

Faisal Sabir

SR. PROJECTS COORDIANTOR

Objective:-

To obtain a responsible and growth-oriented position as **Sr. Projects Coordinator**, which will both utilize and strengthen my skills for your esteemed organization, I am looking ahead to work in challenging environment and strive for excellence, I have more than **18 years** of experience in the above-mentioned positions.

Key Skills:-

- **Project Management approaches and methodologies.**
- **Project initiation.**
- **Budgeting.**
- **Risk Management.**
- **Project management tools and software.**
- **Industry knowledge.**
- **AI skills.**
- **Communication.**
- **Organization.**
- **Flexibility.**
- **Leadership.**
- *Peoples Skills*

Personal Introduction and Objectives:-

Address:-

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Email:-

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Personal information:

Pakistan citizen, 41 years, Married, with Two child.

Skills:

Fluent in 3 languages: English, Arabic and Urdu.
Skilled in most of Computers & MS applications.

Academic Qualification:-

1. Board of Intermediate and secondary education (METRIC)
2. Board of Intermediate and secondary education (Faculty of Arts)
3. Eastern Institute of Technical Skills DAE Architectural Technology 3 Years
4. Diploma in Civil/Architectural Draftsman (01 YEAR) (Year 2004)

History, Personal Experience and Achievements in KSA:-

- 1- Spectrum Engineering Solutions Inc. Saudi: October 2016 till present.

Position: Projects Manger/ Projects Coordinator.

Project: AR Riyadh New Mobility Line-3 –Riyadh

Project: HRH Princes Jawaher Bint Muqreen Private Palace - Riyadh

Project: SWCC Project Al Fathia - Jizan

Project: Royal Commission of Alula Cloud-7 – Alula

Project: SWCC Project Al Farsan, Al wajah , Rabigh, Umluj

Project : Student Accommodation Ministry of Education – Shaqra

Job Responsibility:

- **Project planning:** Initiate the planning process, clearly defining the project's scope, goals, and objectives. They develop detailed plans outlining tasks, resources, timelines, and deliverables, creating a solid foundation for project execution.
- **Team coordination:** Project managers assemble and direct project teams, assigning tasks based on members' skills and experience. PMs focus and unify team efforts by promoting collaboration, resolving conflicts, and leading effective team meetings.
- **Risk management:** Identify potential risks early, analyze their possible impact, and develop mitigation strategies. This proactive approach minimizes disruptions to the project's schedule, quality, and budget.
- **Budget oversight:** Estimate costs, establish budgets, track spending, and adjust as necessary to keep the project within financial boundaries while achieving fiscal efficiency.
- **Client communication:** Maintain open and transparent communication with clients and stakeholders. PMs provide updates, respond to inquiries, and use feedback to adapt to meet or exceed client expectations.
- **Maintaining quality standards:** Implement quality control processes to ensure deliverables meet agreed-upon standards and satisfy client requirements, helping maintain project integrity.

Skills As a Project Manager:

- **Communication:** Master verbal and written communication to convey project objectives, updates, and feedback to all stakeholders. This fosters alignment and collaboration throughout the project life cycle.
- **Adaptability:** Respond flexibly to project shifts and unforeseen challenges. They must be able to adjust strategies and plans to keep projects moving forward.
- **Problem-solving:** Approach issues decisively. They use critical thinking to analyze problems, devise solutions, and apply them effectively. This minimizes the impact on project progress and outcomes.
- **Team leadership:** Inspire and motivate team members by guiding them, supporting their development, and cultivating a collaborative environment.
- **Organizational skills:** Exceptional organizational abilities allow PMs to balance multiple tasks and priorities. They skillfully map out schedules, allocate resources, and monitor project timelines to guide their team toward success.

Manage Stress as a Project Manager:

- **Prioritize tasks:** First, focus on the most critical tasks to address essential project elements promptly. This helps manage projects more effectively and reduces the feeling of being overwhelmed.
- **Delegate tasks:** Assign tasks to team members based on their skills and expertise. Delegating lightens your workload, empowers your team, and fosters collaboration.
- **Take regular breaks:** Incorporate breaks into your daily routine to recharge and maintain productivity. Practicing self-care is crucial for sustaining long-term performance.
- **Communicate effectively:** Maintain open lines of communication with your project team and stakeholders. Clear communication helps identify and address issues early, preventing them from escalating.
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Create effective Projects Plan as a Project Manager:

