

**MUNAF IBRAHIM BHAKSHEY**  
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**Position Applied for : Project Manager**

### **CAREER OBJECTIVE**

Experienced construction professional with over 30 years of expertise in technical and contractual management, project execution, architectural finishing, coordination, and quantity surveying. Proven ability to lead multidisciplinary teams, streamline project processes, and deliver high-quality outcomes within time and budget constraints. Adept at optimizing resources, resolving technical challenges, and maintaining strong stakeholder relationships. Seeking a challenging role where I can apply my extensive knowledge to drive project success, support organizational growth, and further enhance my leadership and strategic planning capabilities.

### **EDUCATIONAL QUALIFICATION**

01/1994

**Degree Civil Engineering**

**Government College Ratnagiri - Ratnagiri, Maharashtra, India**

### **ADDITIONAL SKILLS**

Microsoft Office, Auto-Cad 2007

Training Primavera Project Planner (P6), KLG SYSTEL LTD, Bombay.

### **PROFESSIONAL EXPERIENCE**

#### **Project Manager**

**Company : SAARIA CONTRACTING COMPNAY (SCC)**

**From : 2022 to Present**

#### **PROJECTS:**

##### **❖ The House Hotel Project - AIMS Jeddah (Ongoing).**

The House Project is a hospitality development consisting of hotel accommodations and car parking facilities, with a total built-up area of approximately 15,000 square meters. Project Contents: Technical floors, Tower floors (hotel guest rooms), Main hotel lobby floor, Swimming pool area, Basement floors designated for car parking. The project integrates guest accommodation, hospitality facilities, and supporting technical infrastructure to ensure efficient hotel operations and guest services.

##### **❖ Mock Up Room Al Ahsa Palm Project – DAN Company**

The project scope includes the design development and construction of three model hospitality rooms along with external area development. The works also include the supply and installation of Furniture, Fixtures & Equipment (FF&E) and Operating Supplies & Equipment (OS&E).

Project Components: Agri Villa: Two-bedroom villa with private swimming pool. Wellness Room: King guest room. Adventure Room: Standard double queen guest room. External Works: Site area development; Parking facilities; Landscape works; Associated infrastructure and finishing works. This scope integrates architectural development, interior fit-out, FF&E installation, and external landscaping to deliver fully operational hospitality units.

##### **❖ Jabal Omar Development Project Makkah (Phase II – S3 & S4) – (As a Senior Construction Manager)**

The Jabal Omar Development Project is a unique urban re-generation scheme purposing to provide hotel accommodations, commercial/retail spaces, car parking, public spaces and public amenities to support religious, social and commercial activities to Hajj and Umrah pilgrims all year round. (Built up floor area is approximately Towers – 91,131.00 Sqm and Podium – 98,815.00 Sqm.). Project Contents: Technical floors, Tower (hotel rooms) floors, Villas floors, Hotel lobby floor, Basement (car park) floors & Commercial /retail floors.

**Key Responsibilities:**

- Led comprehensive reviews of shop drawings, Bills of Quantities (BOQs), and project specifications to ensure accuracy, clarity, and full alignment with project objectives and scope.
- Oversaw precise estimation of materials, equipment, and manpower requirements, enabling cost-effective and resource-efficient project execution.
- Ensured the timely release of approved shop drawings, facilitating proactive material planning, and accelerating project initiation.
- Developed and submitted detailed construction plans to client representatives, demonstrating structured and goal-oriented project delivery strategies.
- Prepared method statements in line with industry best practices, ensuring all site operations adhered to quality, safety, and procedural standards.
- Created and maintained a forward-looking construction schedule, identifying critical milestones and enhancing overall project visibility and tracking.
- Worked closely with the planning team to regularly update and optimize schedules, ensuring team alignment with project timelines and deliverables.
- Coordinated with procurement and suppliers to ensure timely delivery of materials to the site, preventing disruptions, and maintaining workflow continuity.
- Led regular meetings with site supervisors and staff to communicate project requirements, monitor progress, and foster a collaborative work culture.
- Represented the project in key meetings with clients, consultants, and third parties, building strong stakeholder relationships and ensuring transparency.
- Conducted routine site inspections to verify compliance with safety regulations, quality standards, and building codes, prioritizing risk mitigation and excellence.
- Monitored and controlled construction progress against baseline schedules, swiftly addressing any deviations to ensure timely completion.
- Successfully managed project close-out processes, delivering complete documentation and ensuring a smooth handover to clients and commissioning teams.

