

INAYATHULLAH SHAIKH

PROJECT ENGINEER



CONTACT

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Riyadh, Kingdom of Saudi Arabia

SKILLS

- Project Management
- Technical Expertise
- Leadership & Team Management
- Time Management
- Leadership
- Effective Communication
- Contract & Procurement Management
- Analytical & Problem Solving
- Critical Thinking
- Safety and Environmental Management
- Quality Orientated
- AutoCAD & MS Office Suites



PROFILE

Dynamic and Highly - Spirited Professional with 9+ years of experience in overseeing and managing complex Residential and Commercial Projects from Inception to Completion. Proven track record of Handing over 500+ Units within the budget and with Quality. Hands on experience in managing multiple projects effectively.



WORK EXPERIENCE

REFORMING - SOLUTIONS FOR CONSTRUCTION , RIYADH - K.S.A 2023- PRESENT

Project Engineer

Project Details

- RIVIERA WATERFRONT VILLAGE COMPOUND- RENOVATION OF STAFF ACCOMODATION INTO RESIDENTIAL UNITS - SIGMAC , AL-KHOBAR
PROJECT VALUE - USD 330,000
- CONSTRUCTION OF KUDU RESTUARANTS , RIYADH, AL-KHARJ, JEDDAH, AL-QUWAIYAH, HAFAR AL BATIN
- PROJECT VALUE - USD 2.46million
- To review, study and analyze all the approved drawings and raise RFIs if there is any discrepancies observed
- To prepare Project Plan and Schedule by coordinating with the Planner and ensure to right resources are available to avoid delays/Hiccups
- To organize Kick-off meetings and carry out scope discussions with the Contractors
- To lead and assist a team of 6 Site Engineers by continuous support and appreciation through out the project life cycle
- To co-ordinate with different departments including Mechanical, Electrical, Procurement, Quality, HSE and do manage all Stake holders for smooth execution of work throughout the project life cycle.
- To keep a track on the Project Budget and to do value engineering when there is an opportunity to control the cost
- To conduct regular Project Progress Review meetings with the Engineers to keep the project on track and to find out the Challenges through out Project life cycle

- SAP & MS Projects
- Financial Acumen
- Quick learner
- Adaptability
- Customer -Centric

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Tamil (Fluent)
- Arabic (Basic)

ACHIEVEMENTS

- Award Winner for “Highest Quality Score “
- Award Winner for “ Highest Incentive for delivering Quality Product on time”
- Award Winner for “ Highest Customer Score”

- To follow the Quality Standards in each activity by strictly following the Checklist stagewise to achieve Quality work and follow HSE standards and procedures.
- To Co-ordinate with the Client and other stake holders to meet the Project goals and requirements on time
- To create and maintain Progress Report and other Documentation related to the Project
- To do regular follow ups with the contractors to keep the project schedule on track
- To Manage and work on Multiple Projects from inception to completion and to Handover the project on time with Quality and within the Budget.
- To circulate regular report to the Construction Manager/ Higher Management regarding the Project Progress and to get inputs to complete the project on time
- To follow the escalation matrix to get the job done if there is any necessary

BRIGADE GROUP, INDIA

2022 - 2023

Senior Engineer - Projects

Project Details

- **BRIGADE XANADU - B+S+7 Residential Township with Amenities and Commercial Spaces spread across 133,546 SQM. PROJECT VALUE - USD 64 Million**
- To Study, Analyze and interpret all the approved Structural and Architectural drawings and to raise RFIs if there is any discrepancies observed
- To Prepare Project Schedule, Logistic movement plan, Manpower mobilization plan and resource Forecasting
- To review the Contractual documents and ensure the contracts adhere to the contracts through out the Project life cycle.
- To Organize Kick -off meetings and to do scope discussions with the contractors to avoid any misunderstanding later on
- To execute all the activities with Quality by following Checklist properly, raising observations and NCRs if necessary
- To attend the Design Review meeting with the consultants to discuss about the discrepancies in the drawing and to clarify
- To prepare Tender Event Schedule and BOI tracker to review and track all the required deliverables are obtained within TAT to avoid any delays
- Regular co-ordination with other departments, contractors , consultants for smooth execution of work throughout the Project Life cycle
- To attend the Progress review meeting with top management, contractors and other stakeholders to review the Project progress and to prepare an Action plan to face the challenges
- Track the Project Schedule and to ensure the Project is on line within the timeline.

TRAINING&COURSES

- SAP
- Certification on “Advanced Excel Training”
- Certification on “AutoCAD”
- Certification on “StaadPro”
- Certification on “MS Projects”



EDUCATION

**Bachelor of Engineering -
Civil** **2011-2015**

Saveetha University | TAMIL
NADU, INDIA

CGPA: 7.9/10

PERSONAL DETAILS

- Gender : Male
- D.O.B : 26.06.1993
- Marital Status : Single
- Nationality : Indian
- Passport No.:P7447857

DRIVING LICENSE DETAILS

- License Type: Private
- Place of Issue: Saudi Arabia
- Expiry Date : 06-11-2029

- Track and review the Earned Value Analysis(EVA) regularly to be in track with the management goals and to ensure the Project is on track
- To prepare and maintain Delay register, NCR log, Drawing register, RFIs and other documents
- To prepare Bills, materials procurements, Work order creation using SAP
- To complete the Project on time with Quality and within the Budget.
- To give regular report to the General Manager regarding the Project Progress, Challenges and risks that could affect the project progress

CASA GRAND BUILDERS PRIVATE LIMITED , INDIA

Senior Project Engineer

2015 - 2022

Project Details

- CASA GRAND TUDOR - S+7 Residential Apartments with 441 premium units and Amenities
PROJECT VALUE - USD 19.5 Million
- CASA GRAND SMART TOWN - S+4 Residential Apartments with 482 Units and Amenities
PROJECT VALUE - USD 11.3 Million
- CASA GRAND ASTA - S+4 Residential Apartments with 325 units and Amenities including Centre Podium, Landscape, OSR, Cricket Pitch
PROJECT VALUE - USD 14 Million
- To study, analyze and interpret all the approved Structural and Architectural GFC drawings
- To co-ordinate with the Planning Manager in preparing the detailed Project Schedule and to plan the resource forecasting
- To do Quantity Take offs, Preparing BBS and to do the reconciliation periodically
- To co-ordinate with all other Departments including MEP, Quality and HSE to avoid any issues throughout the Project Life Cycle
- To execute and supervise all the construction activities including Earthwork, Foundations (Sub-structure activities) and all super structure activities Including all concrete works, Masonry, Waterproofing, Joineries, painting - from Inception to completion of the Project
- To do Contractor, Labour and other Stakeholders management to run the project smoothly through out its life cycle
- To Follow ups the contractors and escalating the issues to the Head
- To prepare, maintain and circulate necessary Project reports regularly
- To prepare Work done Bills, verify and certify all the contractors' Bills and follow ups until payment to ensure smooth progress
- To follow the Quality standards in each activity by proper usage of Checklist stagewise to avoid rework and to attain “Quality Work”
- To follow the Safety standards and procedure by obtaining work permits and ensuring proper PPE are used at site
- To Hand over all the Apartments with Quality and within timeline to ensure the customer is satisfied with the end product