

Mohammad Asif Ajaz

B.Tech (Civil Engineering), SCE Membership,
Transferrable Iqama.

Civil Engineer Expertise in Project Planning using Primavera P6, Execution & Team Leadership



Dedicated and results-driven Civil Engineer having a progressive career of 9+ years, seeking a challenging role to leverage my expertise in Project Management, Project Planning, Construction Management, Project coordination, Cost management & stakeholder communication to drive organizational success.

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KEY SKILLS :

- Project Management
- Project Planning
- Cost Management
- Project Closure
- Construction Management
- Project Coordination
- Stake Holder management
- Good Communication Skills

Professional Experience : (DEC 2016 to Present)

Total Experience: 9+ Years

Employer Name : ECR Buildtech Pvt. Ltd.

Duration: NOV-2021 to Present

Project Name: Reliance METL Sec-8

Role: Project Manager

Project Description:

Model Economic Township Limited is fully owned subsidiary of Reliance Ventures Limited, a 100% subsidiary of Reliance Industries Limited and is engaged in the development of Model Economic Township (MET) in Jhajjar district of Haryana with an objective to make this industrially backward district as the business destination of North India. MET project has received approval from Government of Haryana to be established on the Industrial Model Economic Township framework in the district of Jhajjar and adjoining areas of Gurgaon district where it owns over 8250 acres of land. M/s ECR Buildtech Pvt. Ltd. serves as the prime contractor for the development of industrial and residential sectors within the METL projects. The company has successfully completed the Industrial Sector-2B development works as well as the Residential Sector-8 project, demonstrating its capability in delivering large-scale, multidisciplinary construction assignments.

May 2024 to Present



Job Responsibility:

- Strategic project planning, scheduling, and execution oversight.
- Coordinated with clients, consultants, and contractors to ensure timely decisions and approvals.
- Monitored project progress, budgets, and resource utilization to achieve milestones
- Supervised QA/QC activities and compliance with technical and contractual standards.
- Reviewed contractor bills, variations, and cost reports to maintain financial control.
- Led coordination and progress review meetings; documented minutes and action plans.
- Oversaw project commissioning, close-out, and handover processes.

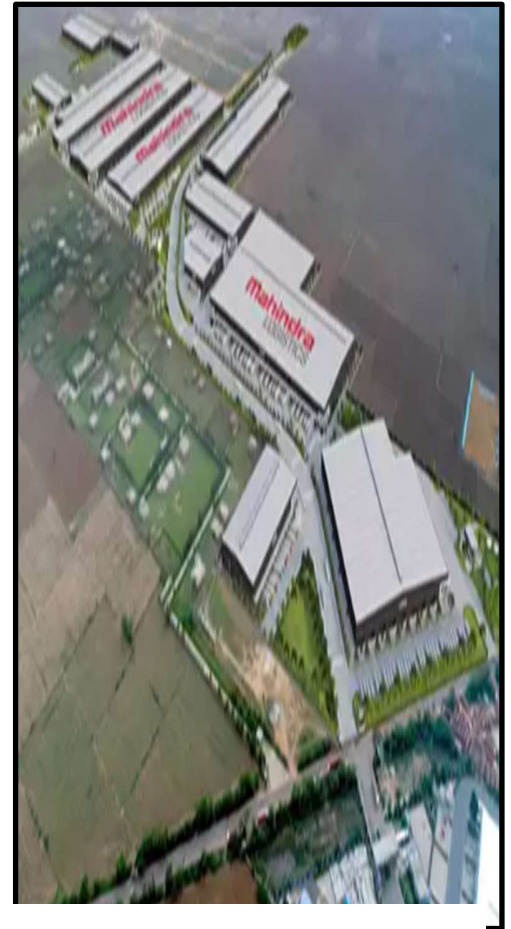
Project Name: Logos Luhari Logistics Estate, Luhari, Jhajjar, HR

Role: Project Manager

Nov-2021 to Apr-2024

Project Description:

120-acre Logistics Park (Greenfield Project) featuring 4.5, 4, 3, and 1.8 lakh sq ft warehouse blocks supported by complete infrastructure including Meter Rooms, LT Panel Rooms, DG & Transformer Yards, Creche, Security Facilities, Fire & Domestic Water Tanks, Pump Room, STP, RWH System, Driver Rest Rooms, Parking Areas, Internal Roads, and Pathways. A fully integrated logistics and digital infrastructure hub designed for efficient storage, distribution, and continuous operations



Job Responsibility:

