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# TAHA MUSHTAQ

PROJECT MANAGER WITH A TOTAL OF 13 YEARS FIELD EXPERIENCE

📍 Riyadh

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**IQAMA STATUS : TRANSFERABLE**

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## PROFESSIONAL SUMMARY

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A highly skilled and dedicated Project engineer with over 13 years of experience in managing and overseeing construction and infrastructure projects of Saudi Air defence. Adept in coordinating on-site operations, ensuring adherence to safety protocols, and maintaining strict compliance with project specifications and timelines. Demonstrates a strong ability to liaise between contractors, subcontractors, and clients, effectively managing resources and ensuring smooth execution of projects from inception to completion.

## WORK EXPERIENCE

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### PROJECT MANAGER

2022 – PRESENT

### NOOH CONSTRUCTIONS

SRINAGAR INDIA

- Assisted in the development of cost estimates.
- Reviewed plans and other technical documents.
- Monitored costs and project progress.
- Maintained control of all project documentation.
- Created, managed and tracked RFI's from the field to the architect/engineer of record.
- Maintained/updated project records.
- Assisted the project manager/superintendent in creating and distributing the project schedule.
- Assisted project team with conflict resolution between owner, contractor and subcontractor.
- Turned in submittals from subcontractors to A/E for approval.
- Assisted project manager/owner in getting building permits for the project.
- Understood appropriate building codes/ regulations.
- Coordinated project change-order management, creation and negotiation.
- Conducted and documented weekly project owner's meetings/decisions.
- Assisted the project team with site safety documentation and coordination.
- Developed detailed project plans, including scope, goals, deliverables, resource allocation, timelines, and budgets.
- Worked closely with project managers, engineers, and stakeholders to ensure all aspects of the project are aligned and progressing smoothly.
- Provided engineering expertise and technical guidance throughout the project lifecycle.

- Participated in the development, coordination, and implementation of changes and/or improvements to management systems and procedures for the department.
- Maintained thorough documentation of project activities, including plans, designs, reports, and updates.
- Monitored project costs, manage budgets, and report on financial status.
- Addressed technical issues and project challenges, providing solutions to keep the project on track.

**Lead QA/QC CIVIL ENGINEER**

**2012 – 2022**

**ROYAL SAUDI AIR DEFENSE**

**Taif,**

**KSA**

- Prepared and revised Project Quality Plan, Civil and Architectural Method Statements, Quality control Procedures, Inspection and Test plan, Risk Assessments, Check Sheets, Engineering Logs, Key performance Indicator, etc.
- Reviewed sub – contractor’s submittals.
- Updated and maintaining company Quality Management System and its related procedures, forms, manual and policies as per ISO 9001:2015 requirements.
- Followed up and closed of NCR’s and SOR’s.
- Planned of Internal Audit Schedule in coordination with the QA/QC Manager and Conducting Office and Site Internal Audits as per the schedule. Reporting the audit findings and following up with closing of non-conformities.
- Participated in External Third Party QMS Surveillance Audits.
- Participated in the QA/QC Minutes of meetings.
- Ensured compliance with HSE Requirements & storage of materials in accordance with manufacturer’s recommendations.
- Prepared and maintained master lists of documents including drawings, Specifications, Method statements, Inspection & Test plans etc. Quality Control at Site:
- Identified critical activities of site and executing high quality finishing works.
- Joint Inspection with CUBIC inspectors, consultant inspectors & coordinating effectively to solve quality related issues.
- Inspected work as per the approved latest revised drawings and controlling the removal of superseded drawings from the site.
- Conducted training for site Engineers and foremen to improve the quality of work at site.

**JUNIOR ENGINEER**

**2011 – 2012**

**HASSAN ROAD CONSTRUCTION COMPANY**

**SRINAGAR INDIA**

- Ordered material and equipment as needed and approved by the Site Construction Manager.
- Coordinated the purchasing and delivery of required material for the projects with Procurement.
- Ensured safety rules and regulations are communicated to the workforce and that they are fully enforced.

- Monitored all subcontractor works to ensure their compliance with the job specifications and time plan.
- Ensured controlled material/equipment wastage at site.
- Monitored and analysed labour attendance and productivity.
- Assisted Construction Manager in updating progress on site to Planning on a weekly basis.
- Ensured the construction in compliance with Company standards and policies.
- Assisted in the issuance of information required for the weekly and monthly progress reports and progress photographs.
- Attended daily meetings with site staff to organize work scope for the day/next day.
- Assisted in the training and evaluation of manpower as needed.
- Other duties and responsibilities as assigned by the Management.

## SKILLS

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### SOFTWARE SKILLS

- Autocad
- Staad Pro
- Revit
- Microsoft Office
- Adobe and Foxit PDF readers
- Etab
- Microsoft Office
- Primavera P6
- SAP Software

### MANAGEMENT SKILLS

- Project Planning & Scheduling
- Cost Estimation
- & Budgeting
- Construction Management
- Contract Administration
- Risk Assessment & Mitigation

## EDUCATION

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**MASTER OF TECHNOLOGY**  
**UTTARAKHAND TECHNICAL UNIVERSITY**

**2015 – 2017**  
**DEHRADUN, INDIA**

**BACHELOR OF CIVIL ENGINEERING**  
**UNIVERSITY OF KASHMIR**

**2007 – 2011**  
**SRINAGAR, INDIA**

## CERTIFICATIONS

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- ***Lead Auditor ISO 9001 2015 IRCA CQI***
- ***SAUDI COUNCIL OF ENGINEERS***
- **AutoCAD certification**

# LANGUAGES

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- English
- Arabic

- Kashmiri
- Hindi

- Urdu
- Punjabi