

KHAJA SYED

Commercial & Project Management

CONTACT DETAILS

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- Sydney, Australia

PERSONAL DETAILS

- Australian Citizen
- 15 July 1977
- Australian Driving Licence
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CERTIFICATIONS

- PMP - PMI
- RMP - PMI
- MRICS
- MAIQS, CQS
- NEC Reg

SKILLS

- Project Management
- Estimating
- Budgeting
- Time Management
- Risk & Value Management
- Tenders and proposal
- Commercial Management
- Negotiation

IT SKILLS

- ERP - SAP, JDE
- MS Office
- Expert, Candy, Planswift
- MS Project, P6, Power BI



PROFILE

Certified Project Management Professional and Chartered Quantity Surveyor with over 20 years of experience delivering successful construction projects across Buildings, Civil Infrastructure, and Utilities sectors. Proven track record in project management, cost management, and project controls, with expertise in budgeting, estimation, cost optimization, and financial risk management. Adept at stakeholder communication, value enhancement, and strategic cost control, driving project success through informed decision-making and collaborative leadership.



WORK EXPERIENCE

Sydney Water - Sydney, Australia

May 2021 - Present

Sr.Quantity Surveyor - Project Controls

- Delivered comprehensive cost management services across the project lifecycle, ensuring alignment with scope, schedule, and quality objectives.
- Developed Work Breakdown Structures, cost plans, and budget estimates to support business cases and drive cost optimization.
- Conducted detailed analysis of subcontractor/supplier pricing to develop accurate Target Costs, and managed tendering processes.
- Performed regular validation and reviews of cost plans and estimates, proactively identifying potential issues and communicating them to stakeholders.
- Provided high-quality analytical support for project cost estimates, change events, and compensation events, including assessment of contingency costs.
- Maintained effective financial risk management protocols, ensuring accurate forecasting and timely implementation of corrective actions.
- Supported regional project teams in developing and implementing effective cost control systems for capital projects and maintenance works.
- Facilitated effective communication with stakeholders, contractors, and project teams to resolve cost and contractual issues.
- Assisted Project Managers in assessing variations to project time, cost, and quality, ensuring deliverables met quality standards and were delivered on schedule and within budget.
- Coordinated and controlled project documentation, including contracts, change orders, and claims, to ensure accurate records and compliance with project requirements.





WORK EXPERIENCE

Downer Engineering, DM Roads - Sydney, Australia

Aug 2018 - Apr 2021

Quantity Surveyor & PMO

- Managed subcontractor relationships across multiple trades, including payment administration and contract compliance.
- Administered contract variations, evaluating supplier quotes, maintaining security retention registers, and issuing contractual correspondence.
- Prepared detailed budget reports and financial forecasts, providing critical support to the Commercial Manager.
- Conducted monthly End-of-Month accruals, assisted with Cost Value Reconciliation (CVR), and cost reporting.
- Monitored project performance using Earned Value Management (EVM), identifying variances and implementing corrective actions.
- Developed and maintained risk registers, conducting risk assessments to identify and mitigate potential issues.
- Supported procurement and tendering activities, including supplier pricing evaluation and contract negotiations.
- Produced clear and actionable project financial reports, ensuring transparency in cost management and enhancing stakeholder communication.

Mitcon Projects - Brisbane, Australia

May 2017 - May 2018

Quantity Surveyor

- Assisted in tender preparation, including quantity take-offs, drafting scopes of work, and managing tender packages and quotations.
- Administered subcontracts and supply agreements, including payments, budget development, and claims management.
- Provided timely project budgets and forecasting to the office manager, ensuring accurate financial planning.
- Liaised with clients and supported site managers, ensuring effective communication and issue resolution.
- Supported the project team in cost forecasting, tracking, and administration, driving project efficiency.
- Managed contract risks through proactive forecasting, documentation, and control, minimizing potential issues.

Estim Construction Company Ltd. - Dar es Salaam, Tanzania

Oct 2014 to Apr 2017

Project Manager

- Participated in project Initiation, Planning, Execution, Monitoring & Control, and Closing.
- Provided day-to-day support to the Project Director, serving as a key point of contact for the project.
- Led project teams, subcontractors, and vendors to achieve targets, prioritizing customer satisfaction and project success.
- Managed all aspects of project delivery, including change management, schedule management, quality and risk management, and cost control.
- Coordinated with stakeholders, including clients, subcontractors, project teams, and authorities, to ensure effective communication and collaboration.
- Reviewed and facilitated work interfaces across project activities, conducting site reviews and audits to ensure quality and compliance.
- Ensured timely and efficient delivery of stakeholder needs while maintaining effective Work Health and Safety (WHS) standards.



