

# SHAFEY RASHEED MINHAS

PEC Registration # Trans/00078

Date of Birth: 26.09.1982

Mobile: +966 50 694 3274

Email: [shafeyminhas@gmail.com](mailto:shafeyminhas@gmail.com)

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## EXPERIENCE SUMMARY

A registered engineer having more than 16 years of experience and equipped with multi-dimensional expertise encompassing the fields of Project Coordination, Business Development, Tunnel Design, and construction supervision. Recently, working as a Senior Engineer in the Project Coordination Division, and have been involved in managing **World Bank** and **ADB**-funded projects in different sectors, including Hydropower, Irrigation, Agriculture, Buildings, Highways, Water and Sanitation, Urban and infrastructure, Environment, Power, Social Health, and education. Mainly responsible for project coordination, including liaison with Client and Joint Ventures for smooth execution of projects and resolving issues related to Procurement of Human resources and supplies of materials.

Had been a part of design and construction supervision teams in some of the major and complex Hydropower Projects in Pakistan, including the **Neelum Jehlum** Hydropower Project, **Kohalla** Hydropower Project, and **Keyal Khwar** Hydropower Project.

## WORK EXPERIENCE



**National Development Consultants (Pvt.) Ltd.**  
(February 2021 – September 2025)

### **Projects:**

- Dasu Hydropower Project (4320 MW)– **World Bank Funded**
- Khyber Pakhtunkhwa Irrigated Agriculture Improvement Project (KPIAIP) – **World Bank Funded**
- Sindh Water & Agriculture Transformation - Subproject Implementation Support Consultancy (SWAT-SISC) – **World Bank Funded**
- Project Management and Construction Supervision for Developing Resilient Environment and Advancing Municipal Services in Punjab (DREAMS-I) – **ADB Funded**

**Location:** Pakistan

**Designation:** Sr. Engineer, Project Coordination Division (PCD - Headoffice)

### **Responsibilities:**

#### **Project Coordination and Procurement**

- Develop and implement comprehensive procurement plans and schedules in alignment with Client guidelines, ensuring timely project delivery.
- Oversee procurement of services and goods across multiple projects, ensuring compliance with Contract Scope of Work (CSA) provisions, Standard Operating Procedures (SOPs), and regulatory requirements.
- Facilitate collaboration between Regional Heads, Project Managers, and the Client Office to ensure seamless project execution.

#### **Business Development**

- Assisting in managing the formulation of Technical Proposals and EOIs (locally funded and International Funding agencies. (World Bank, Asia Development Bank - ADB, & KFW Development Bank).
- Stakeholder Coordination for Consortium Management (Local & International) for the potential proposals.
- Identification of Engineering Consultancy & Technical Procurement Opportunities. Preparation and review of the CVs for the technical proposal and developing staffing schedules.
- Liaison with JV Partners for the completion of Proposals for timely Submissions.
- Establishing liaison with Project Office and various Private / Govt. Client Offices for Contract Administration.
- Implementing the agreed action plan to meet the required standards and adhere to the established deadlines.

#### **Client Relationship Management and Communication**

- Foster and maintain strong relationships with Client Office representatives, ensuring timely approvals for procurement cases and resolving issues promptly.
- Collaborate with Managers to coordinate meetings, correspondence, project calendars, and progress reports, ensuring stakeholder satisfaction.
- Attend project progress meetings, provide updates on on-site work advancements, and identify areas for improvement.

#### **Administrative and Reporting Duties**

- Prepare and distribute Minutes of Meetings, facilitate official client visits, and handle report submissions to stakeholders.
- Manage day-to-day correspondence with Clients, JV partners, Sub-Consultants, and Project Offices on project-related and financial matters.
- Coordinate project kick-off meetings, workshops, and training sessions.
- Develop and maintain project documentation, including records, databases, and knowledge management systems.
- Conduct risk assessments and mitigation strategies for procurement and project delivery.
- Ensure compliance with quality, health, safety, and environmental (QHSE) standards.
- Provide training and guidance to junior staff on procurement and project coordination procedures.

**Project:** PUDP-Punjab Intermediate Cities Improvement Investment Project PICIIP – **ADB Funded**

**Client:** Project Management Unit PMU Government of Punjab

**Location:** Pakistan

**Designation:** Assistant Transport Planner-DG Khan

#### **Responsibilities:**

- Conducted comprehensive data collection from city officials and stakeholders to assess the urban transportation system.
- Performed traffic studies and executed numerical analysis on collected data to inform planning decisions.
- Maintained effective liaison with city officials and clients, including site visits to ensure alignment with project objectives.
- Prepared key project deliverables, including the Inception Report and GIS-based city maps derived from collected data.
- Identified critical issues and analyzed existing transportation conditions, culminating in the development of a Situational Analysis Report.
- Drafted a Spatial Planning Report addressing the transportation system's challenges, proposing potential future projects with a phased execution strategy.
- Shortlisted viable transportation projects and delivered feasibility studies and detailed designs as required for implementation.

