**MD.AMJAD SHARIFF** PROJECT MANAGER

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**PASSPORT NO: P3739048**

Vijayawada, A.P • LinkedIn:Mohammed Shariff

**CAREER OBJECTIVE**

Over 11 years Work Experience in Ensuring that all engineering work is carried out in accordance with specifications, statutory requirements, laws, rules, regulations and other contractual requirements. With due regards to safety, operability and maintainability.

**COMPETENCE LEVEL**

Ability to manage and work as an Project Manager in Construction, Quality and Maintenance fields at Oil & Gas Plant and Petrochemical Sites. Having sufficient knowledge & familiar with Saudi Aramco Engineering Standards, Procedure and Specifications. Enough Proficiency to study the construction drawings and explain to the Workers in order to Execute the job successfully. Maintaining good relationship with all personnel by virtue of good attitude in work spots.

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**REVELANT SKILLS**

* Broad understanding of facilities management in an institutional environment and knowledgeable about functional planning and architectural, mechanical & electrical design and construction
* Excellent organizational, planning, coordination, negotiation, time management, interpersonal, leadership, and scheduling skills
* Good writing skills - ability to draft / edit a variety of written reports and communications and articulate ideas clearly and concisely;
* Proficiency in MS Office application, data management, Auto CAD, Primavera P6 and other relevant applications.

**PROFESSIONAL PROFILE**

* Being extremely neat, Reliable, Greatly Motivated able to deal with complicated projects, creating high quality & Timely working results.
* Having Exceptional skills of Analysis and setting up relationship particularly helpful in supporting customers and associated to find out solutions to problems and workers
* Leadership and Managerial skills
* Strong communication and interpersonal abilities.
* Resourcefulness and Innovation
* Leadership and mentoring of the project team
* Delivery of Complex project within time, cost and Scope.
* Developing strong client and industry relationship.

**CERTIFICATION & MEMBERSHIPS**

* Certificate of Training Project Management Professionals- VINSYS
* Saudi Council of Engineers - 177870
* International Association of Electrical Inspectors - 25958284

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| * Electrical Hazard Recongization- 182723 |  |
| * Work Permit Receiver- SAITD/0043/2013 |
| * Certificate of Training – CS Facility Inspector Course |  |
| * Certificate of Training – Contactor Camp Inspector Course |
| * Training Certificate- Electrical Maintenance | hofincons |

**SKILLS & COMPETENCIES**

PROJECT MANAGEMENT

MANAGES SELF & OTHERS

MONITORING & MEASURING EFFECTIVENESS

BUGDET & COST CONTROL

HEALTH & SAFETY

NEGOTIATION SKILLS & BRAND PROMOTING

RISK & REPUTATION MANAGEMENT & INTERNAL CONTROL

**EDUCATION**

B.TECH IN ELECTRICAL & ELECTRONIC ENGINEERING - LBRCE, JNTU UNIVERSITY

PG DIPLOMA IN INDUSTRIAL AUTOMATION & SYSTEM DESIGN- DOEACC, CALICUT

DIPLOMA IN BUILDING ELECTRICAL SYSTEMS- IPEBS, HYD

PG DIPLOMA IN ENERGY AND ENVIRONMENTAL MANAGEMENT A.P PRODUCTIVITY COUNCIL,HYD

**PROFESSIONAL EXPERIENCE**

ARABIAN FAL COMPANY, DH-KSA JULY 2018- Present

Client: SAUDI ARAMCO-Utilities & Facilities Dept.

