

MOHSIN MUNIR SHAIKH

Dammam, Eastern Province, Kingdom of Saudi Arabia

+966 500 294 033

mohsin_shaikh88@hotmail.com ✉

mohsin-munir-shaikh-pmi-pba-1a46b858 in

PROFILE OVERVIEW: Treasure of experience and success-oriented background in high-risk multi-million-dollar projects at various stages of project life cycle. Infectiously optimistic and high impact executive with incisive ability to partner with cross-functional teams, execution agencies, and key stakeholders to advance project management standards, curtail project derailments and meet expectation of stakeholders. Analytical, proactive, process-oriented and target-driven planning champion committed to achieve project milestones through macro and micro level management and control of manufacturing and construction schedule schedules/activities.

Offering 8+ years' insightful experience in EPC management of Electrical construction (Overhead Transmission line, Underground cable, Substation 115KV), Civil (building), Electro-mechanical (Storage tanks, Vessels, Steel fabrication etc.) & Oil and Gas (Fire Alarm system, Firefighting system installation) projects.

Professional Expertise

- ✓ Planning & Scheduling
- ✓ Cost Management
- ✓ Production & Cost Control
- ✓ Project Documentation
- ✓ Project Coordination
- ✓ Budget vs. Cost Tracking
- ✓ Earned Value Management
- ✓ Status Review/Reporting
- ✓ Project Mgmt. Controls
- ✓ Cash flows

Employment History

- ✓ **Project Planning & Cost Control Engineer**
M. Al Ojaimi Group, KSA May 2016-Present
- ✓ **Project Planning & Control Engineer**
China Railway Construction Company, KSA May 2015- April 2016
- ✓ **Project Planning Engineer**
Reda Hazard & Control, KSA Jan 2014 - May 2015
- ✓ **Production Planning & Cost Control Engineer**
Nesma Havatek, KSA Aug 2012 – Dec 2013

Qualification Highlights

- ✓ Construction Project Management- Online course (Columbia University-2020)
- ✓ Managing Major Projects- Online course (University of Leeds-2020)
- ✓ Advanced "Schedule & Cost Management Using Primavera P6"
- ✓ Manage Projects with Primavera P6 Rel.8.3 (MSS Projects Analytics, August2015)
- ✓ Advance Primavera Course P6 Rel.15.1 (Spet2015)
- ✓ Primavera P6 (University of Engineering & Technology, Lahore, March2012)
- ✓ Managing Actual Values in Microsoft Project
- ✓ Managing Resource -Constrained Projects with Microsoft Project
- ✓ Managing Budget -Constrained Projects with Microsoft Project
- ✓ Project Management: Calculating Earned Value
- ✓ Managing Time-Constrained Projects with Microsoft Project
- ✓ Managing Subcontractor Projects with Microsoft Project

Licenses & Certifications

- ✓ PBA-PMI
- ✓ PMP-PMI
- ✓ Saudi Council of Engineers

Education

- ✓ BSC Industrial & Manufacturing Engineering, University of Engineering & Technology, Lahore, Pakistan, 2012

Technical Skills

- ✓ PRIMAVERA P6 (VER 8.3—20)
- ✓ MS OFFICE (EXCEL, WORD, POWER POINT, ACCESS)
- ✓ MS PROJECT (2007, 2010, 2013)
- ✓ MS DYNAMICS (2012), ERP

Key Responsibilities & Professional Contributions

- ✓ Preparation/Submission of progress invoice in coordination with Project Manager to ensure claimed amount.
- ✓ Initial and detailed review of Sub Contractor's progress invoice along with the proper documentation.
- ✓ Preparation/Submission of price adjustment/change order (if any), Extension of time.
- ✓ Submission of progress invoices on client's SAP portal.
- ✓ Preparation of progress invoices on internal ERP (MS DYNAMICS-2012) system.
- ✓ Preparation of monthly cost reports depicting forecast and actual to date payments to vendors.
- ✓ Develop the Project baseline schedule with Resource loading/ leveling, Cost loading and preparing the Monthly/Weekly progress report, S-curves and Dashboard.
- ✓ Forecast on cost and schedule impact of delayed activities.
- ✓ Develop, update and control Document Control Register (Engineering), Procurement Registers, Risk Registers.
- ✓ Developing the communication plan according to stakeholder's requirement.
- ✓ Developing, organizing and implementing the PMO structure (supportive).
- ✓ Monitor key engineering deliverables and procurement phases of LLIs (long Lead Items) at departmental level.
- ✓ Prepare WBS, package wise activity schedules, follow up projects tasks.
- ✓ Assist in contracts correspondences, measurements, payment certification, closing final account, etc.
- ✓ Monitor a List of Project Materials along with the required quantities and maintain continuous project materials reconciliation.
- ✓ Analyze and compare project cost vs. estimates, prepare cost reports, and exercise cost controls.
- ✓ Collect and maintain group contemporary records necessary for assessment and substantiation of Variations and Claims.

Personal Information

- ✓ **Date of Birth:** September 09, 1988
- ✓ **Languages Known:** English, Urdu (native)
- ✓ **Nationality:** Pakistani
- ✓ **Marital Status:** Married