

## **SAEED UR REHMAN KHAN**

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### **HIGHLIGHTS**

Over 20 years' experience in the field of Civil Engineering. Project execution & planning of residential, commercial, Industrial, and infrastructure & Site Development from start to end quantity surveying work, variations, claims and disputed item system, civil, electrical, and mechanical. strong analytical skills and hands on experience in Plant Pre-Engineering Building works.

Quick learner who can become familiar with any environment and resolve problems arising in the project.

### **QUALIFICATION;**

- **SSC Board of Intermediate and Secondary Education, D. G. KHAN in 1998**
- **Three year Diploma in Associate Civil Engineering from Punjab Board of Technical Education, PAK in 2001**
- **Bachelor of Technology in Civil Engineering (Preston University Islamabad)**

### **COMPUTER SKILL**

- Auto CAD (2D& 3D)
- M/S Excel
- M/S Word
- M/S Power Point
- Internet Browsing

### **EXTRA SKILLS**

- Good interpersonal skills.
- Strong decision making power.
- Ability to work in professional environment.

## **KEY EXPERIENCE**

- Execution.
- Bill of Quantity.
- Bar Bending Schedule.
- Work plan Schedule.
- Supervision.
- Surveying.
- Quantity surveying.
- Buildings, bridges, roads, infrastructure & strong analytical skills.
- Engineering detail works.

- **WORK EXPERIENCE**

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- **Experience with Saudi Designers and Engineering Consultant,**

- CLIENT: Gulf Trading Corp- Ltd , Khobar (**SAUDIA ARABIA**)
- Consultant: Saudi Designers and Engineering Consultant .
- Contractor: *Multiple Builders Pvt Ltd*
- Design: Saudi Designers and Engineering Consultants,
- Duration: 1<sup>st</sup> May 2017 to Apr-2021
- Designation: Project manager & Estimation Engineer
- Project; Gulf Trading Administration & warehouse Building Plot #24/4C Block 1/742 Mena Port Dammam

- CLIENT: Saudi New zeeland Milk Product Factory FONTERRA ,2<sup>rd</sup> Industrial city dammam (**SAUDIA ARABIA**)
- Consultant: Saudi Designers and Engineering Consultant .
- Contractor: *Arm Star Builder pvt LTD*
- Design: Saudi Designers and Engineering Consultants,
- Duration: 2<sup>nd</sup> Nov 2015 to 29<sup>th</sup> April 2017.
- Designation: Project manager.
- Project; 4- Saudi New zeeland Milk Product factory (FONTERRA)

- CLIENT: TORAY (Abdullah Abunayyan to manufacture Reverse osmosis membrane Factory 3<sup>rd</sup> Industrial city dammam (**SAUDIA ARABIA**))
- Consultant: Saudi Designers and Engineering Consultant
- Contractor: *Gulf Builder pvt LTD*
- Design: Saudi Designers and Engineering Consultant
- Duration: 22Dec 2014 to 1<sup>st</sup> Nov 2015
- Designation: Resident Engineer & Estimation Engineer
- Project: 3- TMME (Toray Membrane Middle East)

- CLIENT: Al Qahtani PCK Pipe factory 2<sup>nd</sup> Industrial dammam
- Consultant: Saudi Designers and Engineering Consultant
- Contractor: *Al Hussaini Contractor and Builders*
- Design: Saudi Designers and Engineering Consultant
- Duration: 2 jan 2014 to 6 nov 2014
- Designation: Resident Engineer & Estimation Engineer
- Project: 2 – Al Qahtani Pck Pipe factory

- CLIENT: Ad wan Chemical Industries (**SAUDIA ARABIA**)
- Consultant: Saudi Designers and Engineering Consultant
- Contractor: *Sahara Building Contractors*
- Design: Mustang Al-Heailan Dar PI
- Duration: 25Dec 2012 to 1 Jan 2014
- Designation: Resident Engineer(Civil Engineer)
- Project: 1 – Pre Screening Silica Complex Nahdeem Riyadh

- **Responsibilities**

- Over all execution supervision, planning, structure , architecture, infrastructure & estimation
- Studying of the projects contract documents (letters, contract, general spec. BOQ. IFC drawings, requirements of Q.C. plan, Safety plan, etc.).
- Prepare, Manage, the projects deliverables (schedules, safety plan, quality plan, construction plan, method of statements)
- Prepare and implement the projects execution plan.
- Manage the projects planning, progress monitoring.

- Manage the daily, weekly, monthly projects reports and prepare recovery plans.
- Prepare, Manage, control the budget of the projects includes IPCs, change orders, claims.
- Manage and coordinate the material delivery to site.
- Check Steel Reinforcement and Form Work shop drawings in accordance with stander details as in design drawing and ACI detailing manual.
- Flow up Inspection Requests for Structural Works such as construction and removal of Form Work, placing of Reinforcement, Curing of Concrete, Back fill layers' testes and Water Proofing Statement.
- Quality of Concrete Specification and Concrete Strength accordance with ACI Requirement.
- Verify the certificate of tests on bearing capacity at foundation level and perform cavity probing.
- Approval of ready-mix concrete suppliers (batching plants).
- Conduct onsite and offsite testing of concrete and concrete materials according to ASTM.
- Approval of material such as Scaffolding System, Reinforcement Bars, Back Fill Material, Water Proofing materials, Concrete Curing Materials, and Concrete Repair Materials.
- Coordination with other Engineering Disciplines to progress the work smoothly.
- Attend meeting with contractor and suppliers to discuss the Main Points.
- Coordination with Client whenever required.
- Structure & Finishing Works.
- Preparation of invoices.
- Cost control & reporting.
- Review and approval of As-Built Drawings according to latest changes at Site.
- Complete the projects in the right time, close-out and handing over.