Project/Contract Manager

* Validate and follow up on day-to-day operations to ensure effective recourses utilization, equipment readiness with best-fit maintenance/troubleshooting, applying best practices and standard operating procedures.
* Apply effective control measures and work processes to ensure smooth operations with productivity at optimum cost.
* Develop & implement contingency plans for operations during events of work.
* Monitor account activities to maintain client expectations and meet contractual agreements.
* Carry out inspections of the facilities to identify and resolve issues
* Plan and oversee all repair and installation activities
* Allocate workload and supervise upkeep staff (Supervisors, Foreman etc.)
* Monitor equipment inventory and place orders when necessary
* Monitor expenses and control the budget for maintenance
* Manage relationships with contractors and service providers
* Keep maintenance logs and report on daily activities
* Ensure health and safety policies are complied with Company standards
* Plan, coordinate, and /or perform preventive maintenance and repair service on building operating systems including HVAC, Electrical, lighting, Plumbing, fire & life safety.
* Strong organization, interpersonal and communication skills.
* Lead multi-disciplinary teams of staff including maintenance, ground and custodial workers.
* Respond to emergency maintenance requests as required; troubleshoot issue to determine cause and solution.
* Self-motivated to continuously take things to the next level
* Use computerized tracking system to ensure accurate collection of all maintenance work.
* Manage, coordinate and provide support to team members.
* Provide Technical solution for all disciplines (Electrical, Mechanical, Architectural etc)  
  - Coordinate with Consultant on all technical related issues  
  - Consider project proposals and evaluate feasibility studies  
  - Generate ideas for improving Technical department
* Coordination with SAUDI ARAMCO to ensure smooth running of the project  
  - Review and Approve all Design Drawings before releasing them to site   
  - Preparation of Method of Statements   
  - General supervision and inspection of all works  
  - Monitoring of Projects to ensure completion within time frame  
  - Coordination with sub-contractors  
  - Review of construction materials to ensure that they match with SAUDI ARAMCO’s specifications.  
  - Review and Approval of shop drawings for construction activities  
  - Pre-inspection of construction works   
  - Preparation and Administration of Technical Questions (TQs)  
  - Quantity Verification for progress Invoices  
  - Provide solutions to site problems through proposals and method statements.   
  - Preparation and review of Deviation requests to enhance project cost and value engineering.

AL-OBAYAN TRADING & CONTRACTING EST, Khobar,KSA Nov 2013 – July 2018

Client: SAUDI ARAMCO- Drilling WorkOver, PMT, Marine & Community Service Dept.

Project Manager

* Execute works per contract specifications, schedules and milestones
* Manage the work of other professional and technical staff and interface with and supervise contractors and consultants. Projects supervised may be long-term or may constitute a major portion of a continuous or comprehensive engineering or construction program
* Provide inputs for preparing work plan and project / methodology / seasonal budget
* Manage and develop direct reports
* Ensure proper documentation of all project requirements and objectives
* Monitor key performance indicators and manage project scope, quality, time and costs Track and report progress on regular basis and forecast final targets
* Document, obtain approval and track all changes in project parameters
* Prepare technical reports, make technical presentations and perform professional cost analysis & value engineering duties related to development of project plans, design and specifications
* Plan, schedule, assign, supervise and review the work of Project Engineers engaged in utility plans, specifications, cost estimates and reports
* Assist in the preparation, coordination and control of the operating and capital budgets
* Undertake technical evaluation of bidders' project proposals & submissions
* Evaluate contractor invoices and assist in responding to contractor requests for information Close all project documentation and archive appropriate records
* Facilitate review of construction drawings & documents prior to issue for construction / tendering
* Develop and work within assigned project budget, goals and objectives.
* Managing Complex projects from Start to finish
* Analyzing and resolving field construction issues.
  + Prepare, review and distribute RFIs. Maintain RFI Log.
  + Prepare Bar chart, Weekly Project Reports & punch list.
  + Maintain job files and as-built.
  + Develop and maintain schedule with Superintendent input.
  + Maintain through understanding of contract documents and subcontracts.
  + Prepare to meet minutes for all job meetings.
  + Complete required tasks daily: Timecards, Purchase Orders, Work Orders, Daily Paperwork.
* Packet and collecting Subcontractor Daily Job Reports.
  + Weekly project photos.
  + Inspect/verify material deliveries.
  + Manage project closeout and obtain all warranties required for final acceptance.
  + Ensure company procedures and standards are maintained.
* Works with Estimation Department during project bidding in acquiring competitive material quotations.
* Reviews and verifies scopes of work and material lists for accurate material quantity and specifications.
* Reviews quotations submitted by vendors and approves based on price, quality, and delivery.
* Conducts meetings with vendors for price negotiations and assurance of on-time delivery.
* Attends client meetings regarding material specifications and delivery.
* Compiling of Bid packages and issue Request for Quotation (RFQ).
* Arrange Pre-award technical meetings involving the Engineering, Operation Manager and Supplier representatives to freeze the technical requirement.
* Appointing Third Party Inspection, Expediting and Clearing and Forwarding agencies.
* Observe and report on subcontractor's performance against the safety plan.
* Issuing defect notification based on Saudi Aramco Engineering standards.
* Follow Up and Closing defect notification in timely manner.
* Involved& performing Inspection Activities in the walk through of projects belong to responsible area.
* Follow Up and closing of NCR, Site Observation Memo (SOM), Site Instruction Issued by Company
* Review Project applicable specification, Design drawing, technical instructions and check method of statement and job safety analysis.
* Control the work activities in accordance with approved Drawing plans, Work procedure and Project specification requirements.

