



Muhammad Atif Khan

059-4831243

Katif644@gmail.com

Riyadh, Kingdom of Saudi Arabia

SKILLS

- Working with Clients & Vendors
- Cost Estimation
- Take off Quantity from Drawings
- Cost Control
- Variation & Contractor's Claims
- New Rate Analysis
- Daily Reports & Project Documentation
- Prolongation & Associated Cost for Extension of Time
- Progress reports & Cash flow
- Time Management
- Shop Drawings and Cross sections
- Supervision & Standard Application
- Drafting & working on Complex Cad drawings
- Document Control
- Quantifies abstraction for Earth work, Road, Infrastructure and Building jobs
- Evaluation of Sub-Contractor Payments
- Team Leadership
- Employee management
- AutoCAD
- Project Management
- Process Improvement
- High-value project management
- Project budgeting
- Analytical
- Technology solutions
- Client relations
- AutoCAD design
- Active Directory

PROFESSIONAL SUMMARY

Total 10 year's work experience as an Technical Engineer / Project Engineer /Assistant Manager (Design & Construction), in different type of the Projects, like Accommodations villages , Concrete Structure and Pre-engineered buildings, Zamil structures, Tent Buildings, Mockups, project planning, supervision and execution of MEP works in coordination's drawings.

Knowledgeable engineering professional with background in fault diagnostics, project planning and quality assurance. Approachable, helpful and supportive team player. Implements projects using Waterfall and Agile methodologies.

Practical, highly skilled individual demonstrating out-of-the-box thinking. Optimizes cost-effective operations and improves safety by scrutinizing existing practices. Proven success fulfilling complex project briefs on-time and under budget.

Qualified engineering professional experienced with designs. Thorough and detail-oriented in calculating values and optimizing designs for safety, code compliance and project specifications. Analytical in approaching and resolving design issues.

Motivated recent graduate with excellent academic record, developed organizational skills and readiness to tackle demanding projects. Uses comprehensive education and excellent communication skills to learn new skillsets quickly and assist in challenging problems. Problem-solving team player with experience identifying root causes of engineering faults. Creates thorough policies and procedures for quality assurance, best practices and project management. Monitors project progress and service delivery to confirm projects are completed on time and within budget.

Takes on challenging new role harnessing interpersonal skills, collaboration and problem-solving. Driven to deliver high-quality service and consistent results.

WORK HISTORY

August 2022 - Current

Technical Engineer, Tamimi Global Co. Ltd., Dammam, KSA

- Supported management decision-making with expert-level technical guidance.
- Analysed engineering project feasibility to support management decision-making
- Produced AutoCAD drawings for design and manufacture of assets.
- Proposed engineering solutions to address project challenges and foster on-time completion.
- Resolved complex issues, applying troubleshooting and critical thinking to address numerous technical solutions
- Documented technical specifications and requirements in alignment with company-established protocols.
- Collaborated with procurement team to secure project materials at favourable prices.
- Directed cost-effective construction of highly specialised equipment and machinery.
- Oversaw installation, testing and commissioning of engineering systems to meet performance and safety requirements.

LANGUAGES

English

Fluent

Urdu

Fluent

Arabic

Advanced

PERSONAL DETAILS

Date of Birth / Age: 30-12-1990

Nationality: Pakistan

Marital Status: Married

Visa Status: Employment
Transferable

Religion: Islam

- Estimated costs, scheduling requirements and labor needs to produce engineering designs.
- Resolved incidents promptly and rigorously, including emergency callouts as required.
- Delivered project presentations to clients and stakeholders to illustrate details and requirements.
- Examined project plans and locations to identify and mitigate potential hazards.
- Researched and developed engineering solutions to combat operational issues.
- Collaborated with cross-functional teams, integrating engineering expertise with other areas of knowledge to achieve common goals.
- Implemented policies and devices to improve workplace safety.
- Coordinated and supported audit and on-site inspections, liaising with regulatory agencies for smooth execution.
- Developed explosive ordnance materials for military use according to precise specifications.
- Monitored KPIs and implemented swift change management to address potential delays.
- Analysed technical team metrics to drive performance and KPI delivery.
- Oversaw field projects implementing engineering designs and maintained strict compliance with specifications and applicable codes.