**Senior Construction Manager**

**Company : MASMAK RAY CONTRACTING EST. RIYADH, K.S.A**  
**From : 2019 to 2021**

**PROJECTS:**

- ❖ Dossary Compound (G +1) Villa (25 No) including infrastructure work Riyadh.
- ❖ Hotel Crown Plaza Renovation work (Exterior Shisha Lounge, Café Lounge and Linear pool) Riyadh.
- ❖ Ra'idah Digital City closing the snag list and remaining work (Pedestrian walkway, Asphalt Road, workshop building finishing work, DCP garden)

**Key Responsibilities:**

- Conducted in-depth reviews of IFC drawings, BOQs, and specifications to ensure full alignment with project scope and execution strategy.
- Estimated material quantities and identified necessary equipment to support efficient resource planning and site productivity.

- Ensured timely approval and release of shop drawings to facilitate uninterrupted material procurement and site mobilization.
- Developed comprehensive construction method statements and execution plans, emphasizing quality, safety, and operational efficiency.
- Created and maintained look-ahead schedules; worked closely with the planning team to align deliverables with client expectations and project milestones.
- Collaborated with procurement teams and suppliers to ensure prompt material delivery, minimizing risk of delays.
- Monitored construction progress against baseline schedules, taking corrective actions to address variances and maintain momentum.
- Represented the project in meetings with clients, consultants, and stakeholders to ensure transparency, alignment, and collaborative problem-solving.
- Chaired internal coordination meetings, clearly communicating project objectives to team leads and promoting a performance-driven culture.
- Enforced strict adherence to quality control procedures and safety regulations across all site operations.
- Negotiated and managed change orders with subcontractors to accommodate evolving project needs while maintaining budget and schedule integrity.
- Prepared and submitted monthly progress reports and accurate As-Built quantity submissions for invoicing and documentation.
- Reported key cost and schedule deviations to senior management, enabling informed decision-making and executive oversight.
- Led final project handover and closure processes, ensuring compliance with client requirements and a seamless transition to operations or occupancy.

#### **Senior Construction Manager**

**Company** : INTERNATIONAL CENTER FOR CONTRACTING CO. (JV Drake & Scull CO)  
**From** : 2013 to 2019

#### **PROJECTS:**

- ❖ Dhahran Techno Valley Building, KFUPM, Dhahran (130 Million).
- ❖ District Cooling Plant Building (ITCC PHASE-1) Riyadh (120 Million).
- ❖ Al Ra'idah Digital City (ITCC, PHASE-1), Riyadh (SAR 240 Million).

#### **Scope of work in Ra'idah Digital City:**

- ❖ Hotel Crown Plaza Exterior complete finishing work included with swimming pool, water features, linear pools and hardscape and soft scape.
- ❖ Workshop Building (Waste Management Building), Steel structure with sandwich panel cladding.
- ❖ Villa and Apartments including soft scape and hardscape.
- ❖ Complex Infrastructure work (Storm drainage system, MV and LV cable network, Irrigation and Portable line network).
- ❖ Precast Fence work surrounds the complex, STP Fence and Sludge Building.
- ❖ Six security Gates with Guard Rooms (Road Blockers & Hydraulic Bollards).
- ❖ Walkways with curb stone and Asphalt Road,
- ❖ Construction of 42 Electrical Rooms and Hardscape and Soft Scape work.

#### **Key Responsibilities:**

- Reviewed all IFC drawings, BOQs, and project specifications to ensure a clear understanding of project scope and technical requirements.