## **WORK EXPERIENCE**

### **Experience with Al Rosan Est. :**

CLIENT: M.O.T. Tabouk region SAUDI ARAB  
Contractor: *Al Rosan Est.*  
Duration: Feb. 2010 to 25Dec 2012  
Consultants: Atal Engineering & Consutants  
Designation: Project Engineer & Quantity Surveyor  
Project: Al Hoje to Tima 80KM. Highway Road

### **Responsibilities**

- Prepare and implement the projects execution plan.
- Manage the projects planning, progress monitoring.
- Coordinate and manage the projects purchase orders to vendors, subcontractors and their approvals.
- Manage and supervise the shop drawing, material approvals.
- Manage the daily, weekly, monthly projects reports and prepare recovery plans.
- Prepare, Manage, control the budget of the projects includes IPCs, change orders, claims.
- Manage and coordinate the material delivery to site.
- Supervise and manage the material manufacturing and lab tests on site.
- Supervise and manage site construction activates & site testing.
- Conducting periodical progress review meetings internally, with subcontractors, venders, consultant, and client.

Pre-Bid :

- Prepare tender's BOQs, design specifications, drawings and documentations for new projects.

Post-Bid :

- Carry out the specified inspection / test in accordance with relevant Inspection / Test Plans.
- Monitor, control, and coordinate the works of different trade subcontractors and report on their progress and or trends for problems / delays to Project Manager.
- Preparation of rates analysis and monitoring the project cost at regular intervals to avoid cost over-runs.
- Preparation of invoices.
- Complete the projects in the right time, close-out and handing over.

### **Experience with Matracon Pakistan ( PVT) LTD.**

CLIENT: CDA Islamabad  
Consultant: Pepeac  
Contractor: ***MATRACON Pakistan Pvt ltd***  
Duration: Sep. 2008 to Feb. 2010  
Designation: Construction manager

Project: Supreme court phase II Islamabad

### **Responsibilities**

- ♣ Carry out of the projects according to company policies and systems.
- ♣ Participate in the development of the general plan for the project.
- ♣ Prepare the schedules for the projects using Microsoft Projects.
- ♣ Selection of Subcontractors that will execute the project according to company policies.
- ♣ Putting the priority of contracts for the Martials and subcontractors also.
- ♣ Manage of Materials by purchase orders up to delivery at site of projects.
- ♣ Design the organization chart of the projects.
- ♣ Selection elements of the organization chart members for different disciplines.
- ♣ Follow-up schedules for the projects daily and put weekly plans.
- ♣ Develop alternative plans and rapid solutions in case of a delay in the progress.
- ♣ Follow-up to the quality of the activities during carried out and arrange with Quality control department.
- ♣ Maintain the staff to do their parts and to achieve the required quality for activates and matches with codes.
- ♣ Follow-up to the budget for the project through adherence to the specified prices.
- ♣ Follow-up quantities of the materials used so that the project does not exceed the specified quantity.
- ♣ Maintain the protection of executing items and safe the martial's.
- ♣ The application of security and safety systems.
- ♣ Mange of the shop drawings and as built drawings with sub-contractors.
- ♣ Approval of the subcontractor's payments.
- ♣ Final Handover the projects to clients.

### **Experience with Gulzari Associates PVT., Ltd.**

CLIENT: International Islamic University Islamabad  
Consultant: Nespak  
Contractor: ***Gulzari Associates Pvt. Ltd.***  
Duration: Aug. 2007 to Sep. 2008  
Designation: Project In-charge  
Project: Faculty of Science & Technology Construction

CLIENT: Pakistan Electronics Media Regulatory Authority (PEMRA)  
Consultant: Naqvi & Saddiqui  
Contractor: ***Gulzari Associates Pvt LTD***  
Designation: Project In-charge  
Project: PEMRA Headquarter TOWER Islamabad  
Duration: Jan. 2005 to Aug. 2007

CLIENT: Quaid-e-Azam University Islamabad  
Consultant: Naqvi & Saddiqui  
Contractor: ***Gulzari Associates Pvt LTD***  
Designation: Project In-charge  
Project: Contruction of Hostel # 6 & 7 and Administration Block  
Duration: Mar. 2003 to Jan. 2005

### **Responsibilities**

Over all projects management administration, supervision, planning, coordination with client, bill of quantities, bar bending schedule and execution with total independence.

### **Experience IKAN Engineers Pvt., Ltd.**

CLIENT: Pak PWD, Islamabad  
Consultant: Nespak  
Contractor: ***I KAN Engineers Pvt., Ltd.***  
Duration: Mar. 2001 to Mar. 2003  
Designation: Surveyor & assist quantity surveyor  
Project: Minister Enclaves (12 nos.), Islamabad

### **Responsibilities**

Controlling all works of contouring, layout of excavation, pcc, foundation, column, beam, & steel structure formworks as per drawing and specifications.

### **PERSONAL INFORMATION;**

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