May 2018 - July 2022

Assistant Design Manager, Tolan International Company

- Design Coordination, Schedule Adherence, Drawing Management, Contract Review, Technical Queries, Method Statements, Drawing Approval, Quality and Safety, Subcontractor Management, Managing, coordinating and delivering technically challenging projects on time, within budget and to the desired quality
- Met client deadlines through excellent workload planning and prioritization.
- Devised design solutions to meet client brief requests.
- Improved creative processes through effective collaboration with graphics and design teams.
- Developed innovative, robust design solutions through collaboration with technical teams.
- Sketched and diagrammed design concepts to share vision and collected feedback.
- Delivered against client aesthetics, function and design objectives.
- Built design mockups and prototypes with Adobe Creative Cloud, Crello and PaintShop Pro.
- Established templates and asset libraries to streamline processes and boost productivity.
- Demonstrated expertise across various CAD software, including SolidWorks, AutoCAD and Revit.
- Managed lifecycle design phases, from initial client brainstorm to timely project completion.

March 2016 - February 2018

Project Consultant, Albilad Working Group - Sm +D LLC

- Tracked and communicated project status, timelines and action items from project inception to delivery.
- Monitored health and safety measures for guaranteed compliance.
- Defined project scope, milestones and task allocation to establish and maintain clear progress plans.
- Conducted technical and customer meetings, increasing communication and strengthening stakeholder relationships.
- Submitted performance feedback to stakeholders, keeping project teams on track.
- Supervised work of contractors and subcontractors to achieve targets against deadlines.
- Prepared detailed quantity surveys and cost breakdowns for client presentations.
- Maintained strict site compliance with current safety legislation.
- Measured, certified and approved sub-contractor interim valuations.
- Delivered contracted construction work according to time, quality and cost estimates.
- Tracked and monitored project milestones and budgets to prepare progress reports.
- Managed client relationships and requirements at contractual level.
- Reviewed plans and specifications during schematic design of pre-construction to identify

potential risks, technical constraints and code issues.

- Verified worker and contractor compliance with environmental protections and legal requirements
- Guided and directed third-party inspectors checking projects during construction, commissioning and closeout.
- Developed presentations and proposals to inform stakeholders and to provide project details to potential clients.

October 2013 - February 2016

Design Supervisor, Kawader Design & Consultant

- Examining the design consultants, Managing third-party and client technical and constructability reviews, Managing designer procurement, contracts and performance, Engaging the technical resources required, Providing regular progress reports, Checking all construction issue information
- Devised design solutions to meet client brief requests.
- Conducted thorough market research to identify design trends.
- Developed space planning concepts and selection of color palettes and material presentations
- Adapted client ideas into functional designs for fashionable living spaces.
- Developed key client relationships by providing design solutions meeting needs and budgets without compromising quality or design intent.
- Designed floor plans, elevations, 3D perspective views and material boards for review and presentation, maintaining client input throughout.
- Produced and communicated detailed design plans using CAD software
- Created mood boards to aid early design and planning phases.
- Assessed projects against budgets, adapting plans to meet cost limitations.
- Briefed decorating teams on project requirements.
- Monitored evolving design trends to offer innovative interiors solutions.
- Sourced cost-effective materials to keep client projects under budget.
- Selected furniture and accessories for different interior spaces and desired form or function
- Reviewed drawings, mock-ups and mood boards, verifying element alignment with creative vision.
- Designed custom furniture adapted to floor plans, working closely with multiple furniture vendors.
- Created professional presentations using software creatively communicating design intent and direction to clients.
- Consulted with clients to determine architectural preference and incorporated desires into designs.
- Programmed space requirements from schematic design to construction document phase and installation
- Achieved unique, bespoke interior schemes through considered client collaboration.
- Led interior design across conceptual, schematic, design development and construction document phases.
- Assisted clients with budget considerations and made recommendations for furniture, wall hangings and **(Type)** items.
- Identified service gaps, developing plans to strengthen or expand offerings.
- Managed design projects from conception to completion with adherence to timelines and quality standards.
- Coordinated with clients to understand design requirements and objectives for various projects.
- Developed and updated internal guidelines.
- Controlled expenses, advising on efficient use of resources to minimize unnecessary costs
- Implemented design trends and best practices to maintain modern, competitive visual aesthetic
- Allocated budgets to govern sensible decision-making with maximum Return On Investment (ROI).
- Directed activities of staff to maximize service availability and play to teams' strengths.
- Ensured consistency of design work by implementing, managing and reviewing CAD