- Defined project scope, objectives, deliverables, and success criteria in coordination with client and internal leadership.
- Developed comprehensive Project Management Plans covering scope, schedule, cost, quality, resources, communication, procurement, and risk.
- Established Work Breakdown Structure (WBS), baseline schedules, and resource allocation plans.
- Directed day-to-day site operations, ensuring effective coordination across civil, structural, MEP, and infrastructure works.
- Managed multidisciplinary teams including architects, structural consultants, subcontractors, and vendors to ensure alignment with design intent and technical specifications.
- Ensured timely mobilization of manpower, materials, and equipment in accordance with procurement and construction plans.
- Monitored project performance using schedule tracking tools, progress reports, and variance analysis.
- Implemented corrective and preventive actions to address delays, resource constraints, and technical issues.
- Conducted regular quality inspections, safety audits, and compliance checks to maintain adherence to standards and statutory requirements.
- Managed risks through proactive identification, mitigation planning, and escalation protocols.
- Stakeholder & Communication Management
- Facilitated structured coordination meetings with client representatives, consultants, contractors, and local authorities to support decision-making and issue resolution.
- Maintained transparent communication channels, issued formal reports, and ensured documentation accuracy for governance and audit purposes.
- Resolved technical, contractual, and logistical challenges to maintain project momentum and stakeholder satisfaction.
- Led final inspections, snag rectification, documentation handover, and commissioning activities.
- Ensured successful project closure with full compliance to quality benchmarks, safety standards, and client operational readiness requirements.

Employer Name : Maryam Builders & Developers Pvt. Ltd.

Duration : Oct 2018 to Sep 2021

Project Name: Villas, South East, New Delhi.

Role: Planning engineer

Project Description:

Premium Villas, suites, and apartments in South Delhi. The project includes clubhouses, sports and leisure zones, landscaped greens, and premium amenities, offering a modern integrated lifestyle with excellent connectivity to major district roads and urban infrastructure.



Job Responsibility:

- Understand the Project Requirements- Duration, Milestone / Priorities, Other Terms & Conditions.
- Understand contractual matters.
- Single Point Contact for all stakeholders of the Project.
- Prepare and update project schedule (Baseline) based on the contract (**Using Primavera P6**).
- Prepare and submit monthly/weekly work plan in line with Baseline schedule.
- Set work program and target milestones for each phase based on the project.
- Monitor critical activities based on the project schedule.
- Micro Planning, Item wise planning for all the activities involved in the project
- Monitor day to day work progress and preparing daily, weekly and monthly program and report
- Updated work program showing actual progress and identify areas of weakness and establishes means and methods for recovery, as well as new critical activities.
- Attend the meetings to understand the objectives and desires of the client.
- Maintain the documentation like meetings MOM, drawing receiving, work fronts and correspondence incoming/outgoing.
- EOT, Preparing supporting documents for Extension of Time for the project. The extension of time may be approved without cost or with cost depending on the valid reasons and supporting documents to the client.
- Monitoring of procurement and follow-ups to get the required materials on time.
- Creation of Purchase requisitions and purchase orders for sub-contractors.

Employer Name : Duggal Associates

Duration : Dec 2016 to Sep 2018

Project: Corporate office of Multitex Filtration & Engineering at Sect-136 Noida.

Role: Assistant Billing Engineer

Project Description:

Construction of Corporate office for M/S Multitex Filtration & Engineers at Sec-136 Noida

Dec 2016 to Sep 2018



Job Responsibility:

- Preparing client billing including taking daily measurement of works.
- Preparation of interim payment certificate.
- Preparation of Rate analysis (Basic & extra Item) and Work Orders for different Packages of works.
- Reconciliation between estimated quantity and contractor's billed quantity & reconciliation of bulk material
- Checking & certifying all Contractor and Sub Contractor bills and passing to account Department.
- Bill of Quantities (B.O.Q) preparation, Quantity surveying, Finalization & Negotiation with Contractors & Vendors.
- Calculating the quantity of constituent materials from the drawings in advance to facilitate the purchasing of items.
- Getting certifications, recording variation, collecting payment, complete documentation required for.
- Major Material Reconciliation.
- Prepare the cash flow Cost Budget/CTC
- Identifying the BOQ deviated items/Extra Items and preparing the claims

EDUCATION QUALIFICATIONS :

Bachelor of Technology (Civil Engineering) 2016
Noida International University

Membership :

Saudi Council of Engineers
Membership No-1031540

Computer Skills :

- Primavera P6
- MS Project
- Advance Excel
- Auto Cad
- Aconex

Personal Details:

Father's Name: Mr. Ajaz Ahmad
DOB: March 16, 1993
Gender: Male
Nationality: Indian
Current Location: Riyadh

Date: 01-01-2026

Mohammad Asif Ajaz