



**Muhammad Usman Parvez**  
(Approved Civil Engineer)

## CONTACT

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## PERSONAL DETAILS

**Father Name** : Parvez Ather  
**Date of birth** : 25<sup>th</sup> March 1995  
**Nationality** : Pakistani  
**Gender** : Male  
**Religion** : Islam  
**Marital Status** : Single

## EDUCATION

### **MS Project Management (Master)**

Bahria University  
Islamabad, Pakistan  
2020-2021

### **BSc Civil Engineering (Bachelor)**

COMSATS University  
Islamabad, Pakistan  
2013-2017

## HONORS AND AWARDS

- i) **Bronze Medal** in BSc Civil Engineering Degree
- ii) **Academic Honor** in MS Project Management Degree

## DRIVING LICENSE

- i) **Driving License: Car**  
Expiry: 06/07/2025
- ii) **International Driving License**  
Expiry: 06/7/2025

## Profile Summary

**Approved Civil Engineer** from PEC Council and Project Management Professional with a technical experience of **six (6) years** as an **Assistant Manager (Civil/ Structural Works & Contracts)- Client Civil Engineer** in engineering, procurement, construction management and facility management of high-rise buildings, infrastructures, offshore, Finishes/ Fit out Civil works and MEP projects including Gensets, HVAC, Lifts, Solar/ Renewable energy in both public and private sectors; Commercial & Housing, Highrise buildings, Healthcare & Medical City, Textile, Telecom, and Industries.

In addition to that, I have **eight (8) years** of administration & Logistics experience including Public Relation Officer (PRO) and Human Resource (HR) handling & training.

I have outstanding Academic Record which make me an ideal candidate to be ranked at top. Moreover, I have super coaching and mentoring skills which enable me to motivate and lead others in team environment.

## Professional Experiences

### **March 2018 to date (06 Years)**

**Assistant Manager (Civil/ Structural Works & Contracts) – Client Civil Engineer**  
National University of Medical Sciences, (Project & Planning Department), Pakistan

- (i) Master Planning, Designing, Estimation, Contracting, Top Supervision, Coordination, Monitoring & Controlling of all type of construction projects by leading a team of 150 staff
- (ii) Assisted Project Director on all administrative, financial and technical matters of all the mega projects as per PPRA, PEC and FIDIC laws
- (iii) Managed and coordinated construction works specially pre-caste structural works along with preparing and managing budget
- (iv) Timely coordinated and liaise with National & International authorities & Consultants as core member of project management team and participated in virtual and physical meetings with Partners/Clients/ stakeholders/ partners/suppliers/Contractors
- (v) Performed, developed, implemented, and maintained project controls/ scheduling (Site Schedule) functions on a portfolio of projects
- (vi) Processed strong skills, e.g. on-site pre-casting structural works (manufacturing & Installation), steel/ frame work, interior manufacturing works and/or building technical works along with onsite investigation and surveys
- (vii) Drafted and supported development of procedure documents for specific projects and supported with project control systems- QA reviews and checks
- (viii) Managed working schedule, communication, documentation, quantities, cost management and change management
- (ix) Prepared, managed and reviewed contract/ bid documents, BOQs, RFP, RFI, Engineering plans and Drawings
- (x) Prepared progress of projects, enforced contractors demands by checking their conformity with the agreement, preparation of inspection reports, preparing final accounts and classification and arrangement of all documents pertaining to the project as well as monitoring project process with modern methods, updating construction costs and made reports accordingly internally and externally
- (xi) Worked with the document controller and assisted with maintaining project documentation in Procure, Google Docs, etc
- (xii) Interfaced with the project technical staff to define changes to schedules and identification of variances from the original plan.
- (xiii) Developed project programs and proficient in using MS Project and Primavera P6 softwares
- (xiv) Facility management of high-rise buildings.
- (xv) Have knowledge of planning techniques and software e.g. Gantt charts, critical path analysis, MS Project, Primavera P6 and have SAP knowledge
- (xvi) Prepared and validated weight breakdown and material takeoff lists on site, assisted in review of submittals and prepared weekly/monthly and biannually status reports on project site activities and safety (effective site management control)
- (xvii) Conducted various Inspections of Medical and Dental Colleges/ Universities as an **Infrastructure Inspector (Senior Officer)** in all over Pakistan

## PROFESSIONAL AFFILIATION

- i) **Pakistan Engineering Council**  
(Resident Engineer)
- ii) **NUMS University**  
(Infrastructure Inspector)

## SOFTWARES SKILLS

- i) MS Office Suite (Word, Excel, PowerPoint, Access)
- ii) MS Project - standalone
- iii) MS Project - Online & Web
- iv) Computer-Aided Design (CAD) software
- v) Primavera P6
- vi) MD Solid
- vii) ETAB
- viii) SAP
- ix) EPANET
- x) Plan-Swift  
Hand on experience in C++ and MATLAB.