#### **Freelance Engineer**

**(July 2019 to January 2021)**

- preparation of feasibility and preliminary design of road alignments and costing of a housing society to be constructed in Kamra.
- Carried out the entire road's layout plans, sections, alignments, and cost calculations.
- About 12 kilometers of roads were designed.



**MAAKSONS Pvt. Ltd.**

**(December 2018 – May 2019)**

**Project:** DHA PHASE IX

**Client:** DHA (Defence Housing Authority- Lahore)

**Location:** Pakistan

**Designation:** Sit Engineer CIVIL Works

#### **Responsibilities:**

- Supervised construction activities for DHA Phase IX, including water supply systems, roads, drainage, and sewerage infrastructure.
- Prepared progress reports to track milestones and ensure timely completion.
- Calculated BOQ for activities to support accurate budgeting and resource allocation.
- Coordinated with the client and senior officials to align project outcomes with expectations.
- Optimized manpower, equipment, and material usage for efficient execution.

- Conducted site inspections and quality checks to verify construction adherence to design specifications, standards, and client requirements.
- Optimized manpower, equipment, and material usage for efficient execution.



**National Development Consultants (Pvt.) Ltd.- NDC**  
(May 2010 – December 2017)

**Project:** Keyal Khwar Hydropower Project (128 MW) (April 2015 – December 2017) - **KfW Germany**  
**Funded**

**Client:** WAPDA (Water & Power Development Authority, Pakistan)

**Location:** Pakistan

**Designation:** Senior Engineer Design CIVIL

**Responsibilities:**

- Assisting DTL directly in any design and review of any design-related activities in the civil engineering section
- Review of Access Roads Design, Drainage Structures, Retaining Walls, etc.
- Preparation of Construction Drawings as per requirements
- Review of any Civil structure-related designs and update for construction activities.
- Review and mark Shop drawings presented by the contractor before any construction activity.
- Review and mark the Method Statements submitted by the Contractor.
- Support design for underground structures and production of Rock Support Drawings.

**Project:** NEELUM JEHLUM HYDROPOWER PROJECT (969 MW) (May 2010 - April 2015)

**Client:** WAPDA (Water & Power Development Authority, Pakistan)

**Location:** Pakistan

**Designation:** Senior Engineer Design Section

**Responsibilities:**

- Work in an international consortium of consulting firms
- Generation of Rock Mass Parameters Using Software **RocLab** and **Rock Works** and prepare Geological Sections at desired chainages.
- Initial Support Estimation by Numerical Analysis Using Software (**RocSupport, Phase 2 ver 7.0, Examine 2D**)
- Preparation and Updating the Construction Drawings As per Progress
- Rock Support Design Calculations including shotcrete thickness, rock bolts length, and orientations for Tunnels Using **Phase 2** software.
- Rock Support Design Calculation for the Complex Underground Powerhouse Cavern Using **Phase 2**
- Designing Niches, excavation sequence drawings, and calculating the rock support for the **Draft Tubes Bonneted Gates** in the Powerhouse
- Generating Rock Support Drawings and 3D Modeling of Entire Project Using **AutoCAD**
- Monitoring and Technical Support As per Requirement
- Conduct Site Visits to supervise the process of excavations and designed rock support.
- Generating **3D Geological Model** for Powerhouse
- Design of rock cut slopes for outlet and inlet structures.
- Prepare Construction drawings and manage issues regarding different activities related to underground works.
- Coordinate with structural engineers, geotechnical specialists, and other relevant teams to ensure alignment of tunnel design activities with the overall project objectives.
- Preparing monthly progress reports



**SMEC International Pty. Limited- EGC (Engineering General Consultants)**  
(17<sup>th</sup> March 2008 – 15<sup>th</sup> April 2010)

**Project:** 132MW SHOGO-SIN HYDROPOWER PROJECT  
144MW SHUSHGAI –ZHINDOLI HYDROPOWER PROJECT

**Client:** Private Power & Infrastructure Board, Ministry of Water and Power. Government of Pakistan (PPIB)

**Location:** Pakistan

**Designation:** Junior Engineer, Design Section

**Responsibilities:**

- Preparation of Feasibility and Detailed Engineering Designs Reports
- Preparation & Maintenance of Detail Engineering Drawings for **Head Race Twin Tunnels, De-sander Chambers, Diversion Tunnels, Connecting Tunnels, Tail Race Tunnel, Power House Cavern, Pressure Shaft, etc.**
- Develop Rock Mass Parameters Using Software **RocLab** And **Rock Works**
- Initial Support Estimation by Numerical Analysis Using Software (**RocSupport, Phase 2 ver 7.0, Examine 2D**)
- RMR and Q Classification and Estimation of Corresponding Support Measures
- Prepare Analytical Models for the Underground Structures using **Phase 2 ver 7.0** Regarding Deformation and Support Estimation
- Prepare Cross Sections of Underground Structures and Related Support Drawings Using AutoCAD(2008)
- Compilation and submission of feasibility report

