

Kareem Elnaggar

Senior Planning Engineer - PgMP, PMP, PMI-RMP, PMI-SP, PMI-ACP

Location: Khobar, Saudi Arabia (**Willing to Relocate**)

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Career Summary and Objective:

Resolute and purposeful Senior Planning Engineer with **Eleven Years of Experience** in the field of project management. Proficient in developing project plans, schedules, and strategies to ensure timely and efficient project completion. Demonstrated expertise in coordinating with cross-functional teams to streamline project workflows and maximize resource utilization. Strong analytical skills combined with a strategic mindset to identify potential risks and implement initiative-taking mitigation measures. Proven ability to adapt to dynamic project requirements while maintaining a focus on quality and adherence to timelines. Excellent communication and leadership abilities, capable of effectively liaising with stakeholders at all levels to foster collaboration and drive project success. Seeking to leverage experience and technical acumen to contribute to the achievement of organizational objectives in a challenging Senior Planning Engineer role.

Education:

University of Alexandria (Egypt), Faculty of Engineering

- Postgraduate diploma in mechanical engineering (09/2015-07/2018).
- Bachelor's degree in mechanical engineering (09/2008-07/2013).

Skills & Qualifications:

- Experienced in Primavera P6.
- Saudi Aramco Experience.
- Proficient in MS Excel, PowerPoint, Word, Outlook.
- Stakeholder Communication and Management.
- Resource Allocation and Optimization.
- Leadership and collaborator.
- Strong multitasking abilities.
- Arabic: Native language / English: Very Good.
- NEOM Experience.
- Solid understanding of project management.
- Schedule Management and Critical Path Analysis.
- Risk Management and Mitigation.
- Highly organized and able to prioritize tasks.
- Time management and meeting deadlines.

Main Tasks:

- Prepare programs and projects schedules based on deep understanding of scope of work.
- Develop the project resource breakdown structure, determine resource availability, and assign resources to activities, aiming to define the resource-constrained schedule.
- Identify risks iteratively throughout project duration, create and update project risk register, communicate risk register with project stakeholders as per communication management plan.
- Collect activity status and resources information at defined intervals from activity owners via reports, meetings, or other communication procedures, to update and review the project progress daily and weekly, share the updates project achievements, challenges, and opportunities for improvement.
- Update and monitor project progress, track key performance indicators, and project milestones to identify any deviations, opportunities and threats, or potential delays, and provide recommendations for exploit or mitigation strategies and corrective actions.
- Schedule and attend meetings with different stakeholders, prepare meeting agenda, review, and share meeting minutes, follow up on actions registered in the meeting minutes.
- Conduct regular project reviews and assessments, addressing any plan changes, deviations, or modifications, and providing guidance and support to project teams to ensure that projects are executed in accordance with established plans and schedules.
- Identify lessons learned and develop best practices because of evaluating final schedule performance against the baseline schedule.
- Archive schedule files, project planning packages, and cost documents, for future references and benchmarking.
- Prepare and submit invoices.

I-Nesma and Partners, Al-Khobar, Saudi Arabia (Jun.2023-Present).

Designation: - Senior Planning Engineer (Head Office).

Main Tasks:

- Created tender schedules for several programs and projects including, Saudi Aramco Unconventional Resources Maintain Potential Program, Saudi Aramco Dammam Filed Development, Saudi Aramco Sink Development and Pipelines, Delta Junction Connector for NEOM Program, Module 46 The Line Rafts for NEOM Program, Sindalah Cluster 5 Resort and Villas for NEOM Program, King Salman Knowledge District at Qiddiyah, Qiddiyah Stadium, City Park for Green Riyadh Program.
- Prepared planning packages for tender submission which include, project schedule, S-Curve, project narrative, manpower and equipment histograms, project expected manhours, engineering and procurement plan.
- Developed baseline schedules for programs and projects including, Saudi Aramco Master Gas Phase 3 Program, King Salman Park Program, Samhan Park.
- Developed baseline planning package which includes, resources and cost loaded project schedule (Level 3/4), overall S-Curve and disciplines S-Curves, detailed project narrative, detailed manpower and equipment histograms, control and cash flow sheets.
- Prepare comprehensive presentations for complex projects and kick off meetings.
- Conduct and attend meetings to discuss projects execution plans, sequence of work as per prepared schedule, threats, and opportunities.
- Support site teams during recovery and revised package preparations and submission.
- Provide training and guidance to project teams on project planning protocols, tools, and best practices, and ensure that all team members are equipped with the necessary resources and information for successful project execution.

II-Rawabi Industrial Services (RISAL), Jubail, Saudi Arabia (Mar.2022-May.2023).