## PERSONAL SKILLS

- i) Strong Civil Engineering Expertise
- ii) Experience in precast concrete structures
- iii) High Level knowledge in Procurement activities and contract law
- iv) Professional in effective Integrated Communication and interpersonal skills
- v) Structural analysis and design
- vi) Leadership experience & motivate team
- vii) Strong analytical & Problem-solving skills
- viii) Work independently and as part of team
- ix) Time Management and Negotiation skills
- x) Construction and Project Management background
- xi) Ability to act under pressure and can do multi-tasking & attention to details
- xii) Presentation and report writing skills

## LANGUAGES

- Urdu – Native
- English – Excellent Command
- Punjabi – Excellent Command
- Hindi – Excellent Command
- Arabic – Intermediate

## 2011 - 2018 (8 Years)

### ● **Supervisor (Logistics & Administrator)**

Federal Public Service Commission (FPSC), Pakistan

Provided logistics and administration support for smooth execution of activities and to conduct the papers for the grade 16 and 17 officers as well as CSS exams in all over Pakistan (20 major cities).

### (3 Months) - Internship

### ● **Trainee Engineer**

Pak-Gulf Construction Company- CENTAURUS, Pakistan

Tasks accomplished are:

- (i) Completed the project for preparation of parking area outside the mall for the vehicles.
- (ii) Checked and evaluated the maintenance inside the malls and apartments.
- (iii) Inspected the entire mall and pointed out the damaged areas.
- (iv) Operational management of entire mall
- (v) Facility Management of entire CENTAURUS Highrise building

## International Certifications

- Seismic Performance and Health Assessment of Structures
- Infection Prevention and Control (IPC) for Novel Coronavirus (COVID-19)
- ePROTECT Respiratory Infections (EN) Covid-19
- Severe Acute Respiratory Infection (SARI) Treatment Facility
- Design facilitation centers for Covid-19
- Standard precautions: Hand Hygiene
- Operational Planning Guidelines and COVID-19 Partners
- Platform to support country preparedness and response

## Professional Trainings

- Management Training Program
- Enhancement in Professional Integrated Communication
- Soft Skills - Communication and Conflict Management
- Financial Literacy Training Program
- Health & Safety at site (Safety Management)
- Internal Personal Skills and people Management
- Creativity & Change
- Operational Management
- Budget Management
- Procurement & Contracts

## Projects & Achievements

### 2018 – CURRENT (under construction)

### ● **National University of Medical Sciences - NIASR Project**

The overall project has a worth 50 Million USD and the Electrical & Mechanical works are approximately worth 12 Million USD. It is a green construction high-rise building having covered area of 202,570 sft with various external developments works.

- Due to my excellent negotiation skills, 2 Million USD was a face saving combining both construction and MEP works.

- Internationally and nationally recognized 2<sup>nd</sup> floor of this building by WHO and DRAP.
- Under my Top Supervision, team is constructing state of the art facility for the first time in Pakistan.

#### 2019- Current (Phase -1 is Under Construction and Phase 2 Under Planning)

#### ● Construction of Medical City – Sector I-17, Islamabad

This project comprises of whole Islamabad I-17 Sector having 4 covered area of 4 kmsq and having an estimated cost of 1.2 Billion USD. It is one of the unique project in Pakistan and it will be built as per international standards.

- Involved in feasibility studies of Environment Impact Assessment (EIA), Zero Carbon emission SDGs, Ariel Surveying, wastewater recycling and Rain Harvesting.
- Involved in successful agreement Public -Private partnership with international investors to investment in this project.
- Involved in Planning of Phase-1 by coordinating with International Consultants as per international standards and accreditations.
- Due to my excellent project management skills, the organization has saved 2 months time in Planning of Phase -1, and we are two month a head of schedule in construction phase

#### ● Prefab Structure (PEB) Project Drug Testing Lab - Completed

This project has been completed with a cost of 8 Million USD having covered area of 35,000 sft

- Completed the project one month earlier as compared to planned.
- Construction cost saving of 0.5 Million USD by effectively utilizing of PMU staff and executing good engineering practices

#### ● Construction of Block -2 – Completed

This project has been completed with a cost of 4 Million USD having covered area of 151,000 sft; building comprises of 6 stories

- Completed this project on schedule and within approved cost inspite of constraints like increase in scope and Covid -19 disease lockdown.
- Successfully delivered project by effectively managing the manpower at the crucial time of Covid-19 spread
- Right now, efficiently doing the facility management operations.

#### ● Renovation of NUMS Campus, Islamabad – Completed

This project has been completed with a cost of 1 Million USD having covered area of 55,000 sft; building comprises of 5 stories

- Extensive renovation, alterations, modifications and abnormal repairs of whole building was done under my top supervision by redesigning the building and result was marvelous.
- Solarization of whole building by providing technical engineering support.
- Successfully completed the project before the deadline and construction cost saving was done.

#### ● Construction of CTU Floor- NUMS University – Completed

Planned and Constructed Critical Trial Unit (CTU), Bio-Equivalence Lab, Clinical lab as per JCI, WHO and DRAP International and National standards respectively having covered area of 35,000 Sft.

- Actively involved in planning phase of CTU Floor and excellent planned as per national and international standards under my top supervision.
- Due diligence, Design, Planning, Contracting and Mobilization of this Project
- Installed HVAC, lifts and stand by power generation with significance cost saving.