



# MUHAMMAD MATEEULLAH KHAN

CREDENTIALS: LEED® AP (BD+C) | ENVISION™ SP | MOSTADAM AP (D+C) | WELL AP

Saudi Council of Engineers Reg# 952554 Pakistan Engineering Council Reg# PETGAS 1792



## AREA OF EXPERTISE

As a Sustainability Manager with 10 years of relevant experience and holding LEED AP (BD+C), ENVISION SP, Mostadam AP, WELL AP & TRUE Advisor credentials, I have extensive experience in overseeing and implementing sustainable practices in various projects. I have successfully developed and executed strategies to achieve sustainability goals, and I am skilled in assessing the sustainability and environmental impacts of construction materials, including reviewing their sourcing, manufacturing processes, and end-of-life disposal methods.

With a proven track record of managing waste management initiatives, conducting waste audits, and developing waste reduction strategies, I also have expertise in tracking resource usage and promoting the use of sustainable materials. A committed professional, I have a strong background in maintaining sustainability documents and tracking records and am proficient in preparing, monitoring, and implementing sustainability plans, including maintaining documentation related to sustainability strategies and action plans.

I have experience in reviewing and evaluating sustainability requirements for products and manufacturers & to ensure that all credits are properly earned and tracked throughout the design & construction phase., such as Environmental Product Declarations (EPD), LCA, Health Product Declarations (HPD), Cradle to Cradle certifications, Recycled Content, VOC, EPR, FSC, Chain of Custody, CARES, and ISO 14001 & other relevant documents pertaining to products & manufacturer. I am dedicated to ensuring that all sustainability-related documents and records are properly maintained and updated throughout the project lifecycle.

Well-versed in preparing material submittals as part of the overall sustainability strategy, I ensure that products and materials used in construction projects align with sustainability goals and meet specified criteria. My work experience includes participation in iconic projects such as "The Line" in NEOM, where I applied my expertise with various rating systems, including ENVISION, LEED, WELL AP & Mostadam demonstrating my capability to handle complex and high-profile sustainable projects while ensuring all sustainability goals are achieved and maintained.

## CONTACT

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## PERSONEL INFO

Iqama's Status: Valid, Transferable

KSA's Driving License: Yes

Marital Status: Married

Location: Sharma, Tabuk Province, KSA

## EDUCATION

Bachelor of Engineering in Petroleum & Gas Engineering (04-Years)

## MEMBERSHIP

- Pakistan Engineering Council
- #PETGAS 1792
- Saudi Council of Engineers# 952554
- USGBCI
- ISI ENVISION
- WELL AP
- IEMA
- Chartered Institute of water & environmental Management
- Institute for Supply Management

### Sustainability Manager

Feb,2024 till to Date

**CLIENT:** NEOM  
**COMPANY:** TREVI Arabian Soil Contractors (TREVIASC)  
**PROJECT:** THE LINE, NEOM, KSA



#### TARGETED CERTIFICATION SYSTEM

#### CERTIFICATION AWARD LEVEL

**LEED V4.1**  
**ENVISION V3**

**PLATINUM**  
**PLATINUM**

- Developing and implementing a comprehensive sustainability management plan, aligning with the project's environmental, social, and economic objectives.
- Ensure compliance with LEED BD+C requirements by overseeing sustainable construction practices and tracking necessary documentation for certification.
- Guided multidisciplinary project teams in credit interpretation, credit selection, and LEED strategy mapping for BD+C rating systems.
- Conducted LEED scorecard assessments and feasibility studies to establish achievable targets and develop project-specific LEED roadmaps.
- Developed and submitted LEED documentation for prerequisites and credits, including annotated plans, calculations, narratives, and manufacturer documentation.
- Establish clear sustainability goals for the project and ensure that all team members are committed to achieving them. This includes fostering collaboration among all stakeholders and ensuring sustainability is a priority throughout the project life cycle
- Coordinating Envision & LEED certification efforts, including credit strategy, documentation, and submission.
- Oversea procurement compliance with Envision & LEED requirements for regional materials and EPDs
- Leading strategies to reduce embodied carbon in materials and construction processes.
- Manage construction waste and material sourcing to meet LEED criteria for waste diversion and responsible material selection.