AL-OBAYAN TRADING & CONTRACTING EST, Khobar,KSA Nov,2012 – Nov,2013

Project Electrical Engineer

* Preparation of Inspection and test Plan, Construction Quality procedure and Method of the statement.
* Preparation and Submittal of RFI and daily Monitoring and construction activities
* Review and Inspection of all Electrical materials prior to installation
* Responsible for the overall implementation of Quality control related electrical works accordance with project specification and engineering standards
* Verify the equipment and devices used in a project that meets the required specifications as per project requirements standard and tested in accordance with the procedures.
* Monitor the underground installation – Check the required burial depth and spacing requirement to adjacent installation prior to backfilling.
* Testing of cables- Meggering and Hi- POT test.
* Inspection of Electrical Equipment function test and illumination level testing of the lighting system.
* Inspection of Electrical Installation panels Monitoring control panel wiring, termination, cable routing & cable tray Installation.
* Verify all required inspection report and test records are systematically generated and compiled according to the approved QC procedures
* Coordinate with client representatives regarding the implementation and quality of work.
* Inspection of Ground Rod and Grounding cable as per Engineering Specifications
* Provide sufficient feedback to QA/QC Manager on the day to day quality issues
* To Supervise and carry out the effective implementation of work schedule to clear punch list.
* Preparation of Electrical Installation equipment quality control document- Method of statement (MOS), Prepare Quality control procedure (QCP), Inspection Test Plan (ITP) & Inspection Test Report (ITR).
* Supervision of the actual Installation of technical team such as cable tray installation, lighting, Grounding, Cabling, Electrical Equipment Installation termination & Splicing of HV & LV Cables.
* Site Inspection for the Electrical Installations, Electrical Equipment, Cables Laying, Cable jointing. Indoor & Outdoor lighting Installation as per the approved inspection & test plan.

HOFINCONS INDUSTRIAL SERVICE PVT.LTD, CHENNAI,INDIA Oct. 2011–Oct. 2012

Electrical Engineer

* Preventive Maintenance of Transformers, Switch Gear Panel, Alternators, Motors, VCB,ACB,MCC.
* Maintain Daily Log Report of Equipment; Planning & Scheduling of all Equipment.
* Checks Completed work to ensure conformity to Specifications & Quality as per SOP & SMP
* Organizes daily routine checking and Maintenance works.
* Conducts Daily Tool Box meeting about the Work procedure.
* Ensure all the Work has done with Safety.
* Providing Weekly Maintenance Log Report.

