



**Saudi Engineering Council No.
1141816**

**Pakistan Engineering Council
No. MECHATRO/03503**

Personal Information:

- **Passport No. JF1988202**
- **Marital Status: Married**
- **Gender: Male**
- **Nationality: Pakistani**

WhatsApp & Calling Numbers:

- **+966 543899088**

Email Address:

hafiztalha34@gmail.com

Visa Status:

- **Valid and Transferable**

Current Address:

- **Al.Qwizain Jeddah**

Known Languages:

- **Fluent in English (Both Written & Oral Communication)**
- **Urdu (Native)**

Career Profile: To leverage my extensive experience as a Procurement Quality Control Supervisor to contribute for the success and growth of a reputable organization. I am Self-Motivated, competent, Practical, hands-on With a Wide-Ranging awareness of Project management and quality management, experience in various projects especially infrastructure, Water Treatment Plant, Utilities, Lighting System, Road construction, Communication projects, with discipline of MEP, Architecture and Civil, having overall **07+ years** of experience in inspection, procurement and supervision. Demonstrated a track record of completing projects on time within the budget limits.

EDUCATION QUALIFICATION:

Bachelor of Mechatronics Engineering (4 Year Degree)

University of Engineering & Technology (UET) Peshawar, Pakistan

PROFESSIONAL EXPERIENCE SUMMERY

Contractor: Al SHALAWI INTERNATIONAL CO.

Client: ARASCO

Project: Dualization of the Kharj – Haradh highway and Construction of Two Intersection and Bridges, Riyadh

Job Position: Procurement Quality Control Supervisor

Duration: From 25 July 2023 to 10 January 2025

Contractor: ASTRA Construction

Client: Royal Commission

Project: Education Building Renovation Projects

Job Position Procurement Quality Control Supervisor

Duration: From 15 March 2021 to 20 July 2023

Contractor: AL Husam General Contracting Saudi Arabia L.L.C.

Client: King Khalid International Airport, Riyadh

Project: King Khalid International Airport, Riyadh (Renovation work fourth old terminal)

Job Position Materials Receiving QC Inspector

Duration: From 05 February 2019 to 10 March 2021

Contractor: Ayub Sons Green Solution Peshawar, Pakistan

Project: PV Installation

Job Position Solar Site Engineer

Duration: From January 2018 to January 2019

JOB RESPONSIBILITIES/ DUTIES

- Preparation and Submission Procurement Critical Material List from contract documents, BOQ and specifications.
- Gather, organize and review the prequalification documents (PQD) of manufacturer before submitting to client for approval.
- Gather, organize and review the material submittal documents (MAT) for materials before submitting to client for approval.
- Collect and review the manufacturer ITP from the manufacturer and submit it for approval for C2 & C3 materials.
- Collect the CVs of TPIs and make sure it meets the schedule Q requirements before submission for approvals.
- Prepare Inspection Assignment Package (IAP) for C2 and C3 materials.

Experience In Major Field:

- Road Construction
- Water Treatment Plant
- Earth work
- Infrastructure
- Utility

Management Skills:

- Leadership
- Quality management system
- Problem-solving
- Time management
- Team building
- Networking
- Strategic thinking
- Performance, Evaluation & Management
- Advisory & Adaptive Thinking

- Ensure inspection assignment packages are correctly distributed.
- Conduct PIM for C3 materials in which vendor ITP can be discussed and finalized.
- Prepare PIM Report and submit it for approval
- Coordinates with vendor inspectors to ensure that the materials are inspected before they are delivered to site.
- To ensure that the findings of third-party inspectors are accurately reflected in inspection reports.
- To maintain log sheet for PQDs, MATs, ITPs, IAPs and IDRs etc.
- Communicate with Project Procurement Manager/ Engineer / Coordinator for the timely coordination of inspection activities and any quality related issue.
- Ensure that the factory inspections are carried out during fabrication and arrange necessary requirements for inspection.
- Ensure that inspections are performed as specified in quality plan and as per level of inspection as required while receiving the materials and equipment.
- Expedite the inspection and delivery of the ordered materials for project scope.
- Ensures that all procurement activities as per Quality standard and procedures involved in monitoring the procurement process and vendor selection.
- Submit TWLA, weekly report, Weekly fabrication report, Monthly Procurement Status report on time to VQM/VQS.



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الرقم

(19 May 2025 م)

التاريخ

المرفقات: (بدون)
الموضوع: إشعار تسجيل بالهيئة

خطاب تعريف
Introduction Letter

To Whom it May Concern

الى من يهمه الامر

Saudi Council of Engineers hereby certifies that

بهذا تشهد الهيئة السعودية للمهندسين بأن

0

محمد طلحه عارف عارف

has been registered with SCE as follows :
Membership ID : 1141816
Classification: Engineering

تم تسجيله في الهيئة وفقا للبيانات التالية :
رقم العضوية : 1141816
التصنيف : هندسة

Specialization : Mechatronics Engineering

التخصص الرئيسي : هندسة الميكاترونكس

Membership Start Date : 5/19/2025
Validity : 5/19/2026

تاريخ بداية العضوية : 5/19/2025
صلاحية التسجيل حتى : 5/19/2026

This letter is issued upon his request without
any liabilities towards the Council.

وقد أعطي هذا الخطاب بناء على طلبه وبدون أدنى مسؤولية
تجاه الهيئة.