**Project:** KOHALA HYDROPOWER PROJECT (1,100 MW)

**Client:** WAPDA (Water & Power Development Authority, Pakistan)

**Location:** Pakistan

**Designation:** Junior Engineer Design

**Responsibilities:**

- Prepared feasibility and detailed engineering design reports.
- Generated rock mass parameters using **RocLab** and **RockWorks** software.
- Estimated **initial support requirements through numerical analysis** using RocSupport, **Phase 2 version 7.0, and Examine 2D.**
- Conducted **RMR and Q classification** and determined corresponding support measures.
- Developed **analytical models for underground structures** using the Phase 2 version 7.0 to assess deformation and support needs.
- Created detailed drawings for road alignments and cross-sections.
- Calculated cut and fill volumes for roads where required.
- Assisted in preparing detailed engineering drawings for Head Race Twin Tunnels, De-sander Chambers, Diversion Tunnels, Connecting Tunnels, Tail Race Tunnel, Power House Cavern, and Pressure Shaft..
- Prepared monthly reports.



Descon Engineering  
Limited

**DESCON Engineering Limited- UAE**  
(22<sup>nd</sup> Nov 2006 – 20<sup>th</sup> October 2007)

**Project:** EPC For Upgrade of Well Head Control and Safety Systems for Thamama “C”, OGD-0 & OGD-1 Gas Producers

**Client:** ADCO (Abu Dhabi Company for Onshore Oil Operations)

**Location:** Abu Dhabi, UAE

**Designation:** Junior Site Engineer-Civil Works

**Responsibilities:**

- Supervised the construction of carpeted access roads to the project site
- Oversaw rock cutting, filling, and pavement laying activities.
- Supervised backfilling of concrete structures.
- Ensured quality control during Aggregate Base Course (ABC) laying.
- Monitored and controlled the quality during Asphalt Base Course laying.
- Supervised the laying and quality control of Asphalt Wearing Course.
- Optimized the utilization of manpower, equipment, and materials for efficiency.
- Managed Asphalt and ABC plants, ensuring timely supply of raw and finished materials.
- Conducted final checks on finished roads to ensure riding quality.
- Acted as a Site Construction Supervisor (ADCO Approved Job Performer).
- Secured daily work permits from area authorities for gas well projects.
- Supervised the operations at the pre-casting yard and installation of structures at GASCO HABSHAN Gas Wells.
- Supervised the pre-casting of foundations and material procurement processes.

- Ensured adherence to Quality Control (QC) and Quality Assurance (QA) standards.
- Coordination with clients, senior officials, and the head office for project alignment.
- Maintained and updated project documents based on daily progress and field requirements.
- Managed budgeting, scheduling, and BOQ generation.
- Monitoring project progress and milestones, and prepared daily, weekly, and monthly progress reports.

### **PROFESSIONAL QUALIFICATION**

2002-2007 BSc. Transportation Engineering from the University of Engineering & Technology, Lahore, Pakistan

### **PROFESSIONAL TRAINING**

- Attended lectures and seminars on **Highway design and Transportation Engineering. UET LAHORE**
- Attended annual **Soil Improvement Techniques** seminar held in **WAPDA House Lahore**
- Attended lectures on **Quality Control and Quality Assurance**
- 45 days inhouse training course CTMP (Construction Technology and Management Procedures) at Head Office **DESCON Lahore-PAKISTAN**
- 14 days training course of **Eagle Point, Road Calc** organized by **NESPAK**, Lahore, Pakistan
- HSE Induction of **GASCO** Habshan, by **DESCON Abu Dhabi-UAE**
- Attended Training Program on **Heat Stress & Stroke** by **DESCON, Abu Dhabi-UAE**
- Attended an in-house training on "**Project Progress Monitoring**" by **DESCON Abu Dhabi-UAE**
- Attended an in-house training on "**Primavera Project Planner**" by **DESCON Abu Dhabi-UAE**
- Basic **Fire Fighting and First Aid** training by **DESCON Abu Dhabi-UAE**
- **ADCO** Approved Job Performer (2007)

### **TECHNICAL SKILLS & TOOLS**

- Phase2 ver6.0
- AutoCAD Civil 3D
- Road Calc, and Eagle Point
- Primavera Project Planner
- Proficient in AutoCAD (2D & 3D)
- Proficient in Microsoft Office Word / Excel / PowerPoint
- QuickSurf
- RocLAB, RS3, RocSupport, Examine2D

### **REFERENCES**

Available on request