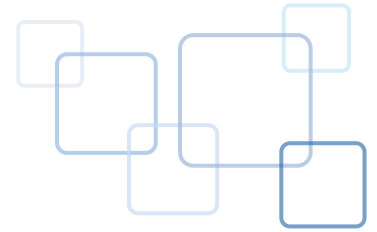


Mohammed Saiful Islam

QA QC Engineer



Personal Details:

Date of Birth: 15th December 1991
Nationality: India
Family Status: Married
Current Location: Riyadh, Saudi Arabia.
Mobile :+966 562796401
Mail : mohammedsaif8089@gmail.com

Education:

Bachelor of Technology in Mechanical Engineering from
University of Calicut, India ,2010-2014

Certifications:

- 1) ASQ®-Certified Quality Engineer
- 2) ISO 9001:2015 QMS Lead Auditor
- 3) ASNT NDT Level 2

Affiliations:

- 1) Saudi Council Of Engineers(SCE)
- 2) Saudi Aramco Approval

Professional Skills:

- 1) Material Document Review And Inspection
- 2) Making Prequalification documents
- 3) Daily Progress Reports
- 4) Presentation in Meetings
- 5) Problem Solving
- 6) Critical Thinking And Analytical
- 7) Final Handover procedure
- 8) MS Excel
- 9) MS Powerpoint
- 10) MS Word
- 11) Adobe Acrobat Creator / Professional
- 12) Adobe Photoshop
- 13) Foxit Phantom Pdf
- 14) Autocad
- 15) Solid Works
- 16) Technical report writing

Languages:

- 1) English
- 2) Arabic

Other Info:

- 1) Visa : Transferable
- 2) Driving License : KSA

Professional Profile:

Dedicated and results-oriented Lead QA/QC Engineer with nearly 10 years of extensive experience in managing inspection activities and ensuring compliance with project specifications and client requirements. Proven track record of coordinating with project management teams and client representatives to resolve quality issues and enhance customer satisfaction. Proficient in maintaining system manuals, international standards, and relevant documentation. Adept at monitoring mechanical activities and conducting root cause analysis to improve project quality and progress

Experience:

September 2017 to Present
Arabian International Company,Riyadh
QA QC Lead Engineer

Projects:

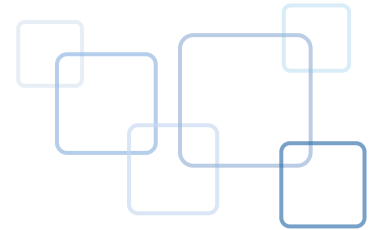
- King Salman Park ,Riyadh,KSA– 9.4 Billion USD
- Riyadh Metro – 25 Billion USD
- King Abdulla international Garden,Riyadh – 427.4 Million USD

Responsibilities:

- Lead Design and implement testing methodologies such as NDT,Visual dimensioning, etc
- Monitored construction processes and procedures, continuously identifying opportunities for process improvement to ensure consistency and efficiency in quality management practices.
- Documented and managed non-conformance issues, deviations from project requirements, and quality discrepancies, implementing corrective and preventive actions in collaboration with project teams.
- Monitor and measure key performance indicators (KPIs) such as inspection approval rates to assess and enhance the effectiveness of quality control processes.
- Prepare and submit detailed monthly quality reports including summaries of completed
- Inspections and tests, KPI metrics such as inspection approval rates, status of Non-conformance Reports (NCRs), corrective actions, quality issues, and recommendations for procedural improvements.
- Conducted regular inspections and audits of construction activities, materials, and installations, meticulously verifying compliance with project specifications and quality standards.
- Review And Approve Subcontractor Invoices According to WIR.
- collaborate with construction and supervision teams to achieve quality objectives.
- Checks materials quality And Rise MIR based on approved Materials and Quality/Project Requirements.

Mohammed Saiful Islam

QA QC Engineer



- Orderly collect, check and manage documents certifying tests, controls and inspections carried out witnessing the tests, controls and inspections carried out.
- Check And take actions on Punch lists Both external and Internal.
- Coordinate and make Reports/WIR if any Modifications carried out in Site And Arrange proper Tests.
- Final handover and Closing Projects By Approved WIR/MIR/NCR etc
- Conduct audits and assessments to ensure compliance with quality standards, contractual requirements, and applicable regulations.
- Ensure all nonconformance is identified and reported through the approved NCR processes and procedures. Provides feedback/reports to Quality Control Manager for any quality related issues/concerns.
- Maintained accurate records of quality-related activities, including inspection reports, test results, Material submittals, Project Quality Plan (PQP), ITP, checklist, MOS, Project Technical Specifications, and applicable standards and codes, were followed at projects. and quality assurance documentation, and prepared regular reports for project management and stakeholders.
- Inspecting incoming materials (e.g., pipes, cables, equipment) to verify compliance with specifications and standards.
- Conducting material tests and witnessing third-party inspections.
- Conducting regular inspections of MEP installations to ensure adherence to drawings, specifications, and industry best practices.
- Witnessing and documenting various tests (e.g., pressure tests, smoke tests, insulation tests, performance tests).
- Preparing and maintaining inspection reports and test certificates.
- Investigating and documenting non-conformances (deviations from standards or specifications).
- Providing technical guidance and support to contractors and site personnel on MEP related quality issues.
- Resolving technical disputes and coordinating with engineers and subcontractors.
- Ensure documentation is complete and in accordance with the project's QA/QC requirements.
- Preparing and submitting regular quality reports to project managers and clients.
- Ensuring compliance with safety regulations and environmental standards during MEP installations and testing.
- Preparing handover documentation and operation and maintenance manuals.
- Participating in project closeout meetings and addressing any outstanding quality issues. Maintenance manuals.
- Evaluate and monitor the performance of suppliers in relation to quality standards.
- Collaborating with project teams, subcontractors, and suppliers to ensure quality standards are maintained.
- Identifying defects, documenting non-conformances, and ensuring corrective actions are taken.
- Work with production, engineering, and suppliers to ensure product quality.
- Maintaining records of inspections, test results, and quality reports for project stakeholders.
- Monitoring and administering the QA/QC Plan and ensuring incorporated materials on construction.
- Establishing and maintaining quality plans, procedures, and guidelines in line with international standards (e.g., ISO 9001) and industry best practices.
- Documenting audit findings and recommending corrective and preventive actions (CAPAs).
- Creating and maintaining comprehensive documentation related to quality management, including quality manuals, procedures, checklists, and reports.
- Ensuring traceability of all quality-related information.
- Coordinate with the client's QA/QC representatives and consultants for all inspection activities.

