CURRENT COMPANY: DANIELI & C   
**PROPOSED POSITIONS**Projects Control Engineer / Planning & Scheduling Engineer / Maintenance Engineer   
**QUALIFICATION**B.Sc. Mechanical Engineering (2006) and DAE Mechanical (Gold Medalist) (2001)   
**TOTAL EXPERIENCE - 09 YEARS**Oil Refineries, Oil and Gas Exploration & Production, Oil and Gas Fields, Drilling Rig   
Oil and Gas Plant Construction   
Steel Plants, Pakistan Atomic Energy Commission   
**NATIONALITY:** PAKISTANI, **AGE**: 31, **LANGUAGES** :- ENGLISH, URDU, PERSIAN, ARABIC   
**COMPUTER & OTHER SKILLS**Primavera Project Planner (P3 and P6)   
SAP R/3 (Basic), MS Office   
Project Control System - Descon software for progress monitoring & material Control   
Site Administration System - Linde software for progress monitoring & material Control   
knowledge of International Codes & Standards e.g. ASME, API, ASCI, AWS, ANSI, ASTM, AWWA, BS, EJMA, TEMA, MSS

**WORK HISTORY**

**COMPANY: DANIELI & C**

**Dec 2013 - Present   
Project: DRI Plant, Abu Dhabi UAE   
Client: ESI   
Designation: NCR and Reporting Manager   
Responsibilities:**Same Responsibilities as mentioned below   
**COMPANY: DANIELI & C**

**May 2012 - Dec 2013   
Project: Concentrator plant, sangan - Iran   
Client: National Iranian Steel Corporation   
Designation: NCR and Reporting Manager   
Responsibilities:** Prepare the NCR (Non Conformity Reports) and Evaluate Material, Labour and supplementary/ facility Cost   
 Justifies the Extra cost sustained in the various job activities on the Site & assigns correctly the responsibility to the departments   
 Follow-up the personnel to provide the job description and information against the extra cost   
 Close coordination with the purchasing department to charge the cost under correct assigned job Number   
 Prepare daily, weekly and monthly reports for site progress and follow up of Progress

 Identify requirement of manpower, material, consumable, equipment based on 3-months look-ahead plan

 To keep track of extra work and ensures that all extra work is identified and billed

 Monitor scope change, technical queries, as built

 Monitoring progress of subcontractor

 Budget control

 Make a follow up on equipment, materials, tools and consumables which were under procurement

 Estimation of type and quantities of tools and consumables required

 Estimation of equipment required I-e cranes of different capacities, welding machines, power generators,

compressors, etc. Preparation of equipment deployment

 Estimation of manpower required for the execution of project & preparation of manpower deployment

**COMPANY: DESCON ENGINEERING, ABU DHABI, UAE**

**March 2010 - May 2012**

**Project: Construction of Nitrogen Generation Plant, Abu Dhabi, UAE**

**Client: GASCO**

**Designation: Planning,Scheduling & Project Control Engineer**

**Responsibilities:**

 Preparation of project execution schedule in primavera

 Review the baseline primavera schedule and to be certain that the milestone dates are corresponds to the project

requirements. Revision of project schedules using Primavera as per Client concerns

 Project presentations, weekly and monthly progress and efficiency reports to client

 Identify requirement of manpower, material, consumable, equipment based on 3-months look-ahead plan

 Preparation of monthly Progress invoice

 To keep track of extra work and ensures that all extra work is identified and billed

 To communicate with client regarding changes in scope and gets approvals

 Analyzing progress & efficiency report to compare it with desired level of progress & efficiency

 Monitor scope change, technical queries, as built, entering of progress in client system

 Monitoring progress & performance of subcontractor and reporting to management

 Helps I/C planning for budget control

 Highlight critical path, foresee bottlenecks and advise the measures to resolve all the bottlenecks

 Helps I/C planning for controlling Scope of Work, Schedule, Cost, Material and Resource

 Calculate BOQ and BOM. Calculate man-hours and craft wise manpower

 Prepares workflow of piping for fabrication,erection, testing and pre-commissioning

 Review the dates of equipment delivery to incorporate in the overall final schedule

 Take part in weekly and monthly coordination meetings and updating client on the latest progress

 Make a follow up on equipment, materials, tools and consumables which were under procurement

 Estimation of type and quantities of tools and consumables required

 Estimation of equipment required I-e cranes of different capacities, welding machines, power generators,

compressors, etc. Preparation of equipment deployment

 Estimation of manpower required for the execution of project & preparation of manpower deployment

