



Inayatullah Memon

FIDIC Certified Contract Manager.

BE Civil, FCCM.

(Iqama is transferable and immediately available)

CONTACT INFO

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LANGUAGE

English: Advance

Urdu: Native

Arabic: Intermediate

SKILL

- Claim Management
- variation
- Cost Management
- Contract management
- Negotiation,
- Team Management
- Risk Assessment
- Budget
- Team Management
- Cash Flow

Performance Profile.

Highly accomplished and results-driven professional with 25+ years of experience in both consulting and contracting organization in the civil engineering and construction industry, specializing in contract management, administration, claims, and FIDIC contracts. Proven expertise in strategic procurement and contract lifecycle management, from project initiation to closeout. Strong track record in reviewing, negotiating, and administering contract terms, ensuring compliance and effective risk mitigation. Skilled in coordinating project timelines, tracking progress, and managing deliverables to drive successful project execution.

With extensive experience in pre-contract activities, including tendering, contract negotiation, and risk assessment. Proven ability to effectively manage post-contract activities, including contract administration, claims management, and project closeout.

Key Achievements.

1. Half Ring Road South Package 1 NEOM
 - Achieved claim of 8 million SAR with 68 days Extension of Time (EOT) under Sub-clauses 20.1 and 8.4 of the FIDIC Red Book.
 - Claim was Justified under Sub-clauses 2.1,2.2, 1.9, and 13.1.
2. NEOM Project: Spine Earthworks Lot 10
 - Successfully claimed 15 million SAR with 90 days EOT under Sub-clauses 20.1 and 8.4 of the FIDIC Red Book.
 - Claim was justified under Sub-clauses 8.8, 1.9, and 13.1 .
3. Construction of strategic reservoirs at Makkah & Taif
 - Currently negotiating a claim of 5 million SAR 100 days under Sub-clauses 20.1 and 8.4 of the FIDIC Yellow Book.
 - Claim is based on Sub-clauses 2.1, 1.9 and 13.1

Professional Experience.

Alayuni Investment and Contracting company Saudia Arabia 09/2016 – Dated.

Commercial / Contract Manager,

Projects:

- Spine Earthworks Lot 10-4 CH 78+000 to CH 80+000 (Coastal Desert East) NEOM.
- Half Ring Road South Package 1 NEOM.
- Nursing College - Jizan University.
- Construction of strategic reservoirs at Makkah & Taif.

Key Responsibilities.

- Develop, implement, and administer contracts to ensure compliance with terms and conditions
- Prepare contract documents and manage contracts, overseeing cost estimation and controlling contract changes

- Contract clauses Interpretation obligation and responsibilities.
- Lead contract negotiations with vendors, subcontractors, and other stakeholders
- Coordinate with procurement teams to optimize contract execution
- Ensure compliance with procurement policies, procedures, and regulatory requirements
- Develop and maintain procurement procedures and guidelines
- Analyze and develop responses to procurement-related contractual and commercial matters
- Negotiations and resolving disputes between two parties to minimize delays and costs.
- Developing and managing project cash flow forecasts to ensure timely payments and funding requirements
- Identifying potential funding requirements, managing financial risks, and ensuring compliance with financial regulations
- Monitoring and controlling project expenses, managing budgets, and performing cost-benefit analyses
- Managing the payment certification process, ensuring accurate and timely payments to contractors and suppliers
- Providing regular reports on commercial activities, including financial performance, contract status, and risk management
- Preparing, managing, and negotiating claims, including Extension of Time (EOT), Prolongation, Variation, and other contractual claims
- Analyzing and negotiating claim settlement
- Tracking project performance through metrics such as Schedule Performance Index (SPI), Cost Performance Index (CPI), and Schedule Variance (SV)
- Identify, assess, and prioritize project risks, developing mitigation strategies to minimize impact

Alayuni Investment and Contracting company Saudia Arabia
Quantity Surveying Manager,

08/2014 – 09/2016

Projects:

- Al Kharaj housing society Infrastructure work.
- Site Development of City Center- Jubail.
- Al Iskan 4th Ring Road Makkah.
- Saudi Railway Project CTW-400 (Segment 1.1,1.2,1.3 and 1.4).
- Preventive maintenance Ring Road Drainage Project Riyadh.
- Yanbu - Umlaj Rehabilitation Tabuk Region (90 Kms).
- King Abdullah - Omar Intersection.
- Taif Al-Baha Phase-III (Biljurashi Interchange).
- Tabouk Group-01 (SANABAL Interchange).

Key Responsibilities:

- Prepare and review tender documents, including bills of quantities, specifications, and conditions of contract.
- Prepare detailed estimates and cost plans for projects, including quantifying materials, labor, and equipment.
- Identify and assess potential risks and opportunities related to the project.
- Analyze and recommend alternative designs, materials, or construction methods to optimize project value.
- Advise on contract strategy, including contract types, procurement methods, and payment terms.
- Evaluate tenders received from contractors, including reviewing prices, qualifications, and experience.

