

CURRICULUM VITAE

Contact Information

Naveed Ahmad Sheikh

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Current Location: MILTON, ONTARIO, CANADA,
L9T 8P3

Personal Information

Date of Birth: 07th June 1969
Gender: Male
Nationality: Canadian

Professional & Educational Details

Education Bachelors in Civil Engineering (Pakistan), Masters in Environmental Engineering (Pakistan), Diploma in Civil Engineering (Canada), Masters in Civil Engineering (Canada)

Industry ~~Civil Engineering Building and Infrastructure~~

Category Construction/Project Management, Construction Supervision, Quality and Cost Control, Planning and Administration

Highest Degree Held Masters of Civil Engineering from University of Waterloo-Canada

Preferred Job Location Middle East Gulf Area, North America, Pakistan

TOTAL EXPERIENCE: 20+ YEARS

SKYPE ID: nas.sheikh

JOINING TIME: 2 weeks

DRIVING LICENSE: Canadian, USA, Omani, Pakistani

Naveed Ahmad Sheikh PMP®

PROFESSIONAL SUMMARY

Results oriented PMP®, EIT, and CET with 20+ years of international experience in project management, civil engineering, and land development. Skilled in delivering capital and infrastructure projects end-to-end with expertise in Ontario codes, municipal standards, and stakeholder collaboration.

HIGHLIGHTED QUALIFICATIONS

- Certified Project Management Professional, PMP® from Project Management Institute (PMI)
- Engineer in Training (EIT) and pursuing for Professional Engineer (P.Eng.)
- Understanding of road maintenance, inspection and repair in summer and winter conditions
- Identify a selection of generative AI (Artificial Intelligence) tools to assist in your project work
- Ability to interpret and apply relevant sections of provincial legislation (e.g. Highway Traffic Act, Public Transportation and Highway Improvement Act, Occupational Health and Safety Act, Municipal Act, Motorized Snowmobile Vehicle Act, Motorized Off Road Vehicle Act)
- Plans and manages the delivery of capital and operating projects, including the development of terms of reference, feasibility studies, definition of scope, execution (design and construction) and project closeout.
- Strong working knowledge of the Ontario Building Code (OBC).
- Experience in property management in real estate by utilizing PMP skills.
- Develops various purchasing related artifacts including business cases, initiates Request for Inquiry (RFI), Request for Proposal (RFP), and Request for Quotation (RFQ) documents
- Familiar with the Ontario Traffic Manuals (OTM), Transportation Association of Canada (TAC) Guidelines and other guidelines and standards for municipal infrastructure design and construction
- Extensive knowledge of Occupational Safety and Health Administration (OSHA) standards and Lockout-Tag-out (LOTO) procedures
- Utilize best practices for using AI as a way of working in project management
- Land development from acquiring land, review and assess cost sharing agreements, cost control and ensuring all underground services as per standards and specifications.
- Construction supervision and ensuring statistical quality control procedures
- Experience managing/leading multiple capital projects from feasibility to completion while dealing with a diverse group of stakeholders
- Demonstrate negotiation, oral and written communication skills to deal effectively with contractors and the public
- Identify a selection of generative AI tools to assist in your project work
- Contract administration, tender preparations, quality assurance, preparation of charts, visual inspections, checking of interim payment certificates and progress reports
- Project development from inception stage till assessing funds, scheduling and scope requirements with the operating division and stakeholders in the development of project terms of reference, fully defining project deliverables
- Application of the principles and practices of operating and capital budget formulation and financial planning.
- Manages the scope, budget, and schedule throughout the Project Lifecycle. Ensure provision of project deliverables as set forth in the RFP. Conducts quality assurance of deliverables through design review workshops, cost estimating, risk management and constructability reviews.
- Full comprehension to interpret and relate engineering plans and drawings to driver behavior and traffic operations.
- Prepare required progress reports and dashboards to provide project status updates to

all internal and external clients.

