

MUHAMMAD MUFAZ RASHID

Civil Engineer

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Location: Al-Khobar-KSA | **B.E (Civil)** | **M.E.M** | **Visa Status:** Transferable Iqama | **PEC®** - CIVIL/51947

Civil Engineer with over 6 years of experience in site execution, project coordination, and planning support for commercial and residential developments. Holds a Master's degree in Construction Management, with strong practical knowledge of construction workflows, subcontractor management, billing processes. Proficient in Primavera P6, MS Project, and construction documentation, with experience supporting progress tracking, look-ahead planning, and reporting for management and client meetings. Currently aiming to build a career path in project planning and controls, combining field experience with technical planning skills to support efficient and timely project delivery.

PROFESSIONAL EXPERIENCE

Organization: **GULF LINK CONSTRUCTION, Al-Khobar, KSA**

Tenure: Aug 2024 to Date

Designation: Site Engineer

GULF LINK

Responsibilities:

- Oversee daily site execution activities to ensure timely and quality delivery of high-rise commercial and residential construction works.
- Coordinate with subcontractors, monitor work progress, and ensure compliance with project specifications and safety standards.
- Prepare and manage subcontractor bills, ensuring accuracy in measurements and verification against actual work completed.
- Generate and process Material Requests (MRs) for site requirements, maintaining alignment with project budgets and schedules.
- Support the planning department in updating schedules, preparing progress reports, and tracking project milestones using tools like Primavera P6 or MS Project.
- Conduct routine site inspections and coordinate with QA/QC teams to ensure adherence to quality standards and construction best practices.
- Liaise with consultants, clients, and internal departments to resolve technical issues and ensure smooth workflow on-site.
- Maintain detailed daily progress reports, monthly progress reports for management review.
- Participate in monthly billing, documentation, and reporting for internal and client-side project management.

Projects in Progress:

- Wave Tower, Al-Khobar
- Diamond Square, Al-Khobar

Project: **EMAAR – The Views Towers (G+44 & G+32) | (120 million USD)**
Organization: Paragon Constructors Pvt. Ltd, Karachi, Pakistan
Tenure: August 2023 to April 2024
Designation: Assistant Construction Manager



Responsibilities:

- Prepared detailed Bar Bending Schedules (BBS) for structural elements in line with project drawings and specifications.
- Developed Shop Drawings for steel reinforcement, ensuring compliance with project standards, construction codes, and client requirements.
- Conducted regular site visits to verify proper implementation of reinforcement works and coordinated with the execution team for timely progress.
- Supported quality checks and coordination to resolve discrepancies between drawings and site conditions.
- Assisted in resolving technical queries and design conflicts by coordinating with consultants and site teams, ensuring uninterrupted workflow and compliance with structural intent.

Project: **Grove Residency (G+30, G+25, G+23) | (8.1 million USD)**
Organization: Paragon Constructors Pvt. Ltd, Karachi, Pakistan
Tenure: September 2021 to August 2023
Designation: Assistant Construction Manager

Responsibilities:

- Prepared and presented comprehensive performance overview reports, including Progress Reports, Look-Ahead Schedules, and Catch-Up Plans to track project milestones and address delays.
- Created detailed planning reports for internal management and client meetings, supporting data-driven decision-making and transparency.
- Coordinated day-to-day project activities, ensuring alignment between clients, contractors, and subcontractors to meet technical specifications and deadlines.
- Conducted regular site inspections to monitor work quality, assess material usage and manpower allocation, and ensure compliance with safety and quality standards.
- Assisted the Senior Planning Engineer with project scheduling, resource planning, and tracking of baseline and revised schedules using tools like Primavera P6.
- Supervised grey finishing works, ensuring execution met quality and timeline expectations, and reported directly to the Project Manager.
- Identified and reported potential conflicts and delays, helping to mitigate risks that could impact overall project progress.

Organization: **Patsa Pakistan Pvt Ltd (Millwala Groups), Karachi, Pakistan**
Tenure: Sep 2020 to Sep 2021
Designation: Project Coordinator



Responsibilities:

- Actively participated in the bidding process for various local tenders, including public and private sector renovation projects.
- Managed scope of work involving complete renovation of building facilities, including Civil, Mechanical,

Electrical, and PEB Shade works.

- Supervised on-site execution of renovation projects, covering a wide range of disciplines: Civil, Electrical, HVAC, and Fiber Shade installations.
- Prepared and submitted technical documentation including Material Submittals, Inspection Request Slips (IRS), and Material Inspection Requests (MIRs) in coordination with consultants and clients.
- Executed and supervised the successful installation of over 15,000 sq.ft. of Cement-Concrete flooring at TAPAL TEA Pvt. Ltd, ensuring high quality and timely completion.
- Coordinated with suppliers and subcontractors to ensure timely procurement and delivery of materials, in line with project timelines and specifications.

Projects Completed

- Renovation Projects of SBP (State Bank of Pakistan)
- TAPAL TEA Pvt Ltd.
- Boundary Wall Project (Pakistan Printing Corporation)

Organization: **Usmani Int'l Associates, Karachi, Pakistan**
Tenure: Feb 2020 to Sep 2020
Designation: Trainee Engineer

Responsibilities:

- Participated in the bidding process for various construction and renovation projects, assisting in the preparation of technical and financial bid packages.
- Evaluated tender documents, scope of work, and client requirements to develop and submit comprehensive contractual proposals and quotations.
- Conducted **cost** analysis and quantity take-offs based on project drawings and specifications to support competitive and accurate bid proposals.
- Maintained organized project documentation and contributed to internal design reviews and meetings.

Organization: **Iqbal & Sons Contractors & Civil Engineers, Karachi, Pakistan**
Project: Reconstruction of Boat Basin Jetty at Keamari Port, Karachi
Tenure: Mar 2019 to Feb 2020
Designation: Site Engineer

Responsibilities:

- Performed setting out and leveling for jetty parking areas, ensuring precise alignment for paver block installation in accordance with approved drawings.
- Supervised and monitored on-site labor and subcontractor work, ensuring compliance with project specifications, quality standards, and timelines.
- Prepared Bar Bending Schedules (BBS) for structural components, ensuring timely reinforcement planning and execution.
- Drafted and submitted technical documentation including Material Submittals, Inspection Request Slips (IRS), and Material Inspection Requests (MIRs) for consultant/client approval.

