

MOHAMMAD MINHAJ (B.E. CIVIL, PMP)

PROJECT MANAGER/CONSTRUCTION MANAGER/PLANNING MANAGER | PROJECT CONTROLS MANAGER

CONTACT NO. 00966-538-647-757 EMAIL-MINHAJ_234@YAHOO.COM, LOCATION – JEDDAH - KSA



PROFESSIONAL OVERVIEW

- Project management professional with over 29 years of progressive experience in Building (Hospitality, Industrial, Residential, and Commercial), Entertainment and Infrastructure facilities.
- Recognized for consistently leading and delivering complex engineering and construction projects from initiation to successful completion, ensuring all deliverables are met within scope, time, budget, and quality standards.
- Implementing efficient planning strategies, mitigating risks, and encouraging collaboration among cross-functional teams to achieve project milestones effectively.

Professional Highlights

- Strategic Planning
- Baseline Schedule
- Progress Measurement System
- Performance Monitoring & Reporting
- Budget Management (Earned Value Management Methodologies)
- Change Management
- Delay Analysis
- Risks Analysis
- Document Control System
- Stakeholder Engagement & Communication

COMPUTER SKILL

- MS Office (Word & Excel)
- Primavera P6 & Primavera Risk Analysis
- Power Point & Power BI (Basic)
- AutoCAD & Building Information Modeling (BIM)

PROFESSIONAL WORK HISTORY

Tamayyuz Aljazirah Contracting Co-Jeddah, Saudi Arabia

March 2025 to Present

Position: Construction Manager

Project: Construction of Chancery Cum Residential Complex for Consulate General of India

Responsibilities

- Project Leadership:** Oversee all on-site construction activities, lead the project team, and manage all subcontractors and suppliers.
- Operational Oversight:** Ensure projects meet all quality, safety, and regulatory standards.
- Financial & Schedule Management:** Maintain strict control over project budgets and timelines, managing any changes or variations.
- Quality & Safety:** Develop and enforce a comprehensive site quality and safety plan, promoting a strong safety culture among all personnel.

Parsons-Jeddah, Saudi Arabia

September 2022 to January 2025

Position: Project Controls Manager

Projects

1. NEOM ENOWA in OXAGON From July 2024 to January 2025

- Design, Build and Commission of District Cooling Plant
- MV 33/13.8 KV Substations

Responsibilities

- Collaborate with stakeholders to define project scope, objectives, and design parameters.
- Formulate comprehensive project plans detailing schedules, deliverables, resources, and financial projections.
- Ensure the Project Control functions of planning/scheduling, progress measurement systems and reporting including the KPI's are in accordance with the client's procedures.
- Develop and manage project budgets, including cost estimation and control measures.
- Monitor expenditures and process Potential Change Orders (PCOs) promptly.

EDUCATION

- Bachelor's degree in civil engineering from Aligarh Muslim University with 7.2 GPA,

NATIONALITY

- Indian

LANGUAGES

- English
- Arabic
- Urdu

PROFESSIONAL MEMBERSHIPS

- Saudi Council of Engineers
- CMAA

CERTIFICATIONS

- PMP (PMI)
- Lead Auditor for ISO 9000
- Pursuing for RMP & PSP

AWARDS

- Appreciation and recognition of completion of 2013 Parsons U Online Training, Saudi Arabian Parsons Ltd. Jeddah-CMS projects, 2013
- PMP Certification & Recognition, Saudi Arabian Parsons Ltd. Jeddah-CMS projects, 2013

- Generate monthly revenue forecasts and cash flow reports.
- Collaborate with finance teams to initiate and follow up on payment processes.
- Extract cost and schedule information from reporting systems and analyze data to report on the project's status for cost, schedule, and performance metrics.
- Prepare comprehensive and professional executive reports, including project schedule status, progress updates, and any areas of concern.
- Utilize Power BI for the creation of dashboards and visual performance reports to effectively communicate key project metrics to senior management and stakeholders.

2. SEVEN (Saudi Entertainment Ventures)

Project: Construction of Entertainment Complex in Makkah - 1.4 billion SAR

From September 2022 to April 2024

Responsibilities

- Development, maintenance, and analysis of a Master Schedule to include project schedules for design, construction, fit-outs, and move efforts.
- Coordinate and manage the contractor to develop a project baseline schedule aligned with contract key dates, deliverables, the client's portfolio procurement plan for the Ex-work dates of rides and entertainment equipment, and gain stakeholders' approval.
- Extract cost and schedule information from reporting systems and analyze data to report on the project's status for cost, schedule, and performance metrics.
- Deliver the weekly dashboard report by implementing a deliverable-based progress measurement model and coordinating with Leads to maintain periodic updates of design, quality, HSE, and commercial.
- Biweekly & Monthly Progress presentations to the client.
- Manage project change control processes, including scope changes, budget adjustments, and schedule updates.
- Assesses the impacts of design/construction changes and schedule slippages.
- Preparation and control of Risks/Issues Register, Lessons Learned, Master Interface Register, and Master Actions List of the project.
- Manage and develop the document control system and communication flow for the project.

Dar Alhandasa-Jeddah, Saudi Arabia

August 2019 to August 2022

Position: Planning Manager

Project

1. **R07 at Salam Palace- Jeddah – Refurbishment of Private Villa 2:** Design validation and site supervision for the fit-out of an existing three-floor villa and its surrounding landscape area, entertainment parks, and cinemas. This includes a complete strip-out of existing furniture, fixtures, and equipment (FF&E), as well as all finishes, to facilitate a comprehensive internal refurbishment of the 4,000 sqm property. The scope also covers testing, commissioning, and defect liability stages.

