

# Professional Resume

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**Post applied:** Civil Engineer

**Ideal position:** (senior supervising (PM) or technical manager Procurement, Site, Project engineer, Estimation, cost control or QS detailing engineer)

**Total experience:** 20 years (KSA and UAE – 16 years, India-4years)

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## **Objective:**

To obtain a challenging position and implement the acquired skills & knowledge which add value to department goals and ultimately organizational growth & objectives. I am dedicated, committed and reliable, with a natural determination and persistence to achieve goals.

## **Skills:**

- Management Skills
- Analytical Thinking
- Technical Skills
- Communication Skills
- Creative Mind
- Being Able to Negotiate
- Good Time Management
- Willingness to follow instructions and take responsibility.
- Proficient computer skills.
- Commitment to follow HSE regulations.

## **Professional Experience:**

### **Previous employer:**

1. 2016- senior civil engineer & senior estimation  
THM Saudi Arabia & CO IRELAND
2. 2017 up to now 2020 - senior civil engineer & Project engineer, estimation, planning  
Eastern Gap consultant and contracting co.

## **Duties & Responsibilities:**

- Analyze Data to Plan and Design Projects. ...
- Conduct Risk-Analysis for Each Project. ...
- Prepare and Submit Permits to Comply with Federal, State, and Local Regulations. ...
- Analyze Test Results of Construction Materials. ...
- Manage the Repair and Maintenance of Completed Projects.
- Assists in preparation and implementation of Project Execution Plan (PEP).
- Attends the Weekly Progress Meetings (Internal as well as with Client) and assist in preparation of Minutes of Meetings.
- Monitors work in progress and prepares weekly report of the status of each assignment.
- Ensuring all procedures and calculations are submitted to the client for review and approval.

- Coordinates materials and assists in the logistics, its shipment and receipt at construction site.
- Coordinates with all project related personnel (onshore and offshore) on day-today progress of work activities, procurement and operations to ensure timely completion of the project.
- Provide full support as required by the Management and PMT for all projects. Undertaking technical and feasibility studies including site investigations using a range of computer software for developing detailed designs
- Liaising with clients and a variety of professionals including architects and subcontractors
- Compiling job specs and supervising tendering procedures resolving design and development Problems
- Managing budgets and project resources
- Scheduling material and equipment purchases and deliveries
- Making sure the project complies with legal requirements, especially health and safety
- Assessing the sustainability and environmental impact of projects
- Ensuring projects run smoothly and structures are completed within budget and on time

### **1. Post Contract work**

- Dealing with clients, consultants and Chartered estimation engineers related to project billing, Claims, disputes, variations and budgeting, Schedule preparation.
- Suppliers/subcontractors to obtain the quotations, also preparing Comparative statements and negotiating the prices with them.
- Getting approval of monthly interim and final Valuation by the consultant & client.
- Claiming Variation claims, Extension of Time etc, as per conditions of contract.
- Preparing monthly interim and final bill for Subcontractors/suppliers based on the scope of Works and materials supplied.
- Preparing all sorts of letter correspondence with Clients, sub-contractors and consultants pertaining to the project.
- Preparing letter of intent for the subcontract Works and local purchase order for the supply of materials.

### **2. Pre contract work:**

- Involved with a group of Estimation engineers by doing all aspects of tendering works.
- Preparing rate analysis by obtaining present market prices for materials, labors and plants.
- Preparing bill of quantities and submitting to the Clients and Consultants.

