

# KHAJA SYED

## Cost Management & Project Controls

### CONTACT DETAILS

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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 - Cost & 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

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### **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

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### **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 - Multiple Locations - India**

**Sep 1999 to Aug 2001**

**Mar 2003 to Nov 2006**

#### **Project Engineer**

- Managed site activities and supervision for bridges, nuclear plant, 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

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- Managed project cost management, including budget estimation, forecasting, and tracking, to ensure projects remained within budgetary constraints.
- Developed accurate project budgets through detailed analysis of project scope and requirements.
- Implemented robust cost control mechanisms, identifying and addressing variances through corrective actions, with significant cost savings while enhancing project profitability.
- Prepared and presented timely financial reports and comprehensive cost analyses to stakeholders, providing actionable insights that informed strategic decision-making.
- Conducted thorough reviews of contracts and change orders to ensure alignment with cost objectives, mitigating financial risks and optimizing project outcomes.
- Proactively identified potential risks and developed targeted mitigation strategies to minimize financial impacts, ensuring project stability and predictability.
- Fostered effective stakeholder engagement to address cost-related issues, ensure project alignment, and drive collaborative problem-solving.
- Applied industry best practices, leveraging PMBOK and AACE Total Cost Management frameworks to optimize project and cost management.
- Mentored junior cost control team members, providing guidance and support to foster their professional growth and development.



## EDUCATION & TRAINING

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### **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