
BILAL KHAN

PLANNER | SCHEDULER | DATA ANALYST

Riyadh, Saudi Arabia | ☎ +966 509645106 |

✉ Bkbnu0928@gmail.com

Transferable Iqama Available



PROFESSIONAL SUMMARY

A highly organized and analytical Planner with over 5 years of experience in planning, scheduling, and coordinating activities across construction, engineering, and corporate projects. Experienced in developing and monitoring project schedules, manpower planning, resource allocation, and progress tracking to ensure timely project execution. Strong understanding of planning procedures, reporting requirements, and coordination with project teams to support effective decision-making and operational control while maintaining alignment with project objectives and organizational standards.

Skilled in preparing daily, weekly, and monthly plans, progress reports, and performance dashboards to track milestones and identify potential delays or risks. Proficient in Primavera MS Excel for planning data analysis, forecasting, and reporting, and experienced in using Power BI for progress monitoring and visual performance reporting. Adept at coordinating with site teams, management, and stakeholders to ensure accurate information flow and plan adherence. Committed to improving planning accuracy, workflow efficiency, and overall project performance through structured planning and clear communication.

CORE TECHNICAL SKILLS

- ✓ Proficient in project planning and scheduling tools including MS Project, Primavera P6, and Power BI for progress tracking, forecasting, and reporting.
- ✓ Experienced in developing, monitoring, and updating project schedules, resource allocation, and manpower planning to ensure timely delivery of project milestones.
- ✓ Skilled in MS Office Suite (Excel, Word, Outlook) for data analysis, reporting, and preparing planning dashboards for management review.

- ✓ Strong expertise in progress monitoring, critical path analysis (CPA), baseline updates, and workflow coordination with project teams and stakeholders.
 - ✓ Knowledgeable in risk identification, delay analysis, project performance evaluation, and preparing reports for project handover and management review.
 - ✓ A motivated HR professional with experience in employee records management, attendance and payroll support, recruitment, attendance and payroll support, recruitment coordination and HR communication, and system-handling skills to support efficient HR operations.
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PROFESSIONAL EXPERIENCE

✓ PROJECT PLANNER

FIRST SAUDI CONTRACTING COMPANY | Oct 2018 – Dec 2022

Project: Novatel 24-Storey Hotel Riyadh

- Developed, monitored, and maintained project schedules in compliance with company standards, client requirements, and project timelines, ensuring on-time delivery of milestones.
- Prepared, updated, and distributed daily, weekly, and monthly progress reports, including resource allocation, manpower planning, and activity tracking using tools such as MS Project, Primavera P6, and Power BI.
- Ensured proper planning processes, including baseline updates, critical path analysis, and schedule version control, to maintain accuracy, traceability, and effective coordination among project teams and stakeholders.

✓ PLANNER

AL SAHEL CONTRACTING CO. LLC | DUBAI, UAE | Aug 2016 – Aug 2018

Project: La Vie Tower Palm Jumeirah

- Planned, scheduled, and tracked all project activities to ensure milestones were achieved on time and resources were optimally utilized.
- Monitored project progress and performance, identifying potential delays, risks, and bottlenecks, and implemented corrective actions to keep the project on schedule.

- Collaborated with project managers, site engineers, and stakeholders to develop realistic timelines, coordinate resources, and maintain alignment with project objectives.
 - Generated and maintained detailed planning reports and dashboards using MS Project, Primavera P6, Excel, and Power BI to provide clear insights for decision-making.
 - Updated baseline schedules, performed critical path analysis, and tracked dependencies to ensure schedule accuracy and facilitate smooth project execution.
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KEY ACHIEVEMENTS

- Implemented structured planning and scheduling processes using MS Project, Primavera P6, and Excel, improving timeline visibility, resource allocation, and overall project execution efficiency.
 - Ensured adherence to project schedules, milestones, and client requirements, proactively identifying delays and coordinating corrective actions to maintain on-time delivery of critical activities.
 - Developed and maintained interactive Power BI dashboards and planning reports to track progress, resource utilization, and schedule performance, enabling management to make informed, data-driven decisions.
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EDUCATION:

- ✓ MS in Computer Science | UNIVERSITY OF SCIENCE & TECHNOLOGY, BANNU, PAKISTAN (18-years of Education)
 - ✓ Master of Science in Computer Science | UNIVERSITY OF SCIENCE & TECHNOLOGY, BANNU, PAKISTAN (16-years of Education)
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TECHNICAL PROFICIENCIES:

- Team Building and Problem Solving
- Strong Communication Skills
- Adaptive to New Environment and Challenges
- Enthusiastic and Innovative

- **Hard Working and Persistent**
 - **Committed and Determined**
 - **Problem Solving Skills**
 - **Learning Habits about Modern Methods in Management**
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TECHNICAL SKILLS:

Software & Tools: Project Planning & Scheduling: MS Project, Primavera P6, Excel, Power BI

Reporting & Dashboards: MS Office Suite (Word, Outlook, PowerPoint, Excel), Power BI

Project & Resource Management Systems: ERP Systems, ECMS, EDMS

Others: PDF Editing Tools, Scanning & Indexing, ISO Documentation.