### **3. Cost Control Department Work:**

- Checking Subcontractor & Supplier bills from Various Project Site as per our BOQ & Company LOI, Our basic budget Cost & Valuation Claim from Client.
- Check if extra Claim from Subcontractor / Supplier due to Variation as per our Client/Consultant Approval.
- Request from Site for material & Equipment Should Controlled as per our basic budget Cost.
- Visit Site and discuss with PM & Site QS about Monthly Valuation Claim & Other Cost Control related Issues.
- Check Major sub-Contractor Qty & Compare with Our budgeted Qty& Cost, Our Valuation Claim and give Report to Management Periodically.
- Monitoring Petty Expenses from Site & Monthly Once Checking Site Stock Materials, Unused Scaffolding & Other Equipment details and give Report to Management Etc,
- Liaise with cost discipline to ensure all cost elements used in the compilation of estimates are accurate and aligned to current client contract T&Cs
- Ensure timely follow up of site information (status of RFI,NCR)
- Studying all the financial variation which results from the changes in the specified materials.
- Checking all the related contracts, insurance policies, shipping, & origin certificates for all the used materials.

- Ensure consistency across estimates and discipline CTRs in accordance with the project Scope of Work.
- Schedule and coordinate group job activities to adhere to committed delivery
- Ensure group efficiency and productivity.

#### Project at site

- Ensure timely follow up of site information (status of RFI,NCR)
- Studying all the financial variation which results from the changes in the specified materials.
- Checking all the related contracts, insurance policies, shipping, & origin certificates for all the used materials.
- Preparation of handing over documents & as built drawings.
- Structural reviews of shop & Approval drawings.
- Schedule and coordinate group job activities to adhere to committed delivery
- Ensure group efficiency and productivity.

#### **Project Time Management**

- Scheduling: Development of Base Line Schedule using Planning Software PRIMAVERA (P6).
- Preparation of Weekly; Monthly & Three Months look-ahead Schedule. Updating actual Progress and all related information & comparison analysis.
- Project Scope Management
- Tracking and maintain scope changes of Mechanical items for Piping; Structural Steel; Piping & Mechanical Equipment and its effect on the overall project schedule.

#### Resource Management:

- Resources Estimation and Loading in P6 plan.
- Estimation of Manpower Requirement for the Project based on standard productivity norms. Monitoring of actual resources availability & analysis using Histogram.
- Budget Monitoring & estimation of CTC.

#### Project Communications Management:

- MIS: Preparing progress % calculation systems, earned man-hours, productivity & Trend analysis.
- Progress Measurement using S Curves.
- Preparation Executive Progress Summary Report / Presentations to the Top Management on Project Status for periodical review.
- To interact with PCM & issue project MIS to Client & H.O. on daily; weekly & monthly basis.

#### **Asia & co LLC U.A.E**

Position: senior civil and Planning estimation engineer

Duties & Responsibility:

- Preparation of schedule in Primavera and monitoring of progress.
- Review and forecast Contractor Work front availability and conduct continuity of work analysis.
- Resource Planning: To work out detailed resource Requirement based on standard productivity norms.
- Material & Resources Planning.

#### **Project at Estimation & Tendering dept. in Ksa & UAE**

#### **Duties & Responsibilities: As a senior estimation and project engineer**

- Coordination with different parties including the Engineer, Subcontractors, Suppliers.
- Liaison with Finance for invoicing of the project.

- Study, validate and prepare design documentation for assigned complex job activities for both Pre-Engineered & High-rise Buildings.Using American code.
- To issue requisition for buyout materials
- To resolve external & internal technical queries.
- Structural reviews of shop & Approval drawings.
- Schedule and coordinate group job activities to adhere to committed delivery
- Ensure group efficiency and productivity.
- Review the specification and standard of ASTM, AASHTO, and ACI codes. sign of Consultants' documents, identifying material courses and quality control.
- Dealing with clients, consultants and Chartered estimation engineers related to project billing, Claims, disputes, variations and budgeting, Schedule preparation
- Supervising the works carried out on sites and checking the progress of work,
- Getting approval of monthly interim and final Valuation by the consultant & client.
- Claiming Variation claims, Extension of Time etc, as per conditions of contract.
- Preparing monthly interim and final bill for Subcontractors/suppliers based on the scope of Works and materials supplied.
- Preparing all sorts of letter correspondence with Clients, sub-contractors and consultants pertaining to the project.
- Preparing letter of intent for the subcontract Works and local purchase order for the supply of materials
- Involved with a group of Estimation engineers
- Doing all aspects of tendering works.
- Preparing rate analysis by obtaining present market prices for materials, labors and plants.
- Preparing bill of quantities and submitting to the Clients and Consultants
- Checking Subcontractor & Supplier bills from Various Project Site as per our BOQ & Company LOI, Our basic budget Cost & Valuation Claim from Client.
- check if extra Claim from Subcontractor / Supplier due to Variation as per our Client/Consultant Approval. Valuation Claim and give Report to Management Periodically
- Materials, Unused Scaffolding & Other Equipment details and give Report to Management Etc,
- Monitoring Petty Expenses from Site & Monthly Once Checking Site Stock