March 2016 to August 2017
Sinmar Company Limited,Riyadh
QA QC Engineer MEP

Projects:

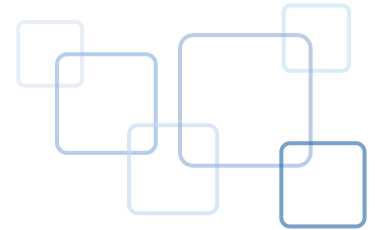
- Aster Sanad Hospital Riyadh Exit 8 – Electrical&Plumbing- 10 Million USD
- Othaim mall Saffori Land,Abha – Interior Design And MEP Project -2 Million USD

Responsibilities:

- Leading the Engineering Design System, Data Management and Document Control Teams.
- Witnessing and documenting various tests (e.g., pressure tests, smoke tests, insulation tests, performance tests)
- Monitoring all mechanical QC activities (HVAC, plumbing, firefighting, utilities) in accordance with approved project specifications and international standards.
- Reviewing contract documents, drawings, and specifications to understand project requirements and quality standards.
- Developing and implementing Quality Control Plans (QCPs) specific to MEP systems.
- Establishing and maintaining a robust Quality Management System (QMS) for MEP works.

Mohammed Saiful Islam

QA QC Engineer



September 2015 to January 2016

AI Able Contracting WLL, Qatar

Contract Administrator

Projects:

- Hamad intl..Airport Waste management– 2 Million USD
- Doha Metro Consortium Waste Management-3 Million USD

Responsibilities:

- preparing documents for tenders, negotiating agreements with suppliers and customers, and ensuring legal compliance. Development of departmental taxonomies
- Work with internal and external stakeholders to establish favourable terms and conditions, including service levels, fees, and payment schedules.
- Research topics relevant to the industry and specific contracts to ensure informed decision-making.
- act as a point of contact between the company, clients, suppliers, and other relevant parties.
- negotiate amendments or modifications to the contract to address unforeseen issues or changing circumstances.
- Investigate and resolve disputes that may arise during the contract term.
- Act as a point of contact between the company, clients, suppliers, and other relevant parties.
- Offer advice and support to internal teams on contract-related matters.
- Participate in initiatives to improve contract management processes and efficiency.
- liaison between the company and external parties, overseeing the execution of agreements and resolving any disputes that arise.
- Internal review and approval process, and ensuring all necessary parties sign the contracts (both physical and e-signatures).
- Establishing and maintaining an organized system (physical and/or digital) for all contracts, associated documents, and metadata, ensuring easy access and retrieval.
- Tracking critical dates, such as contract expiration, renewal dates, payment schedules, and deliverable milestones.
- Monitoring contractor/vendor performance to ensure they meet their contractual obligations and addressing
- Verifying the accuracy of invoices against contract terms and authorizing payments. any deviations or non-compliance.

August 2014 to September 2015

PEBS Pennar Ltd.Kerala,India

QA QC Engineer

Projects:

- Kannur International Airport– 288 Million USD

Responsibilities:

- Conducted Information Management Audit Monitoring and administering the QA/QC Plan and ensuring incorporated materials on construction projects are in compliance with the plans and specifications.
- Inspection of pre-welding components with respect to dimensions, fit up, weld joint preparation according to the drawing/WPS.
- Controlling and monitoring NDT activities according to quality plan inspection.
- Making of Documentations such as ITP,NCR,MIR,WIR,PQR,WPS etc.
- Design an efficient design protocol which can be used across all domain.
- Guide the production team about the quality control issues to enhance the quality of the product.
- Monitor customer satisfaction levels.
- Ensure that quality assurance processes adhere to health and safety regulations.
- Establishing and maintaining comprehensive quality plans, procedures, and guidelines in line with industry standards (e.g., ISO 9001, relevant industry codes) and project specifications.
- Defining measurable quality objectives and key performance indicators (KPIs) for all processes.
- Analyzing existing processes (e.g., design, procurement, manufacturing, construction, software development) to identify areas for improvement and optimize efficiency and effectiveness.
- Developing and implementing corrective and preventive actions (CAPAs) to address systemic issues and prevent recurrence of non-conformities.

Reference:

- Upon Request