

SYED MASOOD

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Personal Data: -

Bachelor of Science (B.sc -Computer Science) Manonmanim Sundaranr University, India - (2006-2009)

Technical Qualification

-Oracle Project Management Explorer
-Primavera Cloud Portfolio Management
-Oracle Cloud Infrastructure 2023 Certified Foundations Associate

IT & COMPUTER SKILLS

- Microsoft Office
- ERP software,
- Oracle ERP

PERSONAL SKILLS

- Expert project managementskills
- Highly organized and can manage under stress.
- Problem solving & Professional attitude with Sincerity & Smart work.
- Dedicated, flexible and friendly personality.
- Excellent analytical, communication and decision-making skills
- Ability to learn at a rapid pace, Work under strict deadlines,

PROFILE

Highly experienced **Project Management Professional** with over **14 years** of experience in large-scale, tracking, and resource allocation across large-scale infrastructure and construction scopes. complex projects (including NEOM). Proven expertise in **planning, execution, monitoring, and stakeholder management** that is directly transferable to multisport program coordination. Successfully managed project timelines, administered systems (Oracle/ERP), controlled budgets, and provided critical operational support for resource and staffing arrangements.

TARGET ROLE

PROJECT MANAGEMENT SPECIALIST

KEY SKILLS

- Project Planning, Scheduling, and Monitoring & Control. Supported planning sections in developing execution plans and budgets.
- Documentation & Contract Control. Gathered and organized project closeout documentation; managed contract addendums/amendments.
- Cost Control, Budget Management, and Variance Analysis & Reporting. Prepared and compared budgets and analyzed variance reports.
- Collected and prepared daily progress reports; verified monthly executed quantities and sub-contractor invoices for IPC processing.
- Directly supported manager and project team in manpower and equipment arrangements and provided support for resource requirements during the bidding stage
- Strong background in Cost Control, Budget Management, and Variance Analysis & Reporting. Proven ability in Documentation & Contract Control, gathering and organizing project closeout documentation, and supporting contract amendments and addendums.
- **SYSTEMS&SOFTWARE:** Oracle Systems, ERP, MS Office Suite (Advanced Excel), Oracle Project Management Explorer,

WORK EXPERIENCE (TOTAL +14 YEARS)

Position: SENIOR PROJECT COORDINATOR -

Employer: Al-Ayuni Investment & Contracting Company

2020 to till date.

Scope:

- **Strategically executed plans** to efficiently deploy resources, resulting in smooth project execution.
- **Supported budget preparation and cost reports** by analyzing variances, leading to cost savings recommendations
- **Monitor project progress and handle any issues that arise.**
- **Reviewed project activity costs, comparing them to the budget** and providing valuable variance analysis reports
- **Support at stage (bidding stage) in project bid in requirements resource**

PERSONAL SKILLS

- Expert project management skills
- Highly organized and can manage under stress.
- Problem solving & Professional attitude with Sincerity & Smart work.
- Dedicated, flexible and friendly personality.
- Excellent analytical, communication and decision-making skills
- Ability to learn at a rapid pace, Work under strict deadlines,

- **Developed and implemented a project framework** to align departmental goals with corporate vision.
- **Coordinated and oversaw day-to-day construction activities** ensuring projects stayed on track and addressing issues promptly
- Prepare the yearly plan and fulfill requirements to achieve the target.
- lead the end-to-end delivery of strategic projects, improving specific operational efficiency.

Position: PROJECT COORDINATOR-

Employer: Al-Ayuni Investment & Contracting Company
2015 to 2020

PROJECT:

Scope:

- Collected and prepared daily progress reports from projects to provide accurate and up-to-date information for management decision-making purposes. Improved transparency and facilitated effective project management.
- Collaborated with various sites to collect and consolidate issues, ensuring accurate reporting and addressing concerns in a timely manner. Enhanced communication and problem-solving across different teams.
- Coordinated and oversaw day-to-day construction activities of Asphalt work on projects, ensuring smooth operations and adherence to quality standards. Optimized project efficiency and achieved high-quality deliverables.
- Collected and verified monthly executed quantity and invoices of subcontracts, accurately preparing manual invoices and obtaining necessary approvals. Streamlined financial processes and ensured accurate documentation.
- Supported the project team in managing contract amendments and addendums, facilitating smooth workflow and timely submission of necessary approvals. Minimized project delays and enabled efficient contract management.

Position: Assistant Cost Controller

Employer: Al-Ayuni Investment & Contracting Company
May 2013 to 2015

Scope:

- Prepared and compared project budgets, analysing variance reports to ensure cost effectiveness. Optimized resource allocation by providing critical assessment of budgets and cost projections.
- Created and analyzed reports on the cost of resources for various construction projects, ensuring accurate cost tracking. Improved cost management by accurately tracking and analyzing resource costs.
- Supported the planning section in developing project execution plans and budgets. Contributed to the efficient execution of projects by assisting in the development of execution plans and budgets.
- Assisted in the preparation of monthly and quarterly cost plans, streamlining project management processes. Streamlined project management processes by actively participating in the preparation of cost plans on a regular basis.

Position: PROJECT ASSISTANT

Employer: IT HIGHWAY
December 2009 to Aug 2013

Scope: Gathered and organized project closeout documentation, ensuring a smooth and seamless process improved efficiency and reduced delays

- Prepared payment certificates and managed necessary documentation, streamlining the payment process enhanced accuracy and timeliness of payments
- Collaborated with project and procurement teams to handle contract addendums and amendments, ensuring clarity and accuracy in contract negotiations
- Supported manager and project team in manpower and equipment arrangements, facilitating smooth project operations enhanced project productivity and efficiency

Authored, maintained, and distributed a wide range of financial and production reports, improving data accuracy and accessibility facilitating informed decision-making

EDUCATION:

Bachelor of Science (B.sc -Computer Science) Manonmanim Sundaranr University, India – (2006-2009)



شهادة

اعتماد مهني

Certificate

Professional Accreditation

عضوية رقم: 473861

استناداً إلى نظام الهيئة السعودية للمهندسين الصادر بالمرسوم الملكي رقم م / ٣٦ وتاريخ ٢٦ / ٩ / ١٤٢٣هـ، بوضع القواعد والامتحانات اللازمة للحصول على الدرجات المهنية وبناءً على اللائحة التنفيذية وقواعد الاعتماد المهني للمهندسين، فقد قررت الهيئة منح:

سيد مسعود ساواريان شاهول حميد

التصنيف : أخصائي

التخصص : علوم حاسب

QR Code

This Certification is valid until: 01 December 2025

1447 جمادى الثانية إلى تاريخ

Secretary General الأمين العام



المكلف / م. عبدالناصر بن سيف العبد اللطيف