WORK EXPERIENCE

Granite Construction Company - Abudhabi, UAE

Apr 2008 to Sept 2014

Project Engineer

- Supervised construction of diverse infrastructure projects, including substations, amenities buildings, industrial chemical stores, roads, utilities, drainage, and pipelines.
- Managed and monitored construction programs to achieve baseline milestones, ensuring timely project delivery.
- Attended client and consultant meetings to discuss project progress, commitments, and issues, driving effective communication and issue resolution.
- Coordinated with clients to ensure construction, quality, and safety met specifications and standards.
- Managed day-to-day activities, optimizing production, staff resourcing, and activity costs to drive project efficiency.

IJM (India) Infrastructure Ltd. - Bangalore, India

Dec 2006 to Mar 2008

Assistant Manager

- Assisted in tender preparation, including quantity take-offs, drafting scopes of work, tender packages, requesting quotations, and issuing them to subcontractors.
- Assisted with procurement and award of work packages, administering subcontracts and supply agreements, including payments, budget development, delays, extensions, variations, and final claims.
- Ensured timely provision of all project budgets and forecasting to the office manager.
- Liaised with all business clients and supported site managers.
- Provided support to the project team in forecasting, tracking costs, and administration duties.
- Managed contract risks by ensuring they were forecasted in advance, documented, and controlled effectively.

Al Ayuni Trading and Contracting, Khamis al Mushait, KSA

Sep 2001 to Dec 2002

Civil Engineer

- Reviewed drawings and details to carry out accurate quantity take-offs for tenders.
- Estimated cut and fill quantities based on existing and formation levels, ensuring precise earthwork calculations.
- Coordinated with project teams to validate quantities and claims, driving accuracy and transparency in project delivery.

Gammon India Limited - Mumbai- India

Sep 1999 to Aug 2001

Project Engineer

Mar 2003 to Nov 2006

- Managed site activities and supervision for bridges, industrial structures, and road works, ensuring adherence to project specifications.
- Administered subcontractors, coordinated works, and ensured compliance with contract awards and project requirements.
- Prepared quantity take-offs, obtained consultant approvals for invoices, and reconciled project materials.
- Developed and monitored project estimates, cash flow, and budgets, providing regular MIS reports to management.
- Oversaw the construction of complex infrastructure projects, including bridges and critical facilities such as Reactor Auxiliary Buildings, Turbine Buildings, tunnels, intakes, and tanks.



KEY ACHIEVEMENTS

- Managed contracts worth \$1B+, ensuring contract compliance, drafted and reviewed contractual correspondence, resolved disputes, and maintained accurate records for audits and claims.
- Led change processes, defended against unjustified claims, and ensured robust documentation, resulting in favorable outcomes and reduced project delays.
- Supported data collection, maintained documentation standards, and ensured audit-readiness, resulting in 30 successful audits with zero findings.
- Negotiated complex claims and final accounts, achieving favorable outcomes, saving 8%, and reducing litigation costs through effective negotiation.
- Engaged with internal and external stakeholders, maintained market awareness, and guided commercial decisions, identifying opportunities for growth and improvement.
- Managed payment processes, ensuring IPC accuracy and timeliness, and improving cash flow.

- Adhered to organizational policies, supported internal audits, and identified areas for improvement, implementing changes to ensure compliance and governance.
- Concluded final accounts, negotiated subcontracts, and ensured efficient commercial close-out activities, driving project completion.
- Supported implementation of Commercial Strategy, contributed to development of commercial plans, and ensured alignment with broader IPT goals, driving revenue growth.



EDUCATION & TRAINING

Bachelor of Engineering - Civil Engineering

National Institute of Technology | India

Certificate in Construction Project Management

Royal Institution of Chartered Surveyors | United Kingdom

Certificate IV in Building and Construction

TAFE NSW | Australia

Cost Management in Construction

TAFE NSW | Australia

IOSH Certificate in Managing Safely, FIDIC course, Contract Mgt. course, ISO Lead Auditor.

NEC4 ECC Project Manager Accreditation.

Institute of Civil Engineers | United Kingdom

National WHS Training (White Card)

NSW | Australia