

Mazen M. Abdullah

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Nationality: Yemeni

Seeking Mid-level assignments in Project Planning & Management and Operations with an organization of high repute, preferably in Power/Energy sector.

SKILL SET	PROFILE SUMMARY
Project Management	<p>(May 2021-Current)</p> <p>Working in ABAJA CONTRACTING ESTABLISHMENT as Project Manager – Overhead line works and Underground cabling works.</p> <ul style="list-style-type: none"> • Handling day to day operations for company adhering to project management standards. • Project Coordination with site office / Project Management/ Project control. • Closely involved in Project Planning & Management, Contract Administration, Team Management, Stakeholder Management, Cross-functional Coordination, Vendor Management & Tendering. <p>(March 2016-March 2021)</p> <p>Worked as Maintenance Planner-SAUDI ARAMCO, Manifa Producing Department MPD.</p> <ul style="list-style-type: none"> • Process work orders and visit job sites when necessary. • Utilize knowledge of craft skills and knowledge of the equipment involved, and places job steps in the proper sequence • Identify all materials, tools, equipment, and special preparations required for each job step. • Provide foremen with a completed package at minimum cost. Ensuring that materials are received prior to scheduling the job and that surplus and excess materials are returned to the proper materials handling personnel for eventual return to the Storehouse. • Handling Procurement and liaising with Client and Vendor. • Preparing and scheduling the plan on MS Project • Preparation of Manuals and Standard Operating Procedures (SOP) and managing and preparing documents for major maintenance activities. • Arrange and schedule support service equipment, to coincide with the maintenance order scheduling. • Provide maintenance performance monitoring data for your assigned area or unit. Prepare whole job standards and review the log of existing whole job standards for potential application. • Generate plant maintenance reports. • Provide maintenance performance monitoring data for your assigned area. Create strong lesioning network, coordinate with clients for smooth and swift operations. <p>(January 2015- July 2015)</p> <p>The Arab Program for Sustainable Energy Youth™ (APSEY)</p> <ul style="list-style-type: none"> • Worked as an Intern in the Regional Center for Renewable Energy and Energy Efficiency RCREEE as a part of World’s Banks funded project.
Security Surveillance Design	
Site Management	
Operations Management	
MIS Planning	
Team Management	
Supply chain management	
Erection & Commissioning	
Reporting & Documentation	
Quality control & assurance	
Maintenance Planning	
SAP & ERP Experienced	

CORE COMPETENCIES

Project Planning & Management

- Project planning and designing, QA/QC, Cost estimation, BOQ, tendering, Project execution, Inspection for quality work and safety, work measurement and billing etc.
- Implementation of Quality and safety management system, Internal and external Audits as per ISO 9001.
- Creating PERT network for submission, understanding of critical path and monitoring progress at regular interval.

Site Management

- Ensuring the presence of men & material at sites to facilitate smooth execution of operations.
- Checking the material supplied is as per the set standards to ensure quality operations

MIS Management

- Assessment and documentation work for maintenance Activity,
- Creating MIS report and presenting it to the concerned department; monitoring the implementation of MIS processes and evaluating their effectiveness

ORGANIZATIONAL EXPERIENCE

May,21- Augst, 21, Planning engineer in Bani Malik Housing Project- MV and LV underground cabling works, ABAJA CONTRACTING ESTABLISHMENT, Kingdom of Saudi Arabia

Key Result Areas:

- Improving operational management systems, processes, and best practices
- Planning and arrangement for MV and LV Cable laying activities.
- Planning & organizing of Substation rooms construction including all related civil and electrical work.
- Purchase materials, plan inventory and oversee warehouse efficiency.
- Handling sub-contractors & vendor management.
- Implementation of SAP system and overseeing approval process.
- Formulate strategic and operational objectives.
- Manage budgets and forecasts
- Co-ordinating with site supervisors for the better accomplishment.
- Overseeing L1 schedule and other planning schedule and ensure its timely completion
- Overseeing daily project activities, ensuring they are carried out as planned and taking remedial actions in terms of any gaps
- Preparing of Standard Operating Procedure's (SOP) and Method of Statements for related works.
- Interacting with the project team about corporate events, meeting, and milestones.
- Preparing and analyzing reports.

**October,21- Current (Assistant Manager)
Bidding and Tendering- Abaja Contracting**

Key Result Areas:

- Responsible for managing all commercial aspects of allocated Client tenders and Budget Proposals including all associated subcontracts and supplier proposals in accordance with Technip FMC procedures.
- Prepare and manage tender plan in conjunction with allocated Tender / Project Manager to ensure all defined deliverables are managed within agreed timeframes, Interacting with the project team about corporate events, meeting, and milestones.
- Prepare all internal tender process approval documents throughout the tendering phase and ensure approvals are made in a timely manner.
- Prepare detailed and accurate cost estimate of defined technical solution(s) including contingency and risk provisions in conjunction with Tender / Project Manager
- Supervising cost/ budget management, quality assurance, site management, contract management and various techno-commercial functions
- Listing down the resource needed for projects after considering the budgetary parameters set
- Monitoring project status during the course of periodic project review meetings
- Coordination with client- creating strong liasioning network.

Highlights:

- Well appreciated for successful completion 3 Housing Projects with value of 40,000,000 SAR.
- Completion of bid packages for 5 major projects with total estimated value of 90,000,000 SAR.
- Preparation of technical Section and uploading tender.
- Ensure Implementation of safety norms through EHS policy & maintain documentation to provide complete end to end solution.

**Jul'12 – Dec'13 (Trainee)
Hezyz Power Plant. as Electrical Engineer (Power Division)**

Key Result Areas:

- Managed the lighting & control and branch power systems for various projects
- Undertook technical calculations regarding load flow & short circuit studies and conducted fault analysis of electrical distribution systems
- Conducted technical studies such as energy audits, feasibility studies, life cycle cost analysis and evaluated electrical systems
- Planned & implemented preventive & predictive maintenance schedules for improving the overall reliability and safety of plant equipment & machinery
- Prepared system-based documentation & conducted analysis of different maintenance data to reduce maintenance cost

EDUCATION

2013	B.Tech. (Electrical Engineering) from Lebanese International University LIU, Beirut, Lebanon
2007	12 th Rahima Secondary School, final grade 96.97 %.

ACCOLADE

- Created a pre-paid Energy Card reader device that calculates energy consumption/user and limit access to energy.
- Captained in branch College team, participated, and won many sports event.
- Well, appreciated for organizing events successfully.

CERTIFICATION

- AutoCAD training from LIU University

IT SKILLS

- MS – Office (Word, Excel and PowerPoint) MS-Projects, PVSyst
- 6 years of Hands-on experience in SAP Module and Prometheus Vessel management planning tool
- Internet Applications& AUTOCAD.
- Language application as C,C++

Strengths

- Ability to deal with people
- Ability to grasp, positive thinking
- Easily adoptable to working environment
- Able to work in high performance environment.
- Manage multi-disciplinary team.