MN AUTOMATION, HYD ,INDIA March 2011 –September 2011

Program Developer

* Developing Program- Logic Diagram using RS- Logix Software in AB PLC
* Maintenance of Weekly records with Client.

MAHALAKSHMI ELECTRICAL WORKS LTD, VIJAYAWADA ,INDIA June 2008–August 2010

Electrical Engineer

* Preventive Maintenance of Transformers, Switch Gear Panel, Alternators, Motors
* Daily Schedule reports
* Undertake repairs and servicing to the highest standard in accordance with

Work requests and pre-determined specifications

* Fault Finding, testing, and the removal or adjustment of existing fittings,

Fixtures and parts.

* Electrical Installation

• Review and Advise on Engineering requirements and drawings.

• Work with and install single phase / three phase electrical circuits.

• Actively promote safe working practices.

• Work with and Coordinate Contractor

**SOFTWARE & HARDWARE PROFICIENCY**

PLC : SIEMENS, ABB, AB.

Software : NI-Labview 8.5, I-FIX(GE Fanuc),Siemens Step-7, ABB- Codesys, AB- RS Logix,

Hardware : NI-DAQmx, Siemens-CPU314, CPU315-(2DP)

Computer Software : MS- Office, Auto CAD,Primavera P6.

**PERSONAL INFORMATION**

Gender : Male

Martial Status : Married

Mailing Address : Ajith Singh nagar, Vijayawada (W), A. P 520015

Language Known : English, Hindi, Telugu & Arabic

Driving License : Valid Indian and Saudi Arabian Driving License

**PROJECTS COMPLETED & ON-GOING**

1. **Redesign of Marine Support Services Office Building at West Pier**

Client: Saudi Aramco Marine Department

Location: West Pier, Ras Tanura, Saudi Arabia.

1. **Expansion & Renovation of AL-Murjan Hall.**

Client: Saudi Aramco Community Department

Location: Abqaiq , Saudi Arabia.

1. **Construct Al Farha Tennis Court**

Client: Saudi Aramco Community Department

Location: Abqaiq, Saudi Arabia.

1. **Renovation of House 4101**

Client: Saudi Aramco Community Services

Location: Ras Tanura, Saudi Arabia

1. **Construction of Radhwa and Najmah Soccer Fields**

Client: Saudi Aramco Community Services Department

Location: Ras Tanura, Saudi Arabia

**6.Renovation of 2nd and 3rd Floors Office Bldg., Admin North**

Client: Saudi Aramco Office Services Department

Location: Ras Tanura, Saudi Arabia

1. **Construct Perimeter Fence at Rahima Contractors’ Park**

Client: Saudi Aramco Contractors’ Park Administration

Location: Ras Tanura, Saudi Arabia.

1. **Renovation of Al-Mujamma Bldg. 112**

Client: Saudi Aramco Office Services Department

Location: Dhahran, Saudi Arabia

1. **Expansion & Renovation of Marine Admin Building.**

Client: Saudi Aramco Marine Services Department

Location: Tanajib, Saudi Arabia.

**10 . Modification of Admin Building**

Client: Saudi Aramco Bulk Plant Services Department

Location: Dhahran, Saudi Arabia

1. **Upgrade Government Security Facilities Kingdom Wide**

Client: Saudi Aramco Industrial Services Department

Location: Dhahran, Saudi Arabia

1. **Install Back up Power Supply Generator for Tool house Bldg.3056**

Client: Saudi Aramco Drilling & Work Over Services Department

Location: Shedgum, Saudi Arabia

1. **Construct Mud Plant Office**

Client: Saudi Aramco Drilling & Work Over Services Department

Location: Tanajib Marine Facilities, Saudi Arabia

1. **OPERATION & MAINTENANCE OF HVAC-INDUSTRIAL ( On- Going)**

Client: Saudi Aramco U&FSD- ACSD

Location: Dhahran, Saudi Arabia.