- Good knowledge of the Ontario Planning Act, Ontario Condominium Act, Occupational Health and Safety Act (OHSA), Ontario Building Code, The Accessibility for Ontarians with Disabilities Act (AODA), relevant approvals, permits, acts and regulations including building permits, site plan approvals (SPA), building codes, easements, TSSA, construction Act, Ontario Provincial Standards Drawings and Specifications; Ministry of the Environment and Climate Change (MOECC) design Guidelines and approval process.
- Manage schedule change notices and forecast project impact and implement corrective action when performance trends deviate from baseline
- Practical related experience in transportation/municipal infrastructure planning, design and construction
- Strong construction problem solving and analytical skills, meeting deadlines, comprehensive condition assessment, prepare and issue of Job Site Instructions, thorough review and detailed recommendations for repair and rehabilitation options and field survey
- Experience in managing, analyzing budgets and audits to ensure compliance with business objectives
- Strong knowledge of interpreting and implementing project drawings/specifications, ensuring the implementation of health & safety on work site
- Fluent in English and performs well in a team environment

TECHNICAL SKILLS

- Proficient in;
 - AutoCAD, EPA-NET, EPA-SWMM, SYNCHRO, Python, Visual Basics, TRACER, ProCore, Maxwell ProContractor Viewpoint for cost estimating, CSS Candy for cost estimating, CPM scheduling, and project monitoring.
 - Autodesk MAP, LDD, Arc GIS, FORTRAN, M.S. Access, M.S. Office, M.S Project, HCSS (Heavy Construction Systems Specialist) for cost control, understanding of SAP and CONTAK for material testing
 - Ontario Traffic Manuals (OTM), Transportation Association of Canada (TAC) Guidelines and other guidelines and standards for municipal infrastructure design and construction

SUMMARY OF RELEVANT EXPERIENCE

Construction Project Manager/Property Manager BGS Homes

April 2021 To Date

- 8 storey Senior Residence Building with commercial space on Main floor
- 4 High rise apartment buildings with all amenities
- 10 storey Retirement Residence

- Oversee all aspects of construction project from planning to implementation
- Develop a detailed project plan that includes timelines, budgets, resources, and risk assessments.
- Monitor engineering progress against budget and forecasted schedule.
- Allocate resources for assigned projects
- Supervise onsite personnel and subcontractors
- Managing the project by using M.S. project
- Participated in site meetings with architects, structural engineers, and municipal inspectors.
- Develop and train direct crews
- Identify and coordinate with project teams and stakeholders on projects and operational matters, including vendors, contracted services, internal departments, members of the public, regulatory

and approval authorities

- Assisted in budgeting, procurement, and progress billing for key stakeholders.
- Liaises with municipal officials, the Ministry of the Environment, the Ministry of Labor and other government agencies to obtain approvals, or input into projects and/or new technologies
- Collaborate with all vendors/agencies and research trends, issues, and emerging developments impacting current procurement policies
- Develop and maintain all the required project schedules and ensure integrity of data across the entire project life cycle.
- Property Management of 8 storey building with 105 units and amenities area by regularly maintain and updating the property.
- Participate in grading, servicing, and stormwater strategy for preliminary and detailed design projects.
- Assess and manage risks associated with contracts, ensuring that risk mitigation strategies are in place.
- Provides project status reports for senior management to address the issues of schedule, expenditure, scope and facility impacts of assigned projects based on current or revised schedules.
- Interface with project inspectors, contractors, architects, engineers, city and county officials, and clients
- Engage with Clients and provide regular project updates for site plan approvals
- Develop and implement contract management procedures to minimize exposure to risk.
- Maintain high standards of workmanship that adhere to original plans and specifications and monitor quality control
- Adapt innovation in procurement through advanced procurement planning, market & industry knowledge, and developing procurement approaches and processes that meet procurement principles
- Mentor project coordinators for land development procedures
- Responsible for monitoring all construction projects as they relate to Health and Safety regulations and maintains records on infractions and accidents in the event of litigation.
- Maintain daily logs of activities on job site
- Maintain and manage equipment inventory

Senior Project Manager/Founder
A & N Construction Company

September 2016 to April 2021

- Managed home building and construction projects
- Prepared detailed estimates and quotations for complete renovation and house building
- Supervised and manage electrical & plumbing works, partition walls, kitchen remodeling, room extensions, roof renovation and building of deck.
- Monitored HSE & QC at work
- Meet homeowners and utilize network for business development.