Languages: English, Urdu, Arabic

KEY ADJUSTMENTS:

- 1. Workflow Management: Oversaw and ensured smooth, accurate, and timely management of all project planning workflows, including schedule updates, milestone tracking, and resource allocation using MS Project, Primavera P6, and Power BI.**
 - 2. Role Coordination: Aligned planning responsibilities across project teams and stakeholders, ensuring clear role definitions, accountability, and effective task execution.**
 - 3. Accuracy and Compliance: Maintained strict adherence to project standards, client requirements, and ISO procedures, emphasizing baseline updates, schedule version control, and milestone accuracy.**
 - 4. Process Improvement: Implemented initiatives that enhanced planning efficiency, optimized resource allocation, and improved communication between site teams, management, and stakeholders.**
 - 5. Performance Outcomes: Delivered measurable improvements such as reduced schedule delays, improved milestone tracking, and timely reporting, contributing to successful project execution and decision-making.**
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References Available Upon Request

Enrolment No. 75635

Registration No. 2012-UB-GCB-49818

University of Science & Technology Bannu



Bannu, Khyber Pakhtunkhwa - Pakistan

Session 2021-2023

Bilal Khan

son of

Dilawar Khan

having completed the course of study approved by the University and passed the prescribed examination has been admitted to the Degree of

M.Phil. / M.S.

in the Subject of Computer Science

the field of specialization being Data Science

with Grade/C.G.P.A. 3.46

Result Declared on 31-10-2024

Controller of Examinations

Registrar



Vice Chancellor

MPhil 001004

Prepared By:

Checked By:

Re-Checked By:

31 JUL 2025





شركة رعاية الجبيل الطبي JUBAIL MEDICARE CO.

MEDICAL CHECK UP SUMMARY / CERTIFICATE



TO DATE 20/10/2025 12:01 PM
 FILE NO 146834783 CATEGORY NEW BLOOD GROUP O+ VE

PERSONAL DETAILS

NAME BHAI KHAN DILAWAR KHAN
 NATIONALITY PAKISTAN AGE 31-YRS SEX M
 PASSPORT NO/IQAMA 2619042126 DATE OF BIRTH 29/12/1994

EMPLOYMENT DETAILS

SPONSOR / COMPANY CASH
 JOB DESCRIPTION CITY JUBAIL

MEDICAL EXAMINATION

HEIGHT 174 cm WEIGHT 68 kg
 PULSE 72 b/min B.P 120/80 mmHg TEMP 35.8°C
 LUNGS & CHEST NORMAL
 CARDIO VASCULAR NORMAL
 NEUROLOGICAL NORMAL

VISION N6 = NORMAL N6 = NORMAL
 NEAR LEFT B/S=NORMAL RIGHT B/S=NORMAL
 FAR LEFT B/S=NORMAL RIGHT B/S=NORMAL
 WITHOUT GLASSES

HEARING LEFT NORMAL RIGHT NORMAL

GENERAL HEALTH CONDITION NO COUGH-NO FEVER-NO BREATHING DIFFICULTY
 NO COVID-19 SYMPTOMS
 APPEARANCE NORMAL
 IF SUFFERING FROM ANY CHRONIC DISEASES NULL
 ADDITIONAL COMMENTS IF ANY FIT FOR WORK

NOTE: THIS MEDICAL FITNESS REPORT IS VALID TILL 19/10/2026

DR. SHAHID HUSSAIN ()
 ATTENDING PHYSICIAN
 Jubail Medicare Complex
 Dr. Shahid Hussain
 General Practitioner
 Tel. No. 205023848



DR. SAEED ABDUL KHALIQ
 MEDICAL DIRECTOR
 Jubail Medicare Complex
 Dr. Saeed A.S. Abdulkhalik
 General Practitioner
 Tel. No. 205023848

س.ت. ٢٣٨٤٨ - ٢٠٥٥، تلفون : ١٤ ٣٦٣ ١٨٨٨ - +٩٦٦ ١٤ ٣٦٣ ٢٨٨٨ - ص.ب. ٢٨٧ - الجبيل ٣١٩٥١ - المملكة العربية السعودية
 C.R. 2055023848 - Tel.: +966 13 363 1888 - +966 13 363 2888 - P.O. Box 287 Jubail 31951 - Kingdom of Saudi Arabia

E-mail: info@jubailmedicare.com - Website: www.jubailmedicare.com

Person Information - Head of Household

Iqama Number 2619042126 Version Number 1 Gender Male
Name BILAL KHAN DILAWAR KHAN
Translated Name بلال خان ديلوار خان
Birth Date 1415-07-27 Birth Country Pakistan Martial Status SINGLE
Religion Islam Occupation Construction worker
Status Valid Entry Date 1447-04-18 Entry Location King Fahd

Passport Information

Number RS4164621 Nationality Pakistan
Issue Date 1446-07-01 Expiry Date 1456-10-20 Issue Location باكستان

Iqama Information

Issue Date 1447-05-01 Expiry Date 1448-07-19 Issue Location Company Science

Employer Information

Number 7050845184
Name شركة سمحه سعيد بن ظافر ال فطيم