- standards.
- Managed inventory of resources necessary for service provision.

EDUCATION

HND, Construction
Pearson University (B- Tech)

Civil Engineering
BOARD OF TECHNICAL EDUCATION (PBTE)

Diploma Of Civil Surveyor
KPK Board Of Technical Education

Diploma Of Civil Drafting, AutoCAD, Sketch up 3Ds Max, Chief Architect, Google Maps
HIN Islamabad

Secondary School Certificate
Intermediate And Secondary Education, Mirpur

ALISON INTERNATIONAL, CERTIFICATE IN WORK PLACE SAFETY & HEALTH

ALISON INTERNATIONAL , CONSTRUCTION (DESIGN & MANAGMENT) REGULATIONS

ACHIEVEMENTS & CLIENTS

- Technical Engineer, Construction Village Qiddiya & Red Sea Amaala, Red Sea Global & Qiddiya Parsons, .
- Assistant Design Manager, Design, Construction, Completion and Maintenance of Al Watan Park & Tower, Municipality of Riyadh.
- Consultant Designer, Supervision for Municipality Projects, Municipality of Aseer Region.
- Project Engineer / Consultant, R & B, Albilad, Lulu Market, Centerpoint, Al Hazeem Mall, Sm-d LLC Dubai, Construction of Shopping Malls (Design & Build).

PERSONAL INFORMATION

- Passport Number: LM4115042
- Nationality: Pakistan
- Religion: Islam
- Visa status: Employment Transferable

APPROVALS

- Qiddiya
- Parsons
- Zuhair Fagez Partnership Consultants
- Red Sea Global
- Amaala
- Assir Municipality - Kingdom of Saudi Arabia

Approvals:



In accordance with the Regulations of Saudi Council of Engineers by Royal Decree M/36 Date 26/9/1423H and the Engineering Professions Practice Regulation by Royal Decree M/36 Date 19/4/1438 H, SCE has approved:

MUHAMMAD ATIF KHAN

Membership Category: Engineer

Specialization: Civil Engineering

Membership Start Date: 5/1/2024

This Certification is valid until: 01 May 2027



Secretary General الأمين العام

م. عبدالمحسن بن ضاوي المجنوني

1448 هـ 25 ذو القعدة 1448 هـ هذه الشهادة صالحة إلى تاريخ



Digitally signed by Saudi Council of Engineers at 6/12/2024



This is to certify that
Muhammad Atif Khan

on
13 November 2024

Completed
Professionalism Module

Certificate Number
JU4GfDof3j

Keith Thomas, RICS
Chair, RICS Qualifications and Assessments Committee



استناداً إلى نظام الهيئة السعودية للمهندسين الصادر بالمرسوم الملكي رقم م/٣٦ وتاريخ ٢٦/٩/١٤٢٣هـ ونظام مزاوله المهنة الهندسية الصادر بالمرسوم الملكي م/٣٦ وتاريخ ١٩/٤/١٤٣٨هـ ولائحته التنفيذية فقد قررت الهيئة اعتماد

