



IMRAN MEHMOOD
**PLANNING & COORDINATION
ENGINEER**

- ❖ Project Management Certified
- ❖ Member of PMI USA
- ❖ IELTS English Certified
- ❖ Graduate Civil Engineer

CONTACT:



Jubail, Saudi Arabia



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050-4853840

PERSONAL:

Nationality: Pakistani

Date of Birth: September 01, 1996

Iqama Status: Transferable / Free

EDUCATION:

- ❖ Bachelor in Civil Engineering Technology (2016-2020)
- ❖ FSC Pre Engineering (2013-2015)
- ❖ IELTS Certified
- ❖ Auto CAD Certified
- ❖ Project Management Certified
- ❖ E-Commerce Management Certified

PROFESSIONAL EXPERIENCE

(5 Years)

Work Period: August 2024 – May 2025

Company: Asmah Contracting Company

Project/Client: Red Sea Project / Amaala, Saudi Arabia

Designation: Planning & Coordination Engineer

Responsibilities

- Plan, monitor and update the construction schedule.
- Prepare procurement plan, resource deployment plan.
- Conduct delay analysis and prepare EOT.
- Determine the Cost & Schedule variances (EVM)
- Monitor and update progress of work done, prepare detailed progress reports for management and clients.
- Assessment of risk and prepare risk register and impact assessment of these risks.
- Written Correspondence with all stakeholders. Deals in all contractual matters with all stakeholders.
- Preparation and update of delay ledger, risk register.
- Prepare meetings, dashboards. Take off quantities.

Work Period: August 2023 – August 2024

Company: Echo West International

Project/Client: Construction of Bangladesh Embassy building

Designation: Planning & Coordination Engineer

Responsibilities

- Prepare work plan, Monitor Progress, prepare progress reports, to ensure all activities of project are as per timeline and schedule to avoid delay.
- Develop WBS, RBS, activities breakdown list, estimation of duration and cost.
- Assist the procurement department for by developing procurement plan and resources plan.
- Preparation of extension of time (delay analysis), conduct assessment of risks and coordinate with all stakeholders regarding impacts.
- Prepare delay ledger, correspondence log, collection of data and information from site and maintain this in record and update in schedule.
- Prepare recovery schedule, revise schedule, correspondence for any kind of delay or issue and record it in documentation.

ACHIEVEMENT / AWARDS

- Expert in Microsoft office
- Expert in Primavera P6
- Valid KSA Driving License
- Certified Permit to Work (PTW)
- Certified in Safety Job analysis & Implementation

Work Period: March 2022 – August 2023

Company: SKB Engineering & Construction (Head office)

Project/Client: National Highway road / Underground Work

Designation: Junior Planning & Contract Engineer

Responsibilities

- Prepare extension of Time (EOT) of all projects, Prepare Claims under the Contract, Prepare all documents related organizational process assets.
 - Prepare detailed schedules of new projects, prepare progress reports, to ensure all activities of project are as per timeline and schedule to avoid delay.
 - Develop organizational process assets documents for company, preparation of sub contract agreement for sub-contractor, analysis of project with respect to delay, payment and other contractual matters as per FIDIC Law
 - Preparation of daily, weekly, monthly progress reports and earned value management.
 - Prepare resource deployment plan, delay schedule, target assignment.
 - Prepare all contract documents, coordination for contract.
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Work Period: October 2020 – February 2022

Company: Sial Builder & Developers

Project/Client: Construction of High Rise Building

Designation: Assistant Planning Engineer

Responsibilities

- Development of work plans with help of senior Engineers.
 - Track the ongoing execution and match it with baseline of project.
 - Collect information and progress of project on daily basis and update them in Primavera P6.
 - Record keeping of all documents for company's use. Supervise and inspect the work as per drawing and specification.
 - Help the senior Engineer in documentation.
 - Calculation of quantities and estimation of activities to help the senior colleagues.
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