#### **Projects involved in at site:**

- Jubail syndrome commercial building.
- Al Jummaiya commercial building Dammam.
- Salan villas at Dammam,
- Nadeem Mosque in Alhassa
- Four season hotel project at Jeddah (3 basement with 40 story building)- 550 ml
- SWCC pipe line project
- ITCC Real estate development projects
- Sari intersection bridges and Roads
- Hawiyah gas plant expansion.

#### **Projects involved Tendering in KSA & UAE**

- Makkah site development works.
- Road project haramin to alnozha 6 lane with culvert
- Sari Intersection bridges
- Mousath hospital project multiple story building -180 million
- SWCC pipe line project 11 KM with 80000 cubmet water tank at khafji
- Sabic gas plant expansion Petrochemical Company plant -Kemya
- Hawiyah gas plant (HGP) Expantion-1 gas project.
- ITCC commercial tower, Housing Apartment, infrastructure development project at Riyadh – 2 BILLIOIN value.
- Al Ahsa hospital project 30 million
- Residential Villas Compound (Sabic 365villas)-635 million project.
- Sabic infra-structure project.

- Multi-Story Buildings (KSA and BAHRAIN) Fontana tower (35storey)-165 million.
- Commercial Buildings(Sipchem headquarters )-65million
- Recreational Facilities
- Office Buildings (jubail syndrome Royal commission project-145 million.
- Sabic gas plant at jubail
- Residential Villas &Compound - 55 million projects.
- Multi-Story Buildings Al Arifi tower at khobar (29 storey include 3 basement)-135 million.
- Commercial Buildings(Abdullah foud )
- Nazeem mosque project hassa
- Workshops & Warehouses at Ajman-Dubai,Collage 2B+G+8floors, AED 150 Million
- I-Rise Tower at Al Barsha Multistoried Office Tower 3B+G+M+6Podium Floors + 8 floors AED 95 million.
- 168 Emaar villas at Dubai, Individual Villas with Swimming pool B+G+2 floors AED 265 million,
- Baish Hotel, Multistoried Office Tower & Hotel Tower 4B+G+4, Podium Floors+ 10 floors AED 70 Million.
- Prince Fahad renal failure office building 180 million projects

### **Previous employer**

- **Dar al Omran consultant**
- **Zuhair Fayaz consultant**
- **Azmeel Group of company contracting.**  
**2013 to 2016 – senior estimation engineer**
- **ASIA & co Saudi Arabia**  
**2010 to 2013 – Project engineer & estimation**
- **MAZEN AL SAEED CO (PBC) Contracting Group in ksa. (Sabic project)**  
**2004 to 2010 – Project engineer, Procurement dept & estimation.**
- **Gap engineering contracting & Design Consultant group**  
**company (THM,GPD) 2017- 2020**
- **Saudi Aramco**

### **Professional Qualification**

**Civil Engineering and Technology in the year of completion 2001 obtained with First class (Bachelor)**

### **Computer Exposure**

Auto Cad 2014, Primavera project planner & MS office project scheduler, Windows 2010, Excel, and PowerPoint

Language known: English, Arabic, Tamil, Hindi, Malayalam

### **Personal Information:**

Marital Status	: Married
Age & Date of Birth	: 43, years old
Permanent Address	: R .Mohamed Yusuf, Tamil Nadu - state India.