محمد عاطف خان

فئة العضوية: مهندس

التخصص: هندسة مدنية

تاريخ بداية العضوية: 5/1/2024

Certificate of Completion

This is to confirm that

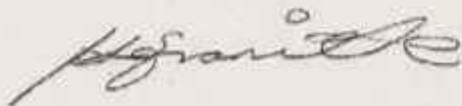
Muhammad Atif Khan

attended the following
Training from Pearson

01 December 2013 - 22 December 2015

**Implementing Pearson BTEC Level 5 Qualification in
Construction**

Date of issue: December 2015



Fay Granville
Head of Training from Pearson UK



PEARSON
PNS00190374 016



Punjab Board of Technical Education Lahore

First Annual Examination, 2013

Certified that MUHAMMAD ATIF KHAN
son/daughter of ABDUL RAZZAQ KHAN
Registration No 210-1284-17176 *of the*
FARAN INSTITUTE OF TECHNOLOGY, RAWALAKOT(AJK)

has satisfactorily completed the THREE YEAR *Programme of Instructions in*
CIVIL TECHNOLOGY

and has passed the Examination as a whole *securing* 2845 *marks*
out of 3500 *and has been placed in* "A+" *Grade*



In recognition thereof this

Diploma of Associate Engineer

is awarded at Lahore on the October 08, 2013



Prasanna
Secretary



Vocational Training Institute
Rawalakot (AJK)
Certificate

Vocational Training Institute
Rawalakot

Reg. No. HIN/VTI/RK/AUC/039

Date: April 16, 2012

It is certified that Mr. Muhammad Atif Khan S/O Abdul Razzaq Khan has completed Certificate Course in Auto Cad from 1st Jan, 2012 to 1st March, 2012 at Vocational Training Institute Rawalakot, (AJK)

He passed the examination With Grade A+

Organized by Help In Need Pakistan

Muhammad Asif
(Program Manager)

Saghir Yousaf
(Deputy General Manager)

Muhammad Atif Khan

Certificate in Workplace Safety and Health

Course Contents

- Introduction to Health
- Control Measures
- Safety/Risk Management
- Occupational Safety
- Environmental studies
- Industrial Safety Management



98-2201449

15th November 2012

Muhammad Atif Khan

Construction (Design and Management) Regulations



98-2201558

11th October 2013

248

تصادق سفارة المملكة العربية السعودية
القنصل القنصل في اسلام آباد على صحة
الختم والنسخة: دون مسئوليتها عن المحتويات
٤٤٨٤٧٥
١ - ص ١٤٢٥



عن رئيس القنصل

خالد سالم محمد آل هبويان

Khalid Salem.M. ALhabuban



ATTESTED

ATTESTED

S. M. Akhtar

S. M. HASAN AKHTAR
Director (Con-Affairs)
Ministry of Foreign Affairs
Islamabad



MUHAMMAD IQBAL KHAN
Deputy Director (Meetings)
INTER BOARD COMMITTEE OF CHAIRMEN
GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION
ISLAMABAD

22 NOV 2013

21 NOV 2013

أمانتنا منظمنا عسكري



بطاقة دخول استشاري





المملكة العربية السعودية
وزارة الشؤون البلدية والقروية
أمانة منطقة عسير

EXPERIENCE CERTIFICATE

The municipality of Asir region certifies that

Muhammad Atif Khan is Pakistani who works for the municipality of Asir region as a consultant

(Design) in the project of technical support in Asir Municipality of the Construction and Projects

Agency (Department of Studies and Design) during the period from 12/10/2013 to 05/02/2016. He

also has been completely professional, honest, and sufficient throughout that period. This certificate has

been given at his request to be submitted To Whom It May Concern,

General Manager of planning and urban design department

Eng. Khalid Bin Saeed AL-Amri



شركة TOLAN Company

إدارة وتشغيل وصيانة المشاريع الترفيهية والسياحية
Management, operation and maintenance of recreational and tourism projects

King Faisal Road Riyadh

Phone number: +966114093121

Mail: info@tolan-sa

CR- 98A-09872

Date: 25 July 2022

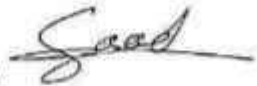
This is Certified that **Muhammad Atif Khan** was posted as **Assistant Design Manager** for the **Construction & Maintenance** department. He had given **4 years** of his service company.

