



Noore Mujassam

Planning & Cost Control Engineer

[Registered with Saudi Council of engineers |UPDA Certified|

Results-driven Planning & Cost control Engineer with 12 years of experience in EPC, Maintenance, and Oil & Gas projects across Saudi Arabia, Qatar & India. Specialized in delivering comprehensive planning, scheduling, and cost control solutions for complex projects, including Substation, converter station, power plants, high-rise buildings, automobile plant, as well as a variety of commercial-non commercial & industrial buildings. Skilled in tools such as Primavera P6, AutoCAD for detailed engineering and estimation.

Contact Details

Email

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Education

- Bachelor of Engineering (Mechanical)
Ghousia College of Engineering, India 2011

Technical Proficiency

Software

- Microsoft Excel, Word, PowerPoint
- AutoCAD
- Primavera P6
- Revit
- Bluebeam

Standards

- NFPA
- ASHRAE
- IPC
- FIDIC

Language Proficiency

- English- Fluent
- Arabic- Conversational
- Hindi/Urdu- Native Speaker

Profile Summary & Key Skills

- Planning & Cost control Engineer having around 12 year of experience.
- Worked on different type of Projects like EPC, Commercial non commercial, Industrial Buildings.
- Experienced in Planning, Scheduling, Preparing reports, analyses, contracts, budgets, risk assessment, and other documents.
- Proven track record in handling cost audits, vendor price evaluations, and leading value engineering initiatives to achieve cost reductions without compromising on quality.
- Proficient in developing comprehensive cost assessments, detailed quantity take-offs, and procurement documentation for large-scale projects.
- Strong knowledge of contractual frameworks, cost-tracking methodologies, and variance analysis to support project management.
- Expertise in BOQ preparation, cost breakdown, and financial forecasting.
- Proficient in developing comprehensive cost assessments, detailed quantity take-offs, and procurement documentation for large-scale projects

CORE COMPETENCIES

- ✓Project Planning & Scheduling
- ✓Cost Estimation, Budgeting & Forecasting
- ✓Resource Allocation & Optimization
- ✓Value Engineering & Risk Mitigation
- ✓Technical Documentation & Reporting
- ✓Budget Analysis & Financial Forecasting
- ✓ Earned Value Management (EVM) & Performance Analysis
- ✓ Risk Management & Mitigation Strategies
- ✓ Change Management & Claims Analysis
- ✓ EPC Project Controls (Engineering, Procurement, Construction)
- ✓ Maintenance & Turnaround Planning (Shutdowns)
- ✓ Oil & Gas
- ✓ Data Analysis & Reporting (Dashboards, KPIs, Metrics)
- ✓ Stakeholder Coordination (Clients, Contractors, Vendors)

Work Experience

1. Saudi Services for Electro-Mechanic Works, Saudi Arabia

Planning & Costing Engineer

28th Jan 2024 – Present

2. GETP Group, Qatar

Planning & Costing Engineer

17th Oct 2021 – 1st Sept 2023

3. Qatar Infrastructure Company, Qatar

Planning & Costing Engineer

18th Jan 2016 – 20th May 2020

4. Vision Etimaad Contracting Company, KSA

Assistant Mechanical Engineer

25th Dec 2013 – 8th Sept 2015

5. Trishul Electromech Pvt Ltd., India

Mechanical Engineer

1st Apr 2011 – 30th Nov 2013

Job Responsibilities

Planning & Scheduling

- Developed and maintained project schedules using Primavera P6, including WBS, critical path, and milestones.
- Prepare Work Breakdown Structures (WBS) aligned with project scope, contract terms, and deliverables.
- Analyse project specifications, drawings, and contract documents to develop realistic time, cost, and resource plans.
- Prepare baseline schedules and obtain client and consultant approvals before project commencement.
- Prepare baseline programmes, revised schedules, and recovery programmes as required.
- Monitor project progress and update schedules periodically, highlighting delays, critical paths, and bottlenecks.
- Prepare weekly, biweekly, and monthly progress reports & S-curves for internal management and client submission.

- Conducted resource and manpower planning, identifying bottlenecks and optimizing allocation.
- Coordinate with project managers, site teams, and other stakeholders to collect progress data.
- Ensure planning and scheduling activities comply with contractual requirements and company procedures.
- Prepare delay analysis reports and support the preparation of EOT (Extension of Time) claims.
- Performed time impact analysis (TIA) for variations, delays, and claims.

Cost Control & Budgeting

- Prepared project budgets, cost breakdown structures (CBS), and monitored cost performance.
- Track project progress against the baseline schedule.
- Tracked actual vs. budgeted costs, identifying variances and recommending corrective actions.
- Prepare monthly progress invoices for the client/consultant based on achieved milestones, approved quantities, and certified progress.
- Verify subcontractor invoices by checking quantities against approved drawings, site progress, measurement sheets, material delivery reports, and approved inspection requests (IRs). Evaluated cost impact of change orders and supported claims and cost recovery.

Coordination & Reporting

- Coordinated with engineering, procurement, and construction teams to ensure schedule and cost control integration.
- Presented cost and schedule status during progress review meetings.
- Maintained cost and schedule databases, reports, and final project close-out documentation.

Key Projects

- NIC Neom South BSP Substation (380 KV), Neom, Saudi Arabia(2024-)
- Al Jazeera Fiberglass Factory, Industrial Area (2021-23)
- AMC-Toyota Tower (2022-23)

- Supply & Installation of Pipelines for Oil, Gas & Chilled Water Services, Qatar Energy(2021-22)
 - Supply and Installation of Firefighting System, Qatar Steel (2021-22)
 - Warehouse & Showroom Project, Jery Al Samur (2017-2020)
 - Rashida Farmhouse & Palace, Al Khor (2018-2020)
 - Alpha Cambridge School, Al Wakra (2017-2020)
 - New Doha Residential Apartment (B+G+7), Doha (2017-2019)
 - Turkish Hospital, Al Muntaza (2016-2019)
 - D Villa (B1+B2+G+7), Doha (2016-2018)
 - Holiday Villa Extension Project (2016-2020)
 - Al Shamiya Project (Harem Extension), Makkah (2013-15)
 - Installation of Walking Platform, Toyota Kirloskar Plant (2011-13)
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Core Competencies

- Project Planning & Scheduling
 - Cost Estimation & Budget Control
 - Resource Allocation & Optimization
 - Value Engineering & Risk Mitigation
 - Technical Documentation & Reporting
 - Budget Analysis & Financial Forecasting
 - Quality Assurance & Compliance
 - FIDIC, NFPA, ASHRAE
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Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and bear the responsibility for the correctness of the above-mentioned particulars.

(Noore Mujassam)