# CERTIFICATIONS

- LEED® AP (BD+C)
- ENVISION™ SP
- MOSTADAM for Commercial Buildings (D+C)
- MOSTADAM for Communities (D+C)
- TRUE AP
- ASSOCIATE IEMA
- WELL AP
- ISO 14001:2015 EMS LA
- ISO 45001:2018 OHSMS LA
- Environmental Impact Assessment Manager
- Certified Sustainable Development Manager
- Waste Auditor Certification
- Award in Environmental Management
- OTHM Level 3 International Certificate in Environmental Management.
- NEBOSH IGC-2014 (1,2,3)
- Life Cycle Assessment (LCA)
- Environmental Sustainability skills for Managers

- Led the development and implementation of the project-specific Sustainability Management Plan (SMP) in alignment with Envision v3 categories: Quality of Life, Leadership, Resource Allocation, Natural World, and Climate & Resilience.
- Coordinated the project's Envision certification strategy, from early-stage gap analysis and credit targeting to documentation preparation and submission to ISI.
- Conducted credit feasibility assessments and prioritized credits across project phases based on project scope, stakeholder goals, and level of effort required.
- Monitoring and reporting GHG emissions and air pollutant reductions during construction.
- Coordinating with ISI and third-party verifiers to ensure compliance and successful verification.
- Tracking sustainability KPIs and monitored credit achievement levels across project phases.
- Developing & implementing of a sustainable procurement policy detailing the selection criteria and supplier practices.
- Managed continuous improvement processes, adapting sustainability strategies as project conditions evolved to maintain alignment with LEED & Envision objectives
- Ensure that every phase aligns with sustainability goals, tracking and documenting progress on key metrics such as waste reduction, energy consumption, and the use of sustainable materials.
- Evaluating and improving the design based on Envision's sustainability criteria.
- Ensure that sustainable practices are maintained by conducting regular reviews and adjusting strategies as necessary to meet sustainability targets.
- Actively engage with local community and stakeholders throughout the design and construction phases. This includes informing them of the project's sustainable benefits and addressing any concerns related to construction impacts.
- Prepare material submittals & submit them to the client for approval, ensuring that all materials proposed align with the project's sustainability certification system goals requirements.
- Develop and conduct training sessions for the project team, procurement staff, and other stakeholders on achieving Envision credits, focusing on the criteria and requirements for each credit.
- Ensure that the project prioritizes the health and safety of both construction workers and the surrounding community throughout the project.
- Develop and implement sustainability plans, strategies, and action items to achieve project sustainability goals. This includes preparing, monitoring, and executing plans that align with environmental, social, and economic sustainability objectives.
- Review sustainability certifications and requirements for products and manufacturers, such as Environmental Product Declarations (EPD), Health Product Declarations (HPD), manufacturer's inventories, LCA Cradle to Cradle certifications, FSC certifications, VOC emission reports, and other relevant environmental & sustainability certifications to ensure project alignment with sustainability standards.
- Assess the sustainability and environmental impact of construction materials by evaluating their sourcing, manufacturing processes, and disposal methods. Prioritize materials that have low embodied carbon, recycled content, and renewable resources.
- Lead waste management initiatives by conducting waste audits, developing waste reduction strategies, and implementing recycling and waste diversion programs to reduce construction waste and improve resource efficiency throughout the construction process.
- Collaborate with procurement teams and suppliers to integrate sustainable material choices into procurement processes, ensuring the use of environmentally friendly materials that meet project requirements and sustainability goals.
- Participate in environmental preservation and conservation efforts, such as promoting biodiversity, implementing conservation programs, and working to minimize the environmental impact of the project.
- Perform regular audits and inspections to assess adherence to sustainability standards and ensure compliance with environmental regulations. Continuously track sustainability performance and implement improvements where necessary.
- Coordinate with suppliers and manufacturers to gather necessary documentation, including certifications, sustainability reports, and material data sheets, to support the sustainability claims of the materials.
- Stay updated on industry trends, best practices, and regulations related to sustainability documentation, material tracking, and construction processes to ensure that the project adheres to the latest sustainability standards.

