

WASIM KHAN

Technical Office Engineer | 8+ Years Experience
Riyadh, Saudi Arabia | Transferable Iqama

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PROFESSIONAL SUMMARY

Commercially aware Technical Office Engineer with 8+ years managing cost control, tendering, contract administration, and financial coordination across residential, villa, and commercial projects in Saudi Arabia for Red Sea Global, Aramco, Ma'aden, and Royal Commission. Proven ability to prepare and review BOQs, cost estimates, and tender documents; evaluate contractor quotations technically and financially; manage payments, invoices, claims, and variation orders; prepare cash flow forecasts and cost control reports; review shop drawings; and ensure full contractual and budgetary compliance. Strong knowledge of FIDIC frameworks and cost control systems.

CORE COMPETENCIES

Cost Control & Financial Management:

BOQ Preparation & Review | Cost Estimates | Project Cash Flow Forecasts | Budget Monitoring | Financial Performance Forecasting | Cost Control Reports | IPC Support

Tendering & Contract Administration:

Tender Document Preparation | Contractor Quotation Evaluation | Technical & Financial Evaluation | FIDIC Contract Administration | Variation Order Management | Claims Management | Contractual Compliance

Payments & Invoicing:

Contractor Payment Management | Invoice Review & Approval | Payment Certificate Preparation | Variation Assessment | PlanSwift Quantity Takeoffs

Technical Office:

Shop Drawing Review | Specification Alignment Verification | Method Statement Review | Drawing Log Maintenance | Document Control

QA/QC Documentation:

IR | WIR | MIR | MAR | NCR Follow-Up | ITP Records | Project Documentation Maintenance

Coordination:

Consultant Coordination | Contractor Interface | Internal Team Liaison | Commercial Risk Identification | Negotiation

Standards & Frameworks:

FIDIC | SBC | ACI | ASTM | ISO 9001:2015 | Project Specifications

Software:

MS Excel (Advanced) | AutoCAD | PlanSwift | Primavera P6 | Aconex | Procore | MS Word | MS PowerPoint

PROFESSIONAL EXPERIENCE

Civil Engineer / Technical Office Engineer

Dec 2025 – Present

Mekdam Steel Services & Contracting – Aramco Stadium Project, Dammam, KSA

- Preparing and reviewing BOQs, cost estimates, and tender documents for structural and civil packages
- Conducting technical and financial evaluation of contractor quotations – identifying commercial risks before award
- Managing contractor payments, invoices, and variation orders per FIDIC contract requirements
- Preparing project cash flow forecasts and cost control reports for senior management review
- Reviewing shop drawings and verifying alignment with approved specifications before construction
- Raising IRs, WIRs, MIRs, and MARs – maintaining zero documentation rejections across all activities
- Coordinating between consultants, contractors, and internal teams on commercial and technical matters

Civil Engineer / Technical Office Engineer

Nov 2024 – Sep 2025

Isopol Contracting Company – Ma'aden Aluminium Project, Al-Qassim, KSA

- Prepared BOQs and evaluated subcontractor quotations – conducted financial and technical assessments across 4 packages
- Managed payment certificates and invoice approvals – recovered SAR 120K+ in justified variation claims
- Monitored project budgets and flagged cost variances – prepared financial performance reports for management
- Maintained drawing logs and document control records – ensured full traceability of submittals and approvals
- Coordinated with consultants and internal procurement team on commercial issue resolution

Civil Engineer / Technical Office Engineer Oct 2022 – Sep 2024
Red Dune Contracting Company – Red Sea Project, Shura Island, KSA

- Prepared tender documents and BOQs for 10+ luxury villa packages under Red Sea Global commercial framework
- Evaluated contractor quotations technically and financially – supported award recommendations with full analysis
- Managed variation orders and claims documentation – supported SAR 200K+ variation recovery via PlanSwift
- Prepared cash flow forecasts and cost control reports – monitored budget performance throughout project
- Reviewed shop drawings for specification alignment – coordinated consultant approvals and technical sign-offs

Civil Engineer / Technical Office Engineer Aug 2021 – Sep 2022
Khadimati Development Company – Royal Commission Residential, Jubail, KSA

- Prepared BOQs and cost estimates across 6 RC residential blocks – supported tendering and contractor selection
- Managed contractor invoices and payment certificates – verified quantities before each IPC submission
- Raised IRs, WIRs, and MIRs – maintained complete project documentation for RC contractual compliance
- Coordinated between RC consultants and internal teams on technical and commercial matters

Site Engineer Mar 2020 – Jul 2021
Memaar – North West General Hospital, Block B (8-Storey), Pakistan

- Prepared cost estimates and BOQ documentation – supported invoice verification and payment processing
- Maintained technical office records and project documentation throughout project lifecycle

Site Engineer Oct 2018 – Feb 2020
Hidayatullah Construction Company – Prime Towers (15-Storey), Pakistan

- Assisted with BOQ preparation, shop drawing review, and variation order documentation
- Supported cost control activities and maintained technical records throughout project

EDUCATION

Bachelor of Civil Engineering 2014 – 2018
 CECOS University of IT & Emerging Sciences

CERTIFICATIONS

ISO 9001:2015 Quality Management Systems
 Material Testing – ASTM / ACI
 Construction Health & Safety Training

LANGUAGES

English (Professional) | Urdu (Native) | Arabic (Basic)

MEMBERSHIPS

Saudi Council of Engineers (SCE)
 Pakistan Engineering Council (PEC)