**Mohammad Idrees Khan**

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**Subject: Application for the Position of Project Manager**

Dear Sir/Madam,

I am writing to outline my extensive experience and successful track record as Project Manager.  I believe I possess the skills, qualifications, and vital experience necessary to make a very significant contribution to your company.

As you will see from my CV, I have 23 years of experience in a diverse array of construction projects including high rise buildings, education establishments, Villas, storage facilities, Primary and Secondary Infrastructure, metro rails, hospitals, health facilities, Primary sub stations, 11 KV Substations, mixed use buildings etc. In my current position, as Project Manager for Haj, I monitor and adjust project operations, liaise with client and local authorities, Monitoring Progress and ensure attainment of goals in a timely manner while maintaining high quality of outcome.

Previously, I worked for Barzan Engineering as a MEP Project Manager where I reviewed project estimates, coordinated project resources to enhance cost-effectiveness, cultivated amicable professional relationships with the client and other stakeholders, and evaluated drawings before implementation. In the past I worked in multiple positions for a variety of companies including Senior Electrical Engineering for the Ministry of Works in the Kingdom of Bahrain, Senior Project Engineer for the Emirates Trading Agency, and Project Engineer for Afcons Infrastructure Ltd.

I am now looking for a new challenge and confidently believe I am an ideal candidate for the advertised position. My key qualities include outstanding communication and negotiation abilities, strong team leadership and motivation, resourcefulness, versatility, meticulousness, innovativeness and excellent problem-solving skills. I hold an MBA in Marketing and have experience in project designing, engineering, planning, scheduling, resource allocation, cost control and management with tangible results. I am very adept in managing the entire installation, testing and commissioning of various systems in accordance with project and local specifications, international standards and designs.

Please do not hesitate to contact me at +973 33058506 so we can arrange an interview to discuss my application in greater depth.

Yours faithfully,

**Mohammad Idrees Khan**

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