# TECHNICAL SKILLS

## ENVISION SP

- Envision Sustainability Professional (ENV SP).
- Proficient in applying the **Envision Sustainable Infrastructure Framework**.
- Skilled in using the **Envision Online Scoresheet**.
- **Pre-Assessment Checklist** for project evaluation.
- life-cycle assessments.
- Proficient in analyzing sustainability indicators to meet **Envision's** credit requirements.
- Familiar with **Envision's scoring system**.
- Ability to foster cross-disciplinary collaboration by integrating **Envision** credits into project planning.

## LEED AP (BD+C)

- Hold **LEED Accredited Professional (AP)** Building Design & Construction certification.
- LEED Green Building Rating System.
- LEED Online.
- **LEED** certification requirements.
- **LEED** Prerequisite & Credits Requirements.
- Integrate **LEED credits** into building design and construction phases.

## MOSTADAM AP

- Hold **Mostadam Accredited Professional (AP)** certification.
- **Mostadam Green Building Rating System** for sustainable construction.
- Use **Mostadam tools** for project assessment and documentation.
- Guide projects to achieve **Mostadam certification** and **sustainability goals**.
- Integrate **Mostadam credits** into design and construction processes.

## Environment & Sustainability Engineer

July,2023 to January 2024

**CLIENT:** Royal Commission for Al-Ula

**COMPANY:** House of Consulting Office (HCO)

**PROJECT:** Ministry of Finance Building Project, Al-Ula, KSA

المدينة الملكية لمحافظة العلا  
Royal Commission for AlUla

**Targeted Certification System**

**Certification Level**

**LEED V4.1**

**SILVER**

- Develop and implement waste management plans, ESC plans, and sustainability management plans.
- Reviewed contractor and supplier submittals for LEED alignment, including VOC content reports, recycled content declarations, and regional material sourcing.
- Developed and implemented LEED-compliant construction practices, such as erosion and sediment control plans, pollution prevention, and materials management.
- Conducted LEED design charrettes and stakeholder coordination meetings to promote integrative design strategies and early credit alignment.
- Review material submittals for LEED compliance, including EPD, HPD/C2C, and recycled content requirements etc.
- Develop and implement environmental strategies, policies, and action plans for sustainability.
- Maintain accurate and detailed documentation for all LEED-related activities and submissions.
- Identify opportunities for energy and water efficiency improvements in building projects.
- Implement strategies to reduce energy and water consumption, and track performance metrics to ensure targets are met.
- Engage with clients, architects, engineers, and contractors to promote sustainable design and construction practices.
- Facilitate communication and collaboration among project stakeholders to achieve LEED certification goals.
- Coordinate with clients to incorporate LEED practices during design and construction stages.
- Implement targeted LEED credits and strategies to achieve LEED certification.
- Calculate, monitor, and work towards reducing greenhouse gas (GHG) emissions for projects.
- Monitor contractor activities to ensure adherence to sustainability practices, pollution control measures, and LEED requirements.
- Manage the LEED waste management area, calculate waste diversion rates, and ensure compliance with LEED waste management requirements.
- Conduct surveys, studies, inspections, and site investigations related to environmental and sustainability compliance.
- Assist and guide project teams on low-emitting material requirements, VOC tests, and general emission evaluations.
- Analyze and evaluate sustainability and environmental information to ensure compliance through contractor collaboration.
- Prepare comprehensive environmental and sustainability reports on a daily, weekly, and monthly basis.
- Ensure overall environmental and sustainability compliance through regular monitoring and reporting.
- Stay updated with local and international environmental regulations to ensure compliance.
- Oversee pollution control, waste management, conservation, and renewable energy compliance.
- Enhance sustainability through cross-departmental collaboration and coordination.
- Conduct training sessions and workshops for project teams and stakeholders on LEED requirements and sustainable practices.
- Develop educational materials and resources to promote awareness and understanding of LEED certification processes.