- Negotiate contract terms and conditions with the selected contractor
- Provide expert guidance on contractual claims, disputes, and resolutions
- Evaluate and manage contractual claims and variations
- Deliver post-contract duties, including payment certification and cost reporting
- Finalize accounts and close out projects
- Monitor project expenditures, identifying and mitigating potential cost risks
- Manage and control project costs, including budgeting and forecasting
- Prepare and review financial updates and monthly cost reports
- Track and manage interim payment statements with supporting documents monthly
- Ensure compliance with contract terms and conditions
- Review and approve subcontractors' payment applications
- Estimate variation orders for contractors/subcontractors
- Manage contract administration and documentation

ITAL Consult Saudia Arabia 01/2009 – 08/2014

Senior Quantity Surveying

Projects:

- Project Roads Leading to The Sites Housing of King Abdulla-Bin-Abdul Azeez Development, Gizan.
- Jeddah Jizan Coastal Road to Expressway (Assir) 14 Kms.

Key Responsibilities:

- Assist in the financial and contractual aspects of the multiple work packages
- Participate, record and usually prepare the minutes of the progress meetings.
- Provide support on all financial and contractual matters throughout the course of the work in the multiple work packages.
- Finalize the multiple package Contractor's monthly payment certificates with the assistance of the QS's.
- Make sure that all cost and quantity records are streamlined and kept in order by the QS's.
- Advise the SRE and RE's on measurement procedures and calculation of interim and final quantities.
- Evaluate the unit rates for new work items with assistance by the QS's.
- Establish the way of recording the details and monitor the day works recording and process;
- Advise on contractor's resource allocations.
- Prepare financial statements for monthly report.
- Audit payments to multiple package Contractors.
- Ensure prompt submitter and completeness of valuations.
- Check and record measurements of completed work.
- Monitor contracts final cost estimates.
- Maintain expenditure records.
- Coordinate and monitor activities of his team.
- Prepare Final Account with all supporting documentation.

TAISEI Corporation United Arab Emirates

09/2007 – 10/2008

Civil Site Engineer ,

Projects:

- Widening of Emirates Road Arabian Ranches Interchange Dubai Which involved Construction of 10 bridges, underpass, road network and also widening of Emirates Road, Umm-Sequim Road and Al Qudra Road.

Key Responsibilities:

- Constructed bridges, utilizing design drawings, specifications, and site requirements.
- Conducted material quantification and estimation, including quantity take-offs.
- Supervised post-tensioning and grouting operations for box girders, working with Freyssinet subcontractors.
- Oversaw the installation of precast elements, including girders, slabs, and barriers.
- Successfully managed the above-mentioned activities independently, leveraging existing staff resources.
- Ensured compliance with all safety requirements, reviewing and implementing necessary protocols.
- Managed on-site construction schedules and progress tracking, minimizing project delays.
- Implemented quality control procedures, ensuring high standards in materials and workmanship.

FWO Karachi Sindh Pakistan

01/2005 - 09/2007

Civil Quantity Engineer,

Projects:

- Layari Expressway Karachi Sindh Pakistan Including 05 Interchange, 02 Under Pass and 20 KM Road.

Key Responsibilities

- Preparation of I.P.C, IPA for Payment Claim.
- Calculating the quantities for Material Order, with details.
- Calculation of quantities for (Variation) of BOQ after approved drawings.
- Verification of Bills for the Sub-Contractor.
- Preparation of Daily, Weekly and Monthly Progress report.
- Preparation of Requests for Inspection and Testing.
- Analyzing Quantity Take-offs and BOQs, ensuring precise cost estimation and project feasibility.
- Monitoring Subcontractor Payments and Cost Approvals, verifying claims and contract compliance.
- Conducting Feasibility Studies for Cost Optimization, reducing project expenses without compromising quality.

SAMPAK International Pakistan Projects

08/2000 to Dec 2004

Civil Inspector Hyderabad, Sindh, Pakistan

Project.

- Makran Coastal Road (Ormara to Pasini Section) Including 08 Wadi Bridges, 200 Culverts and 58 Km Roads

Key Responsibilities

- To check the contractor's work on the Site as per specification and Drawings.
- To check bar bending schedule
- Supervising the concrete work (Bridges and Box Culvert)
- Assist Senior Engineer in Construction Works
- Execute the site work for construction box culverts, Bridges and Road
- Coordinate with consultant and Client.
- Execute the work at site as per specification

ACADEMIC BACKGROUND

Bachelor of Civil Engineering (Jan 1995 to Sep. 1999) in 1st division from NED University of Engineering & Technology. Karachi (Sindh), Pakistan, and Registered with Pakistan Engineering Council as Professional Engineer. (Registration No. Civil 19942). SEC No 54131

CERTIFICATE & COURSES

- FIDIC Certified Contract Manager Certification
- FIDIC Contract management and administration Module 4
- Civil Engineering Construction Concept Project management.
- Contract Administration on 30 Oct 2024 Webinar