Operations Manager
Oman Gulf Company S.A.O.C., Oman

March 2015 to August 2016

- Managed projects in Oil & Gas sector with local and international oil companies, e.g. Petroleum Development of Oman (PDO), Occidental of Oman (OXY), Daleel Petroleum, GE Oil & Gas etc.
 - Conducted monthly management site visits and attend all contractors' management committee meetings with the client.
 - Involved in the preparation of financial budgets and monitoring commitments and tracking expenditures.
 - Administered area maintenance contracts related to maintenance and repair of
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transportation related facilities, and ensuring work is completed to contract documents and specifications

- Managed the operations and maintenance of the municipal road network and all right-of-way (ROW) assets including roads, bridges, drainage systems, signage, traffic controls, sidewalks, and streetlights, boulevard maintenance, street trees, and related facilities.
- Lead design and construction assignments and took overall ownership with accountability for projects
- Reviewed final tender preparations for the new road and earthwork projects
- Maintained Quality Management Process (QMP) for highway program to contracting, including the development of performance measures, data collection systems, condition assessment programs, Key Performance Indicators (KPI) to measure success of new processes.
- Provided analytical support to ensure effective delivery and value for money
- Participated in and operate as a fully accountable member of a multidisciplinary work team.
- Updated and maintained manuals and documentation tools for program operations and flood incidents;prepare reports to the Board
- Prepared and managed tenders with cost estimates, commercial and technical bids.
- Educated, coached, and mentor project/engineering staff and project teams on their respective areas ofthe department.
- Review, track and evaluate consultants and contractors progress and performance as it relates to the delivery of assigned capital project to ensure adherence to schedule, funding and project scope
- Monitored HSE & QA/QC policies by updating and improvising
- Prepared and evaluated requests for proposals for consulting assignments and contracts, defined thescope of work with terms of reference
- Brought ISO standards in the company by introducing ISO 9001 and 18001 for QMS and OHSAS bychoosing the right consultants.
- Controlled and monitored project budgets, schedules by using M.S. Project, and negotiate and secure approvals fromenvironmental agencies
- Lead the development and implementation of emergency management, education, outreach and publicawareness campaigns
- Managed civil road works project within PDO.
- Monitored Project cash flow and developed earned value tracking for each project
- Managed Earthworks and location pad for rigs project with OXY.
- Lead utilization of appropriate software for quantity take-offs and preparing quantity schedules, toproduce detailed & accurate cost estimates for all projects including the Budget and Forecast.

Coordinator Capital Budget Estimates City of Burlington

April 2014 to March 2015

- Collaborated with Engineering staff and other departments, external agencies and developers in orderto establish the scope of all Road asset projects for repair and rehabilitation, renewal and growth projects.
- Complete quantity take-offs and review drawings and quantity schedules prepared by the designer forclarity
- Assess existing conditions, consult with stakeholders, review regulatory requirements and City policies
- Reviewed and managed various technical documents such as the Road Design Guidelines, Uniform Traffic Signal Specifications (UTSS), Landscape Design Guidelines, Salt Management Plan) for process gaps and updates.
- Responsible for execution of all project phases; organizes, plans, and executes projects while working within restraints like budgets and schedules and ensuring compliance
- Acts as liaison and maintains a close and effective working relationship between Intergovernmental and third-party stakeholders, contractors, consultants, suppliers and building inspectors and various city divisions with respect to all site construction and design issues. Also

responding to any requests for information pertaining to City infrastructure.

