



Ashif Mujthaba M, PMP®

Project Management Professional

Dammam, Saudi Arabia

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[ashifmujthaba\(click here\)](#)

[See PMP® Credential \(Click\)](#)

PERSONAL DETAILS

Nationality : Indian
DOB : 3rd November 1993

SKILLS & INTERESTS

PMP® Knowledge
Effective communication
Prioritizing tasks
Forecasting risks & resolving issues
Documentation
Microsoft office (Excel, Word & PP)
3D Modeling, Drawing

DOMAIN SKILLS

Microsoft Office _____



Google SketchUp _____



NX Unigraphics (SIEMENS) _____



LANGUAGES

English, Hindi, Urdu, Malayalam

Collaborative professional with experience in working closely with Project Managers and other technical/non-technical team members to manage all phases of entire project which are initiation, Planning, Executing, Monitoring & controlling and Close out. Adept at tracking and monitoring project schedules, reviewing and updating reports, and ensuring deliverable deadlines are met. Excellent verbal and written communication skills; able to deliver top-notch client interface and support, whilst working effectively with members in a team environment. As a PMP® certified professional, I am well versed with all the process groups and knowledge areas within the project management and skill/tools to achieve project objectives and stakeholder satisfaction. I will always give it my best shot, I promise!

WORK EXPERIENCE & INTERNSHIPS

July '18- Present **REDA Fire & Hazard Control Equipment Co. Ltd.**



Dammam, Saudi Arabia.
Project Coordinator/Engineer - Full Time

- To be involved in Initiation, Planning, Executing, Monitoring & Controlling and Close out of each project.
- Responsible for the coordinated management of multiple related projects directed toward business and other organizational objectives.
- Identify stakeholders and ensuring their engagement in project.
- Assisting the planning team to create project schedule.
- Identify risks, perform risk analysis, develop mitigation plan for forecasted risks & issues (work arounds).
- Assist procurement team with all necessary technical/non-technical inputs and procurement plan to facilitate timely award of procurement.
- Building effective project dashboards and maintain continuous monitoring of project scope with strategic objectives and make recommendations to enhance effectiveness.
- Expediting project progress; coordinating activities; resolving problems.
- Liaising with various working teams. Mainly Design, Procurement, Planning, Quality, Vendor & Client.
- Coordinate with document controller on various deliverables transaction for time-to-time submission of documents to ensure shop floor work/progress.
- Administer punch list and project close-out activities, including acceptance and completion of project.
- Products involved; Foam Generation Skids, Deluge Skids, ASME pressure vessels.
- Codes & Standards; Saudi Aramco (SAEP, SAES, SAMSS, IR175), ASME, NFPA

June '17- July '18 **AAA Contracting Est. Jubail, Saudi Arabia**

Jr. Project Engineer- Full Time

- Assisting Project Engineer & Project Manager for preparing project related documents & schedule.
- Maintaining & Recording all project related documents (RFI, MOS, IT...)
- Coordination with Client & Vendor for construction activities.

- Monitoring project progress; coordinating activities; by collecting, analyzing, and summarizing information from site, Compilation of Site activities and verifying with actual.
 - Attending regular meetings with Client, to keep them informed of progress.
 - Preparing 3D model of the proposed project for giving client a polished and interactive visual representation of the final product.
- Jan '17- April '17 **TinkerMaster Pvt. Ltd., Bangalore, India** 
- R & D Mechanical Intern
- Designing, developing and modeling projects for their annual fest.
- July 2015 **Fertilizers and Chemicals Travancore Limited (FACT), Kerala, India** 
- Industrial orientation course on working and maintenance of machineries in the plant.

EDUCATION QUALIFICATION

- 2016 **Bachelor of Technology- Full Time**
Cochin University of Science & Technology
Mechanical Engineering
7.48/10 CGPA
- 2012 **Higher Secondary School**
MMHSS, Thalassery [Kerala State Board]
Physics, Chemistry, Mathematics, Biology
93.4 %
- 2010 **High School**
MMHSS, Thalassery [Kerala State Board]
95 %

CERTIFICATES

- Dec 2020 **Project Management Professional (PMP®)**
Certificate No. 2875603
Project Management Institute (PMI®), USA.
[Click here](#) to see PMP® credential.



PRO TRAININGS

- Dec 2019 **Project Management Training Program**
Based on PMBOK 6th Edition, PMI®.
- The Transcenders Training & Consultancy Pvt. Ltd., Kingdom of Saudi Arabia.

MAJOR PROJECTS

- July'18- Present **Upgrade of Fire Fighting Package- Al Khafji Joint Operations** 
Engineering, Design, Fabrication, Assembly, Testing and Supply of Fire Protection Skids.
Location : Khafji, KSA
Client/End User : ENPPI/ KJO
- Sept'18- Oct'19 **Foam Generation Skids for Yanbu Distribution Hub & North Jeddah Bulk Plant (SSEM/Saudi Aramco)**
Location : Yanbu/Jeddah, KSA
Client/End User : SSEM/ Saudi Aramco
- July'18- Jan'19 **Three Gas PDMS in Hasbah & Arabiya Field- Saudi Aramco** 
Engineering, Design, Fabrication, Assembly, Testing and Supply of N₂, C₃H₈ & BA Skids.
Client/End user : L&T/ Saudi Aramco
- May'19- Dec-19 **Fabrication and supply of ASME certified Air Receiver tank- 8500L**
Client/End User : Gulf Riyadh/ Saudi Aramco
- Aug'17- Jun'18 **Construction of shelter on warehouse open area [60mx30mx6m]** 
Client : SABIC-GAS Affiliate