**Mohammed Thousif**

**Project Coordinator**

**E-Mail**: thousif3039@gmail.com | **Contact No.** +966595686835

**LinkedIn URL -** [www.linkedin.com/in/mohammed- thousif-13110a67](http://www.linkedin.com/in/mohammed-%20thousif-13110a67)

**Saudi Arabia – Valid Driving License**

**Iqama – Transferable**



**SUMMARY**

**Dynamic, motivated & dependable Project coordinator** with over **10 years of experience** **designing and debugging hardware and software** for embedded systems. Innovative thinker with a talent **for improving design methods and procedures required** to facilitate mass production**. Possessing stellar track record of securing, delivering and cost controlling contracts** covering complete project life cycle. Skilled at performing quality control checks throughout all stages of the **schedule to assure budgets are kept, deadlines are followed, and aimed at optimum team work.** Monitors the compliance of the project with adherence to industry codes and practices, quality assurance and performance standards.

**Maintains effective, sound communication and collaboration with the Focus Factory Leadership Team to fulfill Project/Goal’s** alignment. Organizes and conducts status review sessions to manage the **project portfolio to provide executive summary updates** to stakeholders. In previous role, **helped identify the phases and elements of the project**. Reviews and appropriately distributes all submitted and returned project reporting. **Administers project files, including permits, inspections, and layout plans**. Drafts and conveys official information **across cross-functional teams**. Excellent **coordinator handling entire engineering projects in liaison** with other engineers. Handling, generating, logging and distributing of all **assigned project correspondence, modes, change orders, meetings, reports.**

Willing to **join a progressive organization** and contribute the **required expertise, ultimately coinciding to the objectives** **and corporate** goals.



**KEY EXPERTISE**

|  |  |  |
| --- | --- | --- |
| Root Cause Analysis | Project Planning | Quality Assurance |
| Solid works | Autodesk Inventor | Workplace Safety |
| Budgeting & Staff Management | Environmental Regulations | Project Management |
| Procurement | Scheduling | Manufacturing Process Controls |
| Microsoft Office | Practices & Techniques | Activity Planning |



**EDUCATION**

* **JNTUH College of Engineering, Hyderabad | Bachelor of Technology – B. Tech, Electrical and Electronics Engineering | 2008 – 2012**



**EMPLOYMENT**

**January 2020 - November 2021: Museum of London, London | Project Coordinator**

**Project**  : Museum of London, London

**Designation** : Project Coordinator

**Duration** : January 2020 to November 2021

**Company** : Samera Contracting Limited

**Role:**

* Spearheaded alongside project manager in aligning projects to the PMO processes and tools.
* Advocated the project approach & provided coaching wherever required.
* Designed, controlled the project schedule & liaised with clients to determine the objectives.
* Prepared presentations to update senior management on the project's status and value.
* Established excellent working relationships with all team members & analyzed the strengths, weakness & areas of expertise.
* Tracked and communicated risks, opportunities & attained deadlines.
* Implemented new methods to increase the profitability and reduce expenses in best possible manner.
* Catalogued, attended stakeholder meetings & provided administrative support.
* Motivated colleagues and built enthusiasm through building focus on core objectives and rewards for completion.
* Adhered to the company policies and goals & targeted the SLA guidelines.

**January 2019 - January 2020: SIPCHEM, Jubail Industrial City, Eastern Saudi Arabia | Project Coordinator**

**Project :** 353 Villa Project

**Location :** Royal Commission Area, Jubail, Saudi Arabia

**Designation :** Project Coordinator

**Duration :** January 2019 to January 2020

**Company :** Al Moosa Automatic Doors

**Role:**

* Liaised with the Project Manager & improved Deliverables target to meet schedule.
* Expedited engineering and design work activities to meet the prerequisites.
* Integrated design schedule to procurement and fabrication areas.
* Focused on engineering deliverables that had high standards of design quality.
* Coordinated with external contractors in discipline with task execution.
* Developed and approved Engineering Queries and Requests for information.
* Reassessed engineering budgets & initiated control measures including adjustments to manning levels.
* Enabled receipt and review cycle for vendor documents by forecasting potential problems.
* Represented the team at Internal and External Status conferences.
* Fostered Design Change Notices & facilitated responses to Site Technical Queries.

**January 2015 - January 2019: SAUDI ARAMCO, Dhahran, Eastern Saudi Arabia | Project Coordinator**

**Project :** King Abdul-Aziz Center for World Culture – Ithra

**Location :** Dhahran, Eastern Saudi Arabia

**Designation :** Project Coordinator

**Duration :** January 2015 to January 2019

**Company :** BECK INTERIORS LIMITED

**Role:**

**●** Reporting directly to the Project Director in the UK, I had full local decision-making responsibility to Ensure that the project

was completed on time and within budget.  
 ● Full responsibility that the project adhered strictly to the project QA/QC criteria as identified by the Saudi Aramco standards

and International Building Code.  
 ● **A dual role; firstly**, the client facing role required I represent the company and liaise with the Saudi Aramco Project

Management Team (SAPMT) and the Saudi Aramco Project Inspection Department (SAPID).  
 ● **Secondly**, I managed the day to day operations of our Construction, QA/QC and H&S delivery teams, I also managed the local

and international specialist sub-contractors and led the Interface dealings with the base builder (Saudi Oger Ltd).  
 ● Conducting and attending weekly Construction and QA/QC meetings as per the schedule.  
 ● Responsible for the materials receiving of all kinds on site.  
 ● MCC/PMCC walk-through inspection with the client representatives for punch-listing and closing of MPCS through EIL.  
 ● Involve in the preparation of SPDP and O&M Manual.  
 ● Prepared the Pre-commissioning and energization test package as per project scope.

**PREVIOUS EXPERIENCE** 

1. **September 2013 - December 2014: GMR Group, Tilda Village, India | Electrical Engineer**

**Project : (2X685 MW) GMR Thermal Power Plant.**

**Package : DM, STP, RO Plants and Electrical works Installation & Commissioning.**

**Client : Hyaline Enviro Engineers Pvt. Ltd.**

1. **August 2012 - August 2013: NTPC Limited, Mouda Village, India | Electrical Engineer**

**Project : (2X500 MW) National Thermal Power Plant.**

**Package : Gas Chlorination Plant Installation & Commissioning.**

**Client : Hyaline Aqua Solutions Pvt. Ltd.**