



Syed Masood

Project Management

With a total 14+ years' experience

Riyadh, K.S.A

Mob No.

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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

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,

IT & COMPUTER SKILLS

- Microsoft Office
- ERP software,
- iCMS

CAREER HIGHLIGHTS

With 14+ years of experience in project management, I have excelled in planning, scheduling, monitoring, and stakeholder management. My expertise has significantly contributed to organizing and controlling project activities.

WORK EXPERIENCES

1 Position: SENIOR PROJECT COORDINATOR -

Employer: Al-Ayuni Investment & Contracting Company

2020 to till date.

Project: All AICC Project

Scope:

- **Prepared and executed plan** 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.



2 Position: PROJECT COORDINATOR-

Employer: Al-Ayuni Investment & Contracting Company

2015 to 2020

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.



- Daily, weekly and Monthly report preparation and submission.
- Submitting sub-contractors, Suppliers IPC's in time without delay.

3 Position: Assistant Cost Controller

Employer: Al-Ayuni Investment & Contracting Company

May 2014 to 2015

Projects: All AICC project

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.

4 Position: ERP Assistant

Employer: Al-Ayuni Investment & Contracting Company

Nov 2013 to April 2014

Projects: ERP implementation Project Management Department

Scope: Collected progress reports from various departments Streamlined communication and ensured that project updates were efficiently captured

- Allocated resources, assigned tasks, and tracked progress Ensured that the implementation plan was executed within the set timeline and budget
- Managed data migration to the new ERP system's centralized platform Simplified processes and enhanced data integrity by successfully transferring information from legacy systems
- Streamlined processes within the project management department Improved efficiency and collaboration by implementing standardized procedures and tools
- Ensured smooth transition to the new ERP system Minimized business disruption by coordinating training and providing ongoing support to end-users

5 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



Certification:

I, Syed Masood, hereby certify to the best of my knowledge and belief, that the provided information of my qualifications and experiences above are all accurate