Muhammad Atif Khan is a hard-working guy. He started as a Designer in our company and completed all his duties and responsibilities. He is always ready to face new challenges and in most of the works, he has given excellent results. The credit of the prestigious awards of our company is because of his deeds. He is always ready to learn new skills and adapt them very quickly. His behaviour with other company staff is very good and receives appraisals from senior members of our company.

We wish him best of luck.

Sincerely,

C.E.O (Eng. Saad)



Al Tolan International Riyadh

TO WHOM IT MAY CONCERN

This is to certify that **Mr Muhammad Atif Khan** worked as **Project Coordinator (Projects Delivery)** for projects in Saudi Arabia from **March 2016 to Feb, 2018** with our entire satisfaction & Successfully Completed and handover Four shopping malls interior design projects. During his working period, we found him a sincere, honest, hardworking, dedicated employee with a professional attitude and very good job knowledge. He is amiable in nature and character is well. We have no objection to allowing him in any better position and have no liabilities in our company.

We wish him every success in life and all the best for endeavours.



VIJAYANAND.S

Founder|CEO| **SMD INTERIORS DESIGN LLC** | P.O.BOX 49561

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sm+d

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Regional Presence

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H/S, Landed Town, Bengaluru - 560025, Karnataka
Tel: +91 802 46908403, eMail: info@smdid.com



Kawader

ACKD CONSULTANT DESIGN

تقرير فني

ويتم اعتماد أن عهد مالك كان مع رقم الهوية 2361143718 عملت مع شركتنا باعتبارها المعماري

صاحب

المسؤول عن تصميم المساحات داخل المباني، كغبار الألوان، نظافة العلاجات والأجهزة والإضاءة، والنظافة والأعمال الفنية، والطلاء، والأثاث، يعمل مع المهندسين المعماريين في تصميم الغرف.

المسؤوليات الرئيسية

التعامل مع العملاء لتصميم أو ترقية المساحات لتلبية المعايير الخاصة بهم.

تحسين وظيفة والسلامة، ومخالفات المساحات الداخلية

أخر المباني، بما في ذلك الأرضيات والسجاد، والطلاء ليتم الموافقة عليها من قبل العميل.

اختيار لوحات الألوان.

تخطيط التفاصيل المعمارية مثل سب النجاج وأرفف المكتب المصنعة.

قراءة وتفسير المخططات.

النظر إلى صالات العرض لشراء الأعمال الفنية لمساحات.

العمل مع الموردين على اختيار قطعة.

التفاوض على الأسعار.

خطه والميزانيات التنفيذية للمشروع.

إرسال الرسومات للموافقة عليها من قبل مفتش البناء للتأكد من أن التصميم يلي قوانين البناء.

وضع خطط القطع والتوسيمات.

استخدام التصميم كطابعة الكمبيوتر (CAD) لإنشاء الرسومات.

الإشراف على تركيب الطرقة.

متابعة تنفيذ الأعمال الفنية.

التعاقد الخدمات إلى الشركات الأخوية بما في ذلك الرسم والسجاد.

الإشراف على المصنفين الذين ينفذون مخطتهم وأداء المهام الإدارية

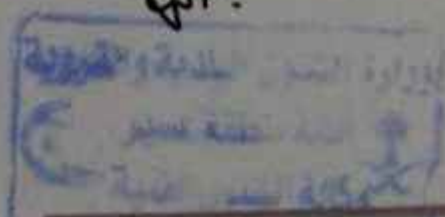
توثيق الأثاث.

تنسيق مواعيد العمل.

متابعة مع العميل لضمان استيفاء مواصفات التصميم.

المهندس الاستشاري

م/ بدوي عبدالله



ACKD CONSULTANT DESIGN
Phone: 01 2167404 Fax: 01 2167333 BOX: 55482 RIYADH P.O. Call: 82000981

Design & Build Projects

Amaala Construction Village 15k Accommodation Camp



Qiddiya Construction Village 20000 Accommodation camp



Shopping Malls Design & Build Projects :