- Conducted site visits as required to determine the field condition prior, during and after the completion of a project.
- Exercised effective cost and schedule control of Capital Projects.
- Application of the principles and practices of operating and capital budget formulation and financial planning.
- Prepared and reviewed servicing and stormwater management reports, as well as engineering studies and drawings submitted in support for development, transit projects and for applications.
- Produced functional plans illustrating the scope of growth projects (i.e. intersection and road widening), necessary to determine land and utility relocation requirements.
- Managed and analyzed budgets and audits to ensure compliance with business objectives
- Provided input into project scheduling for infrastructure requirements for the Capital Budget and Master Plan
- Prepared functional municipal road and infrastructure designs, adhering to design principals, as well as City, Provincial and Canadian standards.
- Utilized appropriate software to prepare quantity take-offs and quantity schedules to produce detailed, accurate cost estimates for all Road asset projects included in the Capital Budget and Forecast.
- Responsible for establishing and maintaining an electronic and hard copy filing system of all Road project cost estimates.
- Monitored construction trends and area tender prices, used data to produce reports to illustrate tender cost analyses, tender trend analyses and budget versus cost reviews.
- Worked as part of a corporate team and responsible for budget co-ordination with other municipalities, Region of Halton, utility companies, developers, conservation authorities, provincial and federal agencies. Prepares functional plans and technical data for related cost sharing

**Land Development Engineer/Property Manager
Goldpark Group, Canada**

May 2012 to March 2014

- Managed ongoing and new land development projects
- Led on-site coordination for (ICI) institutional, commercial and institutional projects
- Ensured quality assurance for all construction activities
- Reviewed and approve invoices for consultants, planners, architects & CAs including accounts receivable
- Managed commercial properties by managing all tenants and maintaining and upgrading plazas.
- Developed construction schedules and tracked progress using MS Project.
- Represented Gold Park at public consultations, presentations, open houses, and face-to-face interactions with the public, contractors, and regulatory agencies.
- Reviewed and Completed property searches on Official Plans (Regional and Municipal), zoning by-laws, urban design guidelines, OMB decisions, parkland dedications, property assessments, etc.
- Supervised subcontractors, ensuring compliance with design specifications and safety regulations.
- Supervised/Coordinated with Consultants, Planners/Contractors and Suppliers to meet the milestones.
- Demonstrated ability to read and interpret hydrologic and hydraulic information and calculations
- Reviewed shop drawings, RFIs, and managed change orders with consultants and clients.
- Reviewed and assessed Cost Share Agreements; develop, manage Cost Share Agreements with third parties from start to finish also managed project letters of credit.
- Managed day to day project issues with the ability to identify and resolved issues and

conflicts related to the projects

- Conduct technical problem investigations and participates in conducting studies, analyses, surveys, research and development for effective solution of complex engineering problems
- Liaison with legal, consultants, planners, architects and landscape consultants by conducting joint meeting with contractors/sub-contractors.
- Reviewed adjacent development applications and approvals, assisted in making informed decisions that will help the management team to acquire properties
- Prepared & coordinated land development applications, including permit acquisitions and drawing approvals
- Prepared and review project budget for new projects
- Investigate and respond to inquiries from the consultants, staff from other agencies and governments, and the public
- Created and tracked master project schedule and tracked budgets on a monthly basis to ensure accuracy in billing and progress
- Ensured consistent application of Cities Standards, Engineering Policies and Practices, applicable Bylaws and good Engineering practice
- Worked with Marketing, Sales, Construction and Finance teams to execute on projects from inception to completion
- Monitored construction sites to manage schedule, costing, compliance and stakeholder relationships
- Conducted field visits, site inspections, resolved servicing concerns and specific site issues to ensure compliance with approved plans, agreements and regulatory requirements
- Ensured and enforced compliance to all stakeholders and legislated Safety policies and procedures
- Reviewed servicing agreements, restrictive covenants, easement documents, latecomer agreements, development cost charge front-ender agreements and development works agreements