Responsibilities

- Manage the Project Controls requirements of the scope and Development of the Project Controls Strategy in accordance with the Employer Requirements.
- Coordinate and manage the contractor for the preparation and development of the construction baseline schedule.
- Monitor updates to the schedule against baseline, including critical path analysis, resource and cost loading, dependencies, and project/ program level interfaces.
- Participates in weekly Design/Construction Management team meetings to review project status and formulate action items.
- Manage the weekly and monthly progress report protocols/templates for progress reporting and monitoring progress against them.
- Assess the Contractor's time impact analysis (TIA) and extension of time recommendations, keeping in view the contractual obligations.

Parsons-Jeddah, Saudi Arabia

April 2012 to July 2019

Position: Senior Planning & Scheduling Engineer

Projects

1. Jeddah Municipality – Jeddah Amana
 - Construction & Rehabilitation of Bridges, Tunnels and Pedestrian Bridges
 - Construction & Maintenance of Storm Water Drainage Network and Prevention of Flood.
 - Construction & Connection of Irrigation Network at the Treatment Plant.
 - Lowering Ground Water Table Network for Construction Project.
 - Supply and Installation of Lighting Poles, Cables & Control System, Damaged Cables Replacement
 - Construction & Maintenance of Asphaltting, Sidewalks & Lighting in Jeddah Governorate.

2. Saudi Industrial Property Authority – MODON
 - Development of 1st Phase of Rabigh Industrial City.
 - MODON SUKNA & INDUSTRIAL PROJECT IN JEDDAH-4
 - Development of Infrastructure and Utilities at Living Community & Industrial Area, Construction of Leasing Center Building, Fence & Gates, and Ready Build Factories.

Responsibilities

- Review the Baseline and Recovery Schedule of contractors for their scope of work based on PMO's standard guidelines, prescribed WBS and Check List and with co-coordination of internal project team reviews for the sequences and inter relationships of different disciplines of works and interfaces of design/shop drawings and material procurement functions, followed by a review and approval by the client.
- Resources and Progress monitoring with photos regularly with contractor schedulers and find out lacking resources impacting the progress.
- Earned Value Analysis & Management for Progress measurement, narrative, and dashboard reports with Key Performance Indicators (KPIs).
- Prepare the Issues and Risk Registers for projects and update weekly for the status of listed issues and risks and their impact on overall completion of the project and providing feedback on key project issues to the Project Management team on a timely basis.
- Prepare the Time Impact Analysis for claim of EOTs from contractors by managing the assessment of the impact of approved changes through Change Management System & Procedures and a Revised Schedule for completion.

Issam Kabbani Contracting Co. - Jeddah, Saudi Arabia

Oct 2008 to March 2012

Position: Senior Planning Engineer

Projects

1. KAUST: Security & Communication Building and Perimeter Fence
2. Riyadh Municipality – Riyadh Amana: Infrastructure works.
3. KSU Riyadh: Staff Housing Building

Responsibilities

- Development of Work breakdown structure (WBS) and preparation of project Baseline Schedule with CPM Method and Resource/Cost loading driving histograms and S curve.
- Monitoring progress of construction by tracking activities, shop drawings and material submittals & approvals.
- Review of subcontractor's invoices of work done and preparation of payment certificate as per contracts and agreement.

Alsaad General Contracting Co. - Jeddah, Saudi Arabia

Jul 2003 to October 2008

Position: Construction Manager

Projects

1. KAUST: 13.8 KV. Satellite Substations (3 nos.)
2. Jeddah Islamic Port: SWRO Plant for Kindasa Co.
3. SEC Projects in Taif & Jeddah: Substations

Responsibilities

- Overseeing the logistical requirements of a project
- Meeting regularly with clients, third parties, and other managers to report on progress
- Regularly reviewing project schedule, budget, labor, risk, and project plans to ensure work stays on track
- Conducting site visits to inspect work, check materials and ensure staff are following health and safety guidelines
- Dealing with contracts and mitigating the impact of any issues
- Ensuring the delivery of high-quality work within contract timescales
- Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations
- Review the work progress on daily basis

Samama Precast Co. - Riyadh, Saudi Arabia

Jan 2000 to July 2003

Position: Project Civil Engineer

Projects

1. MOH – Riyadh: Medical Headquarter Building

Responsibilities

- Supervision of pre-casting and prestressing works of structural concrete elements for multistory project buildings.

- Supervision of quality control works in the precast yard as per the quality standards and specifications, and maintenance of quality assurance documents.
- Supervision of cast-in-situ foundations and other required structural works for the building.
- Supervision of the erection of precast, prestressed concrete elements, columns, beams, and T-slabs.

Abdullah H. Al-Shuwayer Co. - Yanbu, Saudi Arabia

April 1997 to December 1999

Position: Project Civil Engineer

Projects

1. SABIC Yanbu: PTA & Aromatic Plant
2. Yanbu Petrochemical Infrastructure Expansion

Responsibilities

- Site Engineering: Submittals, Shop drawings, Method of Statements & Construction Supervision
- Monitor the QA/QC Inspection & Test Plan based on ISO-9002:1994 for Civil/Concrete & underground Piping works. It covers the specific requirements of ACI, ASTM, and BS
- Documentation and Data Control, Product Identification & Traceability, Process Control, Inspection Notification, Inspection & Testing.

Tarapore Co. LTD. - Delhi, India

Aug 1995 to April 1997

Position: Site Civil Engineer

Projects

1. DCM DAEWOO: Car Plant

Responsibilities

- Site Engineering, Construction Supervision, Quantity Surveying, Quality Control

Reference:

1. Hasan Ali
Project Director-Parsons
Contact No. +966 50 361 7207

2. Ahmed Hashis
Project Director – Dar Alhandasa
Contact No. +966 50 226 5455