

SYED MASOOD

PROFILE

A highly efficient **Project Management with +14 years'** experience with solid experience in Project management plan planning, scheduling, monitoring, and stakeholder management with a proven ability to handle complex projects relating to operations, excellent communication skills, ability to meet deadlines and work functionally with different groups.

Personal Data: -

Riyadh, K.S.A

Mob No. **+966535671619**

sssmasood@gmail.com

**Bachelor of Science (B.sc -
Computer Science) Manonmanim
Sundaranr University, India -
(2006-2009)**

Technical Qualification

-Oracle Project Management Explorer

-Primavera Cloud Portfolio
Management

-Oracle Cloud Infrastructure 2023

Certified Foundations Associate

IT & COMPUTER SKILLS

- Microsoft Office
- ERP software,
- Oracle

PERSONAL SKILLS

- Expert project managementskills
- Highly organized and can manage under stress.
- Problem solving & Professional attitude with Sincerity & Smart work.
- Dedicated, flexible and friendly personality.
- Excellent analytical, communication and decision-making skills
- Ability to learn at a rapid pace, Work under strict deadlines,

WORK EXPERIENCE (TOTAL +14 YEARS)

Position: SENIOR PROJECT COORDINATOR -

Employer: Al-Ayuni Investment & Contracting Company

2020 to till date. (Project : NEOM Project)

Scope:

- **Prepared and executed plans** to efficiently deploy resources, resulting in smooth project execution.
- **Supported budget preparation and cost reports** by analyzing variances, leading to cost savings recommendations
- **Monitor project progress and handle any issues that arise.**
- **Reviewed project activity costs, comparing them to the budget** and providing valuable variance analysis reports
- **Support at stage (bidding stage) in project bid in requirements resource**
- **Coordinated and oversaw day-to-day construction activities** ensuring projects stayed on track and addressing issues promptly
- Prepare the yearly plan and fulfill requirements to achieve the target.
- **Collected and prepared daily progress reports** from multiple construction projects, ensuring timely and accurate reporting, facilitating decision-making processes
- **Collected monthly executed quantity and invoices of subcontracts** Maintained financial records accurately and facilitated smooth payment processes
- Created and tracked purchase orders submissions and Project close-out manuals.
- Submitting sub-contractors, Suppliers IPC's in time without delay.
- Preparing Payments certificates and arranging required documents with concern.

Position: PROJECT COORDINATOR-

Employer: Al-Ayuni Investment & Contracting Company

2015 to 2020

PROJECT:

Scope:

- Collected and prepared daily progress reports from projects to provide accurate and up-to-date information for management decision-making purposes. Improved transparency and facilitated effective project management.
- Collaborated with various sites to collect and consolidate issues, ensuring accurate reporting and addressing concerns in a timely manner. Enhanced communication and problem-solving across different teams.
- Coordinated and oversaw day-to-day construction activities of Asphalt work on

projects, ensuring smooth operations and adherence to quality standards. Optimized project efficiency and achieved high-quality deliverables.

- Collected and verified monthly executed quantity and invoices of subcontracts, accurately preparing manual invoices and obtaining necessary approvals. Streamlined financial processes and ensured accurate documentation.
- Supported the project team in managing contract amendments and addendums, facilitating smooth workflow and timely submission of necessary approvals. Minimized project delays and enabled efficient contract management.

Position: Assistant Cost Controller

Employer: Al-Ayuni Investment & Contracting Company

May 2013 to 2015

Scope:

- Prepared and compared project budgets, analysing variance reports to ensure cost effectiveness. Optimized resource allocation by providing critical assessment of budgets and cost projections.
- Created and analyzed reports on the cost of resources for various construction projects, ensuring accurate cost tracking. Improved cost management by accurately tracking and analyzing resource costs.
- Supported the planning section in developing project execution plans and budgets. Contributed to the efficient execution of projects by assisting in the development of execution plans and budgets.
- Assisted in the preparation of monthly and quarterly cost plans, streamlining project management processes. Streamlined project management processes by actively participating in the preparation of cost plans on a regular basis.

Position: PROJECT ASSISTANT

Employer: IT HIGHWAY

December 2009 to Aug 2013

Scope: Gathered and organized project closeout documentation, ensuring a smooth and seamless process improved efficiency and reduced delays

- Prepared payment certificates and managed necessary documentation, streamlining the payment process enhanced accuracy and timeliness of payments
- Collaborated with project and procurement teams to handle contract addendums and amendments, ensuring clarity and accuracy in contract negotiations
- Supported manager and project team in manpower and equipment arrangements, facilitating smooth project operations enhanced project productivity and efficiency

Authored, maintained, and distributed a wide range of financial and production reports, improving data accuracy and accessibility facilitating informed decision-making

EDUCATION

Bachelor of Science (B.sc -Computer Science) Manonmanim Sundaranr University, India – (2006-2009)

شهادة

إعتماد مهني

Certificate Professional Accreditation

Membership no.: 473861

عضوية رقم: 473861

Saudi Council of Engineers, which aims at prescribing necessary rules, regulations, and examinations for obtaining professional degrees, as stipulated in its Statute issued by Royal Decree 36/M dated 26/09/1423H, and in accordance with the Executive Bylaws and Regulations for professional accreditation, hereby awards:

استناداً إلى نظام الهيئة السعودية للمهندسين الصادر بالمرسوم الملكي رقم م / ٣٦ وتاريخ ٢٦ / ٩ / ١٤٢٣هـ، بوضع القواعد والامتحانات اللازمة للحصول على الدرجات المهنية وبناءً على اللائحة التنفيذية وقواعد الاعتماد المهني للمهندسين، فقد قررت الهيئة منح:

SYED MASOOD SAVARAYAN SHAHUL HAMEED

سيد مسعود ساواريان شاهول حميد

Classification: Specialist

التصنيف : أخصائي

Specialization : Computer Science

التخصص : علوم حاسب



This Certification is valid until: 01 December 2025

هذه الشهادة صالحة إلى تاريخ 11 جمادى الثانية 1447

Secretary General الأمين العام

المكلف / م. عبدالناصر بن سيف عبداللطيف