Project Coordinator
Toronto Zenith Contracting Limited, Canada

June 2009 to March 2010

- Highway Bridge over Canadian Pacific Railway Track. (MTO Job)
- Bridge under passing Canadian National tracks and sewerage work. (CN Job)
- CN bridge piers strengthening (CN Job)
- Ensured quality of construction work according to Quality Control Core Plan and as per contract drawings and specifications
- Managed manpower, prepared work schedules, earth works, lot grading and ensured safe working environment
- Ensured QA/QC for bridge piers strengthening by expanding the foundation and concrete cladding
- Reviewed and collaborated with Engineering Capital group relating to Active Transportation / Complete Streets design
- Managed the CCTV Program of sanitary sewers and laterals
- Assists in the development of procedures and policies as required and contributes to implementing continuous improvement processes
- Prepared tender documents, including tender advertisements for new Projects
- Ensured that the works are constructed in compliance with the contract documents and Health and Safety Policies.
- Approved and initiated changes of a minor consequence on projects and recommend solutions to more serious field problems to Supervisor
- Coordinated with sub-contractors, client and consultant to meet deadlines
- Monitored cost of construction in the field and tender quantities with Supervisor and Field Services staff.
- Maintained costs, prepared progress reports and inventory control

Planning & Scoping Engineer
Indiana Department of Transportation, United States of America

March 2008 to June 2009

- Developed scope of work with engineering analysis and conducted field check. Produced engineering assessment reports and cost estimates on transportation projects.
- Monitored planning legislation and advise/train staff/council of implications and implementation required to meet legislative changes
- Determine project requirements, and develop project planning information including schedules, project budgets and preliminary cost estimates
- Reviewed consultants engineering assessment reports and made appropriate recommendations.
- Reviewed and provided recommendations for specific projects in areas such as pre-contract engineering/construction, traffic operations, traffic signals, planning, data collection and management
- Represented the district for public meetings, assisting other agencies/departments.
- Researched, prepared and presented reports to planning and development committee and council
- Worked with internal and external partners to conduct traffic operation studies, investigations, projects, data collection and analysis
- Provided technical support for planning of new projects and professional planning advice and mentoring new employees
- Maintained up to date planning information for the public and staff, i.e. Brochures, manuals, application forms etc.
- Provided technical input to resolve safety and operational issues on the highway/road networks
- Determined development process streams for preliminary proposals
- Investigated issues related to potential development applications
- Analyzed technical data including capacity analysis, collision analysis, roadside hazards, traffic control signals and intersection operations
- Member of health and safety committee represented planning department.

Project Engineer
Dufferin Construction Company subsidiary of St. Lawrence cement; Canada

2006 to 2008

- B. Highway Bridge for crossing of Bronte Creek. (MTO Job)
- C. Bridge under CN tracks and sewerage work.
- D. Reesor Road Bridge over little Rouge River.
- E. Construction of LEED designed commercial building.
 - Managed cost control, manpower, ensured safe work environment and prepared progress reports.
 - Oversaw inventory control and coordinating with sub-contractors, client and consultants.
 - Ensured quality of construction work according to Quality Control Core Plan and as per contract drawings and specifications using Quality Management System (QMS)
 - Co-ordinated with Utilities, Region and other City departments during construction
 - Acted as a key contributor in the value engineering exercises to ensure all infrastructures meets its intended functions in accordance with the project scope.
 - Managed traffic and road closures during construction by following MTO policies and Book 7.
 - Used M.S. Project to monitor project progress and allocating resources.
 - Thorough knowledge of Emergency Management practice and legislation in Ontario including Incident Management System principles
 - Prepared payment certificates, change work orders, purchase orders for the works, sub-contractor and suppliers. Recommend partial payment when appropriate
 - Coordinated and executed a LEED (Leadership in Energy and Environmental Designed) green building with all the work done by consideration of conserving the environment.