- Estimated required quantities of materials and assessed equipment needs to support efficient and cost-effective execution.
- Ensured timely release and approval of shop drawings to streamline material planning and facilitate early project mobilization.
- Developed and presented detailed construction plans and method statements to client representatives, emphasizing compliance, safety, and quality standards.
- Formulated strategic look-ahead schedules to anticipate and mitigate potential project delays.
- Collaborated with the planning department to create and refine comprehensive project schedules aligned with key deliverables.
- Coordinated with procurement teams and suppliers to guarantee timely delivery of materials, avoiding on-site disruptions.
- Led regular meetings with site staff to communicate project requirements, reinforce accountability, and maintain alignment across teams.
- Participated in coordination meetings with the Project Manager, clients, and third parties to ensure consistent communication and address challenges proactively.
- Conducted site inspections to ensure compliance with safety regulations, quality standards, and building codes throughout all phases.
- Monitored progress against the construction schedule, initiating corrective actions to address discrepancies and keep projects on track.
- Ensured on-time, within-budget delivery of assigned work while upholding client specifications, contractual obligations, and high safety performance.
- Prepared and facilitated approval of critical project documentation in accordance with scope and Project Manager directives.
- Supported the Project Manager in invoice preparation, certification, variation order processing, and monthly subcontractor payment certifications.
- Oversaw final project handover processes, ensuring smooth transition to clients and stakeholders, reinforcing the company's commitment to excellence and reliability.

**Senior Civil Engineer**

**Company : FAHD ALIREZA ENGINEERING CONSULTANTS, AL-KHOBAR, K.S.A.**  
**From : 2007 to 2013**

**PROJECTS:**

- ❖ Rezayat 42 Rooms Residential complex, Al-Khobar.
- ❖ Rezayat 256 Executive Apartment, Yanbu.
- ❖ Al-Rashid Building interior renovation, Al-Khobar.
- ❖ Techno Valley Building, KFUPM, Dhahran. (As a Q.S Manager)

**As an Acting PROJECT MANAGER with SARIYA CONTRACTING Co. JAN 2009 to April 2012. (Under FAEC sponsorship)**

- ❖ Sheraton New Banquet Hall Extension and Car Parking, Dammam.
- ❖ Saudi Kayan Flour Arabia (Security Gate Building, Hydraulic Foundation, Fencing), Jubail.
- ❖ Al-Hadda Mosque and School, Al-Khobar.
- ❖ Al-Kuhaimi Compound, AL-Khobar.

**Key Responsibilities:**

- Interpreted and reviewed IFC drawings, BOQs, and project specifications to ensure comprehensive understanding and alignment with project scope.
- Assessed and approved material quantity estimates and equipment requirements to enable effective resource planning and cost control.

- Oversaw the timely approval and release of shop drawings to streamline procurement activities and facilitate early site mobilization.
- Prepared and submitted strategic construction plans and detailed method statements, emphasizing safety, quality, and client compliance.
- Developed and managed look-ahead schedules to anticipate project needs, mitigate risks, and support timely execution.
- Led collaboration with the planning team to maintain an integrated project schedule aligned with client deliverables and contractual milestones.
- Coordinated closely with the procurement department and vendors to ensure uninterrupted supply chain and timely delivery of materials to site.
- Supervised daily construction activities, chairing internal meetings to communicate project goals, resolve challenges, and maintain accountability.
- Represented the project team in meetings with clients, consultants, and third parties, fostering clear communication and strong relationships.
- Conducted regular site inspections to ensure compliance with building codes, HSE regulations, and quality standards.
- Monitored project progress against the baseline schedule, initiating prompt corrective actions to avoid slippage and cost overruns.
- Ensured that all assigned tasks were completed on time, within budget, and in full compliance with safety, quality, and contractual requirements.
- Oversaw the preparation and approval of key project documents as required by the project scope, and in coordination with the Project Manager.
- Supported invoicing, progress certification, change order documentation, and monthly subcontractor payments to maintain financial accuracy.
- Managed project closure and handover processes, ensuring all deliverables were finalized and accepted by the client, strengthening organizational credibility.

**Project Engineer**

**Company :** **BASSAM BARGHOUTI CONTRACTING EST. AL-KHOBAR, K.S.A**  
**From :** **2003 to 2007**

**PROJECTS:**

- ❖ Qassim Cement Factory Extension.
- ❖ Rezayat Villa, Al-Khobar.
- ❖ Arab Heritage Building, Al-Khobar.
- ❖ ABB Office (1200 sqm) Interior work Dammam.
- ❖ Badar al Souwdan Villa, Al-Khobar.
- ❖ Saif Barghouti Villa, Doha, Dammam.
- ❖ Husseini Villa, Doha, Dammam.