- **Scope:** Define the project scope clearly. This helps prevent scope creep and ensures everyone understands the project boundaries.
- **Goals and objectives:** Establish what the project aims to achieve. Objectives should be specific, measurable, achievable, relevant, and time-bound.
- **Milestones and timeline:** Identify crucial milestones and create a timeline that outlines when each project phase should be completed.
- **Resources:** Detail necessary resources (people, budget, technology) and allocate them effectively. This includes identifying roles and responsibilities.
- **Risk management:** Anticipate potential risks and strategize how to address them. This fosters a proactive approach to uncertainty management.
- **Communication plan:** Outline how you will handle communication within the project team and with stakeholders. This includes frequency, methods, and key points.

2- AL MUHAIDIB CONTRACTING (General contractor – Jeddah – KSA). May- 2009 to July 2016.

Project: Al Ghadeer Private residential Compound –Riyadh / Project Value 150 MM SAR

Project: King Salman International Convention Center – Medina / Project Value 875 MM SAR

Project: SADARA-2 Chemical Project– Jubail / Project Value 375 MM SAR

Project: GIZAN GRAIN SILO FLOUR MILL– Gizan / Project Value 475 MM SAR

Position: Project Coordinator.

Job Responsibility Reporting to GM OFFICE / PROJECT DIRECTOR & MANAGER

- Assist the project manager in the development of project management documents such as project budgets, project schedules, scope statements and project.
- Execute project management administrative and bookkeeping tasks such as managing invoices, purchase orders and inventory reports, among other financial documents.
- Supervise the project procurement process.
- Meeting with project clients to assess their needs and define project requirements, acceptance criteria and project timelines.

- Coordinate the allocation of project resources to ensure the project team has what's needed at the right time.
- Assign tasks to team members and help them understand what's expected from them in terms of project milestones and deliverables.
- Be the liaison between the project team and project clients throughout the project life cycle.
- Help project managers monitor project progress and team members' performance and provide updates to project stakeholders.
- Schedule stakeholder meetings, document and generate reports.
- Foster cross-team collaboration to help project team members complete project tasks and produce deliverables.

Skills As a Projects Coordinator:

- **Communication:** Interact with many individuals throughout the life cycle of a project, such as project managers, project sponsors, stakeholders and of course, the project team. For this reason, project coordinators must demonstrate excellent communication skills.
- **Problem-solving skills:** There will be issues, challenges and different types of problems, big and small. For this reason, project coordinators must have problem-solving skills that allow them to quickly come up with solutions and strategies.
- **Change management skills:** As projects are executed, there are many variables to control, and many situations that might force the project management team to make changes to the original project plan. Project coordinators must be able to adapt to these changes.
- **Organizational skills:** As its name suggests it's a demanding field that requires organizational skills such as time management, delegation, planning, goal setting and decision-making, among others that'll help the project coordinator be on top of his own duties and responsibilities and monitor the performance of others.

3- EAST & WEST TRADING AND CONTRACING CO. Riyadh, KSA (Jan. 2005 to May 2009).

Position: Quantity Surveyor

Job Responsibility Reporting to GM OFFICE & Direct Manger

- Preparation of cost estimates, bills of quantities and tender.
Negotiating with suppliers and subcontractors to obtain the best prices and terms.
- Managing project budgets, including forecasting and monitoring costs.
- Maintaining accurate records and documentation of all project-related costs and financial transactions.
- Provide expert advice on procurement, risk management and cost-saving measures.
- Understanding the client requirements and quantities take off as per marking and RCP drawings.
- Preparing BOQ (bill of quantities) by studying specification sheets from the sales team.
- Identifying gaps between BOQ and drawings, specifications and conditions of the contract and taking it for a logical closure.
- Monitor and control costs throughout the project, identifying cost-saving opportunities.
- Participation in the pre-tendering activities with client, architect and project managers and raising relevant pre-bid queries from the given tender.
- Preparing the initial quote and contract for the sales team from the company's side.
- Coordination with the design team for analyzing architectural and service drawings.
- Manage the valuation of work done and handle claims and variations.
- Preparing interim and final valuations, variations and claims of the construction site.
- Conduct feasibility studies and value engineering exercises.
- Collaborate with stakeholders to optimize project outcomes and achieve value for money.

Declaration:

I hereby declare that the above information are true and correct to the best of my knowledge.

Faisal Sabir