Quality Control Administrator
Dufferin Construction Company subsidiary of St. Lawrence cement; Canada

2005 to 2006

- A. Bridge widening project for Highway 407 Express Toll Route
- B. Internal widening with concrete pavement 25 Km length extension of 2 lanes on each side for Highway 407 Express Toll Route project
- Checked concrete pavement quality of Profilograph and scanned with MIT scanning machine according to OPSS, ensured quality of construction work according to Quality Control Core Plan, sent material to labs and witnessed testing.
- Researched into and made recommendations to adapt new technologies, techniques and materials in the design and construction of water, wastewater and transportation infrastructure.
- Mentored junior staff and provide recommendations with corrective actions for non-conformance on site.
- Checked Post-tensioning, Geotechnical Reports, Pile driving Reports, Concrete Mix Design compiled and reported to client.
- Maintaining quality of construction activities and materials used for contractors and sub-contractors
- Conducted full laboratory-scale batching, mixing, casting and curing of concrete cylinders and cubes.

Quality Control Technician
Dufferin Aggregates subsidiary of St. Lawrence cement; Canada

2004 to 2005

- Took samples from blend plant and performed the lab tests according to OPSS and MTO standards, conducted physical and chemical tests, verified calibrations, compared results and made daily report for the production meetings.
- Member of Health and Safety Committee represented Quality Control Department.

Engineer

*National Engineering Services Pakistan –
NESPAK (Pvt.) Ltd., Karachi, Pakistan*

1999 to 2001

- Supervised construction of 12 storey low-cost housing scheme by following ASTM standards
- Ensured quality control, checked layout and finalize all the finishing works.
- Checked Interim payment certificate and recommend for payment

Assistant Resident Engineer

Associated Consulting Engineers – ACE (Pvt.) Ltd., Karachi, Pakistan

1994 to 1999

- Worked in joint venture with M/s. Mott McDonald International Ltd., England on Greater Karachi Water & Sewerage Board projects funded by World Bank and designed on BS standards.
- Construction supervision of twin 5 Km long 66" dia. MS steel pipeline from pumping station to high point
- Ensuring quality control of steel welding, x-ray of joints, backfilling with proper compaction, construction of concrete thrust blocks, bedding material and internal mortar lining

EDUCATION

- Masters in **Civil Engineering** from University of Waterloo, Ontario, completed in December 2011.
- Masters* in **Environmental Engineering** in 1999, from N.E.D University of Engineering & Technology, Karachi, Pakistan.

* Degree evaluated and recognized by ICAS and University of Toronto, Canada.

Up to date knowledge of:

Infrastructure Management	Design of Urban Water Systems
Computer Aided Project Management	Advances in Public Transportation Planning, Operations and Control
Public Sector Economics and Finance	Physio-Chemical Processes of Water and Wastewater Systems

PROFESSIONAL TRAINING AND MEMBERSHIPS

- Certified in **Standard First Aid & CPR/AED Level C(BL) CSA Std. Z1210-17 – Intermediate**, with Canadian Red Cross.
- Workshop on **“ISO 14000 & Cleaner Technologies”**, organized by Pakistan Institute of Management, Asia Pacific Center for Transfer of Technologies (APCTT) and STEDEC (1998)
- **Life Member** Pakistan Engineering Council and **Member** Institute of Engineers, Pakistan
- **Associate Member** of Ontario Association of Civil Engineering Technicians & Technologists (OACETT)
- Completed **Health & Safety Committee certified member part 1** course
- **Certified Lab Technician** from CCIL (Canadian Council of Independent Laboratories) and **Certified Field Technician** by CSA (Canadian Safety Association)
- Trained in WHMIS (Workplace Hazardous Materials Information System) & implementation of health & safety on work site and **CPR Certified**
- Self-studying program for Practical loss Control Leadership, cleared exam
- Training on **Decision Making Process** conducted by Indiana Department of transportation & Federal Highway Authority under National Environmental Policy Act (2008)
- 6 days hands on training for **Arc GIS I & II** conducted by Indiana Department of Transportation & Indiana Department of Environmental Management (2008)
- Training on **Design and Construction of Quality Preventive Maintenance Treatments** conducted by National Highway Institute & Indiana Department of Transportation
- **Safety & Operational Effects of Geometric Design Features** conducted by US Federal Highway
- **Effects of Geometric Design Features** conducted by US Federal Highway