# PROFESSIONAL SKILLS

- Knowledge of sustainability standards & frameworks.
- Project Management
- Strategic Thinking
- Data Analysis & Reporting
- Risk Management
- Legal & Regulatory Knowledge
- Sustainable Building Strategies.
- Sustainability Strategies
- Implementation.
- EMS Plans and Implementation.
- Environmental & Social Impact Assessment (ESIA)
- Strategic Environmental Assessment (SEA)
- Circular Economy
- Green Finance
- CESMP Preparation
- Life Cycle Assessment.
- Environmental incident reporting, investigation and documentation.
- Water and Energy Conservation.
- Waste Management System & Plans.
- Water & Air Quality Measurement, Record Interpretation and Analysis.
- Environmental Device/Equipment, Inspection, Calibration and Documentation.

## Environment & Sustainability Manager

June, 2019 to June 2023

**CLIENT:** Al Rajhi Holding Company

**COMPANY:** Morganti GCC

**PROJECT:** Aqua Raffle Hotel Towers, Jeddah, KSA



**Targeted Certification System**

**Certification Level**

**LEED V4.1**

**GOLD**

- Develop and implement the Environmental and Sustainability Management Plans in compliance with LEED & Client's guidelines and procedures.
- Ensure overall environmental and sustainability compliance by continuously monitoring project activities and preparing detailed reports.
- Verified and compiled documentation for Indoor Environmental Quality (EQ) credits such as Low-Emitting Materials, Construction IAQ Management, and Thermal Comfort.
- Reviewed and validated Building Product Disclosure and Optimization (BPDO) credits, including EPDs, sourcing of raw materials, and material ingredient reporting.
- Supported Minimum Energy Performance (EAp2) and Optimize Energy Performance (EA c1) credit compliance through coordination with energy modelers and MEP consultants.
- Assisted in the development of Water Efficiency strategies, including fixture selection, water metering documentation, and cooling tower performance validation.
- Review material submittals to ensure compliance with LEED standards, including Environmental Product Declarations (EPD), Health Product Declarations (HPD), Cradle to Cradle (C2C) certifications, and recycled content letters for various products.
- Assist and guide the project team in meeting low-emitting material requirements, including VOC testing and general emission evaluations to align with LEED criteria.
- Implement targeted LEED credits and strategies, ensuring that the project adheres to the specific requirements set out for each credit category.
- Develop and implement environmental strategies, policies, and action plans aimed at achieving sustainability goals and advancing LEED certification.
- Analyse and evaluate sustainability and environmental information, ensuring compliance with LEED through close collaboration with contractors and project teams.
- Demonstrate expertise in the Construction Environmental and Sustainability Management Plan (CESMP) and its implementation, ensuring all environmental protocols are followed.
- Oversee pollution control, waste management, conservation efforts, and renewable energy compliance, ensuring that all activities are aligned with LEED and environmental sustainability objectives.
- Develop and implement strategies for sustainable development that contribute to LEED certification and reduce environmental impact.
- Conduct surveys, studies, inspections, and site investigations related to environmental and sustainability compliance to identify areas for improvement and ensure adherence to LEED requirements.
- Monitor and track greenhouse gas (GHG) emissions, working towards reducing the project's carbon footprint in line with LEED's environmental goals.
- Ensure environmental compliance by conducting inspections, surveys, and audits, and addressing environmental queries and coordinating responses as needed.
- Prepare comprehensive environmental and sustainability reports on a daily, weekly, and monthly basis, detailing progress towards LEED certification and sustainability goals.
- Monitor contractor activities to ensure adherence to sustainability practices, pollution control measures, and LEED requirements.
- Manage the LEED waste management area, calculate waste diversion rates, and ensure compliance with LEED waste management requirements.
- Coordinate with clients to integrate LEED practices into the design and construction phases, ensuring that sustainability principles are applied from start to finish.
- Be proficient in ISO 14001:2015 Environmental Management System, overseeing the scope, implementation, audit programs, and conducting audits to ensure compliance with environmental standards.