Designation: - Senior Planning Engineer (Workshop and Turnaround Projects).

Main Tasks:

- Created and implemented planning and cost control procedures with the assist of planning manager.
- Developed and maintained the schedule for workshop activities that involves coordinating with various departments and teams to ensure that tasks are sequenced correctly and that there are no conflicts in scheduling.
- Prepared budgets for workshop projects and monitor expenditures to ensure cost-effectiveness and adherence to financial constraints.
- Maintained accurate records of workshop activities, progress reports, and documentation related to project planning, budgeting, and resource utilization.
- Identify potential risks and hazards associated with workshop operations and develop strategies to mitigate them, ensuring compliance with health, safety, and environmental regulations.
- Identified opportunities for process optimization and efficiency gains within the workshop, implementing best practices and innovative solutions to enhance productivity and performance.
- Ensured that workshop deliverables meet or exceed customer expectations in terms of quality, timeliness, and cost-effectiveness, addressing any concerns or feedback proactively.
- Created baseline planning package for awarded turnaround projects in eastern and southern province.
- Liaised with project managers, supervisors, and other team members to coordinate activities and ensure alignment with overall project objectives.
- Facilitated communication among various stakeholders, providing regular updates on project progress, milestones, and any issues or delays encountered.
- Estimated costs associated with turnaround projects, preparing budgets, tracking expenses, and implementing cost-saving measures to ensure adherence to budget constraints.
- Coordinated with procurement teams to procure necessary materials, spare parts, and equipment in advance to support turnaround activities and minimize delays.
- Developed contingency plans and emergency response procedures to manage unforeseen events, equipment failures, and emergencies during turnaround activities, ensuring minimal impact on plant operations and safety.

III- ANOPC - Assiut National Oil Processing Company, Egypt (Nov.2020-Mar.2022).

Designation: - Senior Planning Engineer (Site).

Main Tasks:

- Reviewed and managed contractors' Schedules.
- Ensured that the contractor performs project control services as defined in the contract and according to best practices.
- Reviewed and analysed all planning deliverables issued by the contractor and recommended corrective actions.
- Refined sequence and activities logic and highlighted any critical activity that needs particular attention.
- Regularly checked resource usage against the schedule and recommend corrective action where needed.
- Evaluated schedule durations for all disciplines' activities compared to the support of project milestones.
- Performed project schedule analysis to find the criticality of scheduled activities.
- Monitored the contractor's performance against the baseline schedule and contractual milestones.
- Verified and endorsed contractor's invoices, including the supporting physical progress and milestones.
- Established Issue Register and followed up on issues impacting the project's schedule.
- Generated detailed and executive summary reports for higher management.
- Assessed actual progress versus planned progress to figure out trends and variances.

IV-PETROJET (JUL.2013-NOV.2020)

1 - Project Name: - EGPC Tank Farm-Ras Gharib Module, Egypt (Sep.2018 – Nov.2020).

Designation: - Planning Engineer (Site).

Main Tasks:

- Initiated, prepared, and developed project plans, schedules, and progress s-curves according to standards, contract specifications, and accepted project management practices.
- Developed major milestone & establish a well-defined Work Breakdown Structure (WBS), which reflects all the scopes of work specified in the contract.
- Assigned duration and resources for each activity based on their weight factor and volume of work.
- Prepared daily, weekly, and monthly report and identified and analysed root causes of any deviations.
- Generated detailed resource histogram/planned distribution tables.
- Coordinated schedules from multiple sub-contractors / vendors and incorporate the information gathered into the overall project schedule.
- Monitored and forecasted the progress of project activities and deliverables.
- Supported project management in accomplishing project status reviews and performance control.

2 - Project Name: - BP West Nile Delta Onshore Gas Development Project (Jul.2013 – Sep.2018).

Designation: - Senior Piping Construction Engineer (Site).

Main Tasks:

- Achieved three fluid packages were re-instated three weeks earlier than planned and maintained the highest progress for eight consecutive weeks with zero accidents for consecutive 3 months.
- Conducted daily toolbox talk and provided safety awareness to the crewmembers.
- Executed the erection of piping networks in PAJB and PAGA areas (a total of 20,000 linear meters).
- Managed and followed up with twelve teams to erect the pipe supports in the PAGA area.
- Assure the work is conducted as per P & ID's, layouts drawings & isometrics.
- Ensured that all punch list items are resolved, and client handover is satisfactorily concluded.
- Checked welding quality before handover to QC.
- Participated in VT and PT for welded joints.
- Attended owner/client meetings and followed up on the execution of the agreed plans.