**Key Responsibilities:**

- Assisted in developing and maintaining detailed construction schedules to support project timelines.
- Reviewed IFC drawings, BOQs, and specifications to ensure work compliance with technical requirements.
- Monitored construction progress, identifying potential delays and coordinating timely solutions.
- Supported quality assurance and safety compliance throughout project execution.
- Prepared accurate monthly progress reports, including milestones achieved and payment documentation.
- Calculated As-Built quantities for invoicing and project tracking purposes.

- Estimated material and equipment requirements to facilitate efficient site operations.
- Coordinated with cross-functional teams to assist in project handover and closeout activities.

**Site Engineer**

**Company** : **PROJECT BUILD EST. AL-KHOBAR, K.S.A**  
**From** : **2002 to 2003**

**PROJECTS:**

- ❖ Hyundai Car Showroom, Hafar Al-Batin.
- ❖ Culverts, Shobily Beach, Al-Khobar.

**Key Responsibilities:**

- Led and supervised construction activities to maintain quality and ensure efficient progress.
- Prepared accurate As-Built quantities for monthly invoicing to support timely financial processing.
- Assessed and estimated required materials and resources to optimize project execution.
- Coordinated closely with draftsmen to develop and verify shop drawings, ensuring accuracy and compliance.
- Maintained comprehensive records of completed work to enhance project transparency and accountability.

**Site Engineer**

**Company** : **CHAITANYA ENTERPRISES.BOMBAY, INDIA**  
**From** : **2001 to 2002**

**PROJECTS:**

- ❖ Housing Complex (Basement + 33 storey Building) Bombay, INDIA.

**Key Responsibilities:**

- Supervised site activities to ensure full compliance with approved drawings, specifications, and project requirements.
- Monitored construction progress to maintain adherence to the schedule and optimize operational efficiency.
- Conducted regular coordination meetings to align teams and promptly resolve site-related issues.
- Prepared comprehensive monthly reports detailing construction status, key milestones, and challenges encountered.
- Verified quantities and approved monthly invoices to ensure accuracy and maintain financial control.
- Reported variations in cost and schedule to management, supporting timely and informed decision-making.
- Managed project closeout and handover processes, ensuring all documentation was complete and client expectations met.

**Site Engineer**

**Company** : **BUILD TECH CONSTRUCTION. BOMBAY, INDIA**  
**From** : **1997 to 2001**

## **PROJECTS:**

- ❖ Vision Apartments (G+4, G+7) Nerul, Bombay, INDIA.
- ❖ Ice Factory Vashi, Bombay, INDIA.

## **Key Responsibilities:**

- Executed all tasks in strict compliance with approved drawings, ensuring precision and full adherence to project specifications.
- Vigilantly monitored quality and safety standards throughout the construction process, maintaining the highest levels of compliance.
- Compiled comprehensive monthly reports detailing construction status, deviations, and progress updates for stakeholder communication.
- Prepared accurate As-Built quantities for monthly invoicing, ensuring transparency and accountability in financial documentation.
- Estimated material quantities precisely to optimize resource allocation and support smooth project execution.
- Assessed and determined necessary equipment for each project phase, enhancing operational efficiency.
- Oversaw project completion and handover, ensuring all documentation was finalized for a seamless client transition.

## **Site Engineer**

**Company** : **PRIME CONSTRUCTION. THANE, BOMBAY, INDIA**

**From** : **1995 to 1997**

## **PROJECTS:**

- ❖ Wafa Park (Housing Complex) Thane, Bombay.

## **Key Responsibilities:**

- Ensured all work was executed precisely according to approved drawings, upholding the highest quality standards.
- Vigilantly monitored quality and safety at every project phase to guarantee superior outcomes.
- Prepared accurate As-Built quantities to support timely and smooth monthly invoicing.
- Expertly estimated material and resource quantities to optimize project efficiency and timelines.
- Managed project closeout and handover, delivering all essential documentation for a seamless transition.

## **PERSONAL INFORMATION**

Date of Birth : 10<sup>th</sup> January 1975  
Nationality : Indian  
Marital Status : Married  
Languages Known : English, Arabic, and Urdu  
Driving License : Valid Saudi Arabia License