# PERSONNEL SKILLS

- Leadership & Decision Making
- Collaboration & Teamwork
- Excellent interpersonal skills
- Excellent writing communication skills with the ability to compile and present reports
- Expert in presenting reports
- Prepared to adopt a flexible approach to working hours and arrangements
- Conflict Resolution
- Training & Capacity Building

# COMPUTER SKILLS

- MS Office
- Software Installation
- Window Installation
- AutoCAD
- Autodesk Revit

# LINGUISTIC SKILL

- ENGLISH
- URDU
- ARABIC

# REFERENCE

## Environment Coordinator

Sept,2018 to May 2019

**CLIENT:** Saudi Aramco  
**COMPANY:** China Petroleum Pipeline Company Ltd (CPP)  
**PROJECT:** North Gas Compression Pipeline Project, Haradh, KSA.



## Environment Coordinator

June,2016 to Aug 2018

**CLIENT:** Saudi Aramco  
**COMPANY:** BR C.A.T International Company Ltd (CAT)  
**PROJECT:** Onshore Maintain Potential Pipeline Project, Al-Hassa, KSA.

## HSE Engineer

Aug,2015 to March 2016

**CLIENT:** Al-Marai  
**COMPANY:** Al-Samman Group of Companies  
**PROJECT:** Chiller Rooms & Building Construction, Al-Kharj, KSA.



- Develop, Revise and implement, maintain the CEMP/EMS and site-specific environmental plans (ESCP, Waste, Water, Dust/IAQ, Noise, Biodiversity).
- Verify permits/approvals (water discharge, waste transport, hazardous materials, tree works, dewatering) and keep them current.
- Run site inductions/toolbox talks on environmental controls, spill response, waste sorting, and sensitive areas.
- Set up monitoring: dust (PM10/PM2.5), noise/vibration, water quality, effluent/FOG, stormwater turbidity, and keep calibrated logs.
- Inspect erosion & sediment controls (silt fences, berms, inlet protection); raise NCRs and track close-out.
- Coordinate waste management (segregation, weighbridge records, diversion targets, hazardous waste manifest).
- Deliver initial and refresher Training regarding HSE Induction, Emergency response HAZCOM, EMS awareness, Food Safety & Hygiene, Energy Conservation, GHG & Circular economy.
- Conduct Spill Response and other HSE Drills and ensure the proper Emergency response team and procedure is in place for tackling Emergencies.
- Conduct HSE Campaigns and Initiatives across the project.
- Conduct regular site inspections to identify Hazards & environmental impacts.
- Analysis air and water samples to determine contamination levels.
- Plan and perform daily signed activities within deadlines.
- Order environment-related supplies and maintain inventory control.
- Oversee disposal of hazardous material, including asbestos.
- Ensure that industrial activities comply with federal and state environmental regulations.
- Perform regular site inspections for environment compliances.
- Oversee waste disposal and treatment programs.
- Develop process improvement to reduce contaminations and avoid spills.
- Generate environment assessment reports for management when required.
- Ensure that industrial processes comply with local state-changing regulations.
- Waste Management Plan and implementation of Waste Manifest, Maintaining, Documents for Field Inspection Records. CEMP log.
- Weather Forecasting and Heat Stress Monitoring.
- Noise, Pollution, and dust control measures implementation.
- Chemical Storage Area Stacking and Storing. Inventory Maintaining.
- Identify areas of improvement to reduce environmental damages and waste.
- Take part in client HSE meetings at the corporate & project level.
- Prepare a monthly and weekly report on project Environmental statics and KPI's.
- Hazard Identification, Risk Assessment, and ensuring Implementation of proper Control Measures.
- Responsibilities include the development of Environmental plans, Checklists and updating the formats, implementation, and management of the corporate occupational Environmental program.
- Provide client specific Environmental training to employees as well as monitor activities on their sites.
- Preparation of plan and obtaining approval from consultant or clients.

Reference will provide on demand

Muhammad Mateeullah Khan