

SHAFEY RASHEED MINHAS

BSc. Transportation (Civil) Engineering

Location: Riyadh, Saudi Arabia

Transferable Iqama

Availability - Immediately

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Date of Birth: 26.09.1982



A registered engineer having more than 16 years of proven experience of working with multidisciplinary teams in the fields of Project Controls, Technical Co-ordination, Business Development, Tunnel & Underground Excavations Supports Systems Design, and construction supervision. Worked as a Senior Project Control Engineer in the Consultancy Sector, managed World Bank and ADB-funded infrastructure projects including Hydropower, Irrigation, Agriculture, Buildings, Highways, WATSAN, Urban Infrastructure, Environment, and Power sectors. Had served as contact point for the internal and external Stakeholders to foster collaboration with the Clients, Joint Ventures, and contractors for smooth execution of projects and resolving issues related to Procurement of Human resources and supplies of materials.

WORK EXPERIENCE

Firm: 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

Designation: Sr. Project Control Engineer / Technical Coordinator- Project Controls Division (PCD - Headoffice)

Responsibilities:

- 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.
- Monitoring the project progress, preparation and updating the project progress, and weekly presentations to the higher management regarding projects status.
- Coordinated and implemented proposal and contract amendments, ensuring alignment with client requirements and internal compliance standards, while maintaining clear documentation and timely communication across stakeholders.
- Managing proposal and contract amendments by coordinating with internal teams and clients, ensuring timely updates, accurate documentation, and compliance with project requirements.

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.
- Ensure compliance with quality, health, safety, and environmental (QHSE) standards.
- Provide training and guidance to junior staff on procurement and project coordination procedures.

Business Development

- Assisting in managing the formulation of Technical Proposals and EOIs (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/Tenders 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.

Firm: TIDES Consultants Pvt. Ltd.

(Dec. 2018 – Jan. 2021)

Project: DHA PHASE IX

Designation: Office Engineer / Projects Technical Coordinator

Responsibilities:

- Manage and track submittals, RFIs, shop drawings, and other project documents.
- Support project managers and resident engineers in scheduling and planning.
- Coordinate with contractors, consultants, and utility agencies.
- Attend and document project meetings, including preparing and distributing minutes.
- Support procurement processes including RFP preparation and vendor coordination.
- Track expenses, process invoices, and assist in budget monitoring.
- Assist in project close-out activities and claims resolution.
- Track and process payments, change orders, and cost adjustments (e.g., fuel, asphalt).
- Assist in developing project schedules, budgets, scope statements, and work plans.
- Coordinate project activities and ensure milestones are met.
- Monitor project progress and provide regular updates to stakeholders.
- Review contractor claims and prepare recommendations.
- Assist in preparing monthly status and financial reports.
- Review construction plans and specifications for compliance.
- Monitor project progress and identify issues.
- Provide technical assistance to project teams and stakeholders.
- Conduct site visits and inspections as needed.

Firm: MAAKSONS Pvt. Ltd.

(February 2018 – Oct. 2018)

Project: DHA PHASE IX

Designation: Site Engineer CIVIL Works

Responsibilities:

- Monitored construction activities for DHA Phase IX, including roads, drainage, and WATSAN infrastructure.
- Prepared progress reports to track milestones and ensure timely completion.
- Developed BOQs to ensure 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.

Firm: National Development Consultants (Pvt.) Ltd.- NDC

(May 2010 – December 2017)

Project:

- Keyal Khwar Hydropower Project (128 MW) - KfW Germany Funded
- Neelum Jhelum Hydropower Project (969 MW)

Designation: Senior Engineer Design CIVIL

Responsibilities:

- Review and mark the Method Statements submitted by the Contractor.
- 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, and Preparation of Construction Drawings as per requirements
- Access Roads Design, Drainage Structures, Retaining Walls, etc

Firm: SMEC International Pty. Limited- EGC (Engineering General Consultants) (March 2008 –April 2010)

Project:

- 132MW SHOGO-SIN Hydropower Project
- 144MW SHUSHGAI –ZHINDOLI Hydropower Project
- KOHALA HYDROPOWER PROJECT (1,100 MW)

Designation: Junior Engineer

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.

Firm: DESCON Engineering Limited- Abu Dhabi - UAE (Nov 2006 – 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)

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 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), Microsoft Office Word / Excel / PowerPoint , QuickSurf, RocLAB, RS3, RocSupport, Examine2D