Best regards,

وتقبلوا خالص تحياتنا ,

الامين العام



م. عبدالمحسن بن ضاوي المجنوني

الرقم الموحد:

920020820

www.saudieng.sa



@Eng_Council



EngCouncil1

K. S. A. P.O.Box 85041 Riyadh 11691
Riyadh: Tel. (011) 2942999 Fax 2405855
Jeddah: Tel. (012) 2342298 Fax 2342303
Dammam: Tel. (013) 8439288 Fax 8439286

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

University of Engineering & Technology
Peshawar, Pakistan

By virtue of the authority granted by Statutes, the University has conferred the degree of

Bachelor of Science

in

Mechatronics Engineering

upon

Muhammad Talha Arif

son of Arif Allah

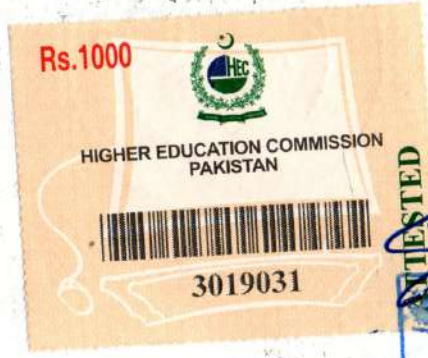
*who is entitled to all rights and honours thereto appertaining,
this 15th day of October, Two Thousand and Eighteen*


Registrar




Vice Chancellor

Ministry of Foreign Affairs, Pakistan
FEW18637m



TESTED
[Signature]
Sham Muhammad
Attestation Officer
14 NOV 2023
Higher Education Commission
Regional Centre, Peshawar
(Government of Pakistan)

Checked by Mr. Murad Ullah
[Signature]

Ministry of Foreign Affairs is not
responsible for the contents of the
documents

19 APR 2024

[Signature]
Registrar
University of Engineering
& Technology, Peshawar



VERIFIED
[Signature]
Controller of Examinations
University of Engineering
& Technology, Peshawar
28/8/2023

Serial No. 008808

Prepared by. *[Signature]*

Checked by. *[Signature]*



AL-SHALAWI INTERNATIONAL CO

Dated: 29 Jan- 2025

TO WHOM IT MAY CONCERN

This is to Certify That **Mr. Muhammad Talha Arif** was Employed in our Company **AL-SHALAWI INTERNATIONAL CO** as a **Procurement Quality Control Supervisor** on Project Titled as “**Dualization of the Kharj - Haradh highway and construction of two intersections at ARASCO and Al - Marai Companies, in addition to construction of two bridges and seven culverts in Al Riyadh from Jul 2023-Jan 2025.**”

During his service with us his performance was Excellent with very Good leadership qualities and management skills. His approach toward the job and conduct is excellent.

This letter of appreciation is indeed for his efforts towards the completion of project.

Aref K. Al-Dabal
Managing Director

Date: 10-09-2023

EXPERIENCE LETTER

This is to certify that **Engr. Muhammad Talha Arif** worked with this company **Arab Supply & Trading CO. LTD ASTRA Constructions** from 15 March 2021 to 20 July 2023 in the capacity of **“Procurement Quality Control Supervisor”** on Projects.

- 1- **Education Building Renovation Project**, Royal Commission Alula, Kingdom of Saudi Arabia
- 2- **Boutique Hotel Old Town Project**, Royal Commission Alula, Kingdom of Saudi Arabia
- 3- **Electrical Routing for Souq Abu Al Hassan Project**, Royal Commission Alula, Kingdom of Saudi Arabia

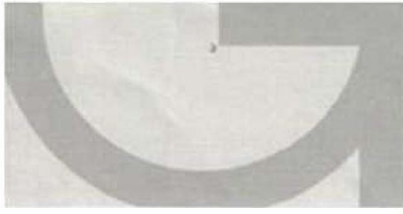
This Certification is issued upon the request of the above-named person without any responsibilities for ASTRA Constructions.

We wish him all the best for his future endeavors

Project's Manager

Engr. Mahmoud Aboelinine

maboelinine@astraconst.com.sa



March 25, 2021

EXPERIENCE CERTIFICATE

This to certify that Mr. M Talha Arif has worked with our Company as 'Materials Receiving QC Inspector' from February 2019 to March 2021 He performed his duty very efficiently and professionally. He exerted very good effort and showed very high level of proficiency and experience on the below Projects.

- King Khalid International Airport, Riyadh

We recommend him highly to do any Materials Receiving QC Inspector Job due to wide variety of Materials Receiving QC Inspector experience he gained from these projects.

This certificate is given to him upon his request.

Best Regards,

Engr. Nawar Easy

Projects Manager



شركة الحسام السعودية للمقاولات العامة ذ.م.ك.
Al Husam General Contracting Saudi Arabia L.L.C.

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E: alhusam@alhusam.com.sa www.alhusamgroup.com

TO WHOM IT MAY CONCERN

This is to certify that Mr. Engr. Muhammad Talha Arif had worked as a Solar Site Engineer in AYUB SONS GREEN SOLUTIONS Peshawar From 05-January-2018 to 25-January-2019.

He has a wide knowledge in PV Installation, Testing & commissioning activities and having good exposure in all preventative and corrective maintenance on the solar plant and Interact with customers on a professional level as part of a multi-tasking team.

He has performed his duties in a diligent and satisfactory manner and was a Valuable member of Company on project quality team.

We wish him success in future endeavors.

Nouman Ahmad

HR Officer

AYUB SONS GREEN SOLUTION