**COMPANY: DESCON ENGINEERING, ABU DHABI, UAE   
Jan 2009 - March 2010**

**Project: Operational Improvement of Abu Dhabi Oil Refinery, UAE   
Client: ADNOC   
Designation: Area Incharge   
Responsibilities:** Preparation of execution schedule in primavera   
 Preparation of equipment deployment   
 Estimation of manpower required & prepares manpower deployment   
 Estimation of type and quantities of tools & consumables required   
 Monitor performance and progress of subcontractor   
 Progress reporting to management   
 Make a continuous follow up on equipment, materials, tools and consumables which is under procurement   
 Field progress monitoring of activities and updating the schedule   
 During execution of work Coordinate with workers and to ensure that construction work carried out in accordance with JMS and PTW   
 Preparation and submission of method statements to client for review & approval   
 Calculate BOQ and Preparation of documents for hiring of fabrication sub-contractor (piping/supports/structure)   
 Preparation of fabrication schedule (piping/supports/structure fabrication) & monitoring of progress as per provided schedule   
 Prepares workflow for piping, Equipment, Structure, Supports, Testing   
 Preparation of rigging studies as per client’s strict requirement, getting validation from crane suppliers and   
submission to client for final review & approval. Review TRA with Safety   
 Procurement of following material as per client’s given Material Requisitions & ADNOC Project Specifications

* U-type Shell and Tube heat exchanger
* Globe & Butterfly type Control Valve, Remote Operated Valves
* Pressure safety valves
* Teflon coated spools
* Gate, Globe, Needle, Check, Ball, Butterfly Valves and Strainers with different materials and specifications For above procurement, my responsibilities were Collection of quotations from more than 2 vendors, comparison of different vendors as per above criteria, meetings and technical conversation with different vendors as per client MR, preparation and submission of Technical Bid Tabulation for client approval with one technically accepted vendor, carry out meetings with client for TBE approval, after TBE approval monitoring of vendor/third party inspection agency delivery schedules, forcing the vendor for timely delivery of equipment & materials. **COMPANY: OIL & GAS DEVELOPMENT COMPANY LTD**

**Feb 2008 - Jan 2009   
Designation: Maintenance Planner and Engineer   
Responsibilities:**Worked as a Maintenance Planner and Engineer at different oil & gas fields of the company and also in the head office.   
**FIM KASSAR OIL FIELD** Plan & execute daily maintenance jobs for rotating and static equipments   
 Developed and monitor preventive maintenance schedules for field equipment   
 Field job monitoring & maintenance of heavy equipments like engines & water injection Pumps   
 Field material verification, warehouse long lead items & parts ordering through head office   
 Develop daily, weekly & monthly reports for head office

 Update the equipment history cards and logs   
**COMPANY HEAD OFFICE** Planning and procurement of material required at different fields   
 Take part in preparing the budget inputs for assigned fields for approval   
 Tech. Evaluation of Valves, piping, and other material for procurement   
 Take part in planning, man hour calculations for new projects of Field development   
 Take part as member for Planning, installation and commissioning of the production surface facilities

**COMPANY: PAKISTAN OIL REFINERY LTD**

**March 2007 TO Feb 2008   
Designation: Maintenance Planner and Engineer   
Responsibilities:**Worked as a Maintenance Engineer & Planner to assist the Plant Engineering Manager for the maintenance of the plant facilities   
and equipments, for establishing and maintaining a preventive maintenance program for all equipment and develop or recommend   
equipment, tool or material that will result to extend machine life, prevent or reduced unplanned machine shutdown, reduce maintenance cost   
The Job involves planning & maintenance (repair, replacement & modification) of following rotary & stationary equipments.

**ROTARY EQUIPMENTS:** Compressors (Reciprocating & Centrifugal), Pumps (Reciprocating & Centrifugal), Diesel Engines/Power Generators (1Kw up to 1800KW   
)   
 Air Coolers ,Steam Turbines

**STATIONARY EQUIPMENTS:** Plant Piping, Cross Country Piping, Boilers,Heat Exchangers, Process heaters, Pressure Vessels   
**OTHER WORKING AREAS** Implement and maintain permit to work system for plant job execution   
 Hands on experience of using Plant Maintenance (PM) and Materials Management (MM) modules of SAP   
 Maintaining log of daily work & major repairs of plant equipments in their history cards   
 Having knowledge about different types of Lube oils for different type of machines

**COMPANY: NATIONAL ENGINEERING AND SCIENTIFIC COMMISSION OF PAKISTAN**

**Department: Air Weapons Complex (AWC)   
Designation: Assistant Manager   
Responsibilities:**This is a government organization working in Pakistan for National & State interest.   
**COMPANY: PAKISTAN ATOMIC ENERGY COMMISSION (PAEC)**

**Designation: Sub Engineer (Supervisor) - 2001- 2002**

**Responsibilities:**

This is a government organization working in Pakistan for the generation of electric power with the utilization of nuclear energy.