

Abdullah Alzayer

| Eastern Province, Saudi Arabia | +966543655488 | +966541366908 | a_alzayer@yahoo.com |

Objectives

- A **Senior Projects Controller** with a proven experience that exceeds 16 years in constructions, maintenance, engineering, production and operations. Solid proficiency in projects of Saudi **ARAMCO** at **AMMAD BUSINESS PARK PROJECT** in Dhahran after I finished from Ras Tanura Refinery for replacing substations 12 & 65 at North Tank Farm and analyzing the replacing process. My current work includes reporting to the project director, creating and updating cost loaded schedule, preparing invoices, monitoring progress, forecasting progress, managing earned value, (CPI, SPI, CV, PV) schedules. I am seeking a position that will allow me to professionally apply my advanced experience and establish efficient methods that will support your company's advancement and goals achievement.

Key Skills

- An advanced knowledge in the fields of engineering, construction, planning, project control, cost control, technical support, and general operations.
- High IT-Related Skills (Microsoft Office, and Oracle Primavera p6).
- Self-motivated with a great ability to work under pressure and meet deadlines.
- Mastering interpersonal networking with high analytical & critical thinking skills.
- Strong team coordination, communication skills, conflict solving, and error management strategies.

Experience

| Senior Project Controller (Acting Manager)

| Sinohydro Corporation Ltd. (BPCC)

| Oct 2020 – Present

- Develop, monitor and update the resource -loaded schedule and prepare the invoices of works in cooperation with other project departments and report its status
- Monitor cost performance and cost control activities update cost control tools and prepare budget forecasts
- Prepare the contractually required reports as well as the Company's internal project controls reports
- Manage the contract scope including claims, variation orders and contract / sub-contract administration
- Establish and manage the invoicing procedure and supervise its proper implementation
- Manage the risk management and schedule risk analysis (internal and with client; identify, communicate risks and areas of concerns and propose mitigation plans (both internally and with the client)
- Follow and implement the established Project Controls' processes as well as Company's policies and procedures
- Support the development of the Project Controls team members
- Identify and share lessons learned to support continuous improvement of project performance and company operations
- Build and actively maintain positive customer relationships with Employer's and Engineer's representative

| Lead Planner & Cost Controller

| Naizak Global Engineering System (ARAMCO) |

Jan 2017 – Sep 2020

- Preparing and Monitoring the resource & cost loaded master schedule on Primavera P6 Rev 8.3 during the four stages of projects:
 - Design & Engineering
 - Material & Manufacturing
 - Construction & Installation
 - Testing & Commissioning
- Establishing provisions in the contract for submission and approval of planning and control Packages.
- Unifying the coding system for all projects (Cost Centre, & projects/activities codes).
- Monitoring the Approved Base Line according to Actual Progress using Earned Value.
- Regularly Performing critical path analysis, anticipating Bottlenecks and highlighting to higher management.
- Analyzing the project schedule, cost variances and their projections (CPI, SPI, CV, PV & EV).
- Establishing and maintaining dashboard of projects in Oracle.
- Monitoring the productivity using earned value, actual man-hours and comparing it to the company norms and rates.
- Generating efficiency reports of supervisors.
- Identifying Project Ricks and prepare Risk Response Plans.
- Preparing of recovery & revised time schedule as needed.
- Calculating the forecast cash flow of the different work packages.
- Providing project invoices with all supporting documentation.
- Preparing weekly & monthly look ahead plans, presentations and progress Reports.
- Providing material requirements plan and reconciliation reports of all materials.
- Preparing and substantiating the Extension of Time (EOT) request as applicable.
- Raising technical query and following-up with consultant/client to help site team.
- Preparing & replying to the contractual letters.

| Maintenance planner & Cost Controller

| Alsalam Aircrafts CO, Saudi Arabia

| 2012 – Dec 2016

Key Responsibilities

- Planned and Managed Tornado aircrafts projects using crystal report & Primavera P6.
- Updated project dashboard with various reports on a monthly basis.
- Analyzed and maintained all reported project activities emphasizing items such as scope variations, slipped & upcoming tasks, and actual hours vs. planned hours.
- Educated and advised project teams on various project management processes.
- Organized and facilitated planning sessions for new and on-going projects.
- Collaborated with project teams to ensure that schedules are up to date.
- Monitored projects in reference to schedule, cost and for achieving milestones.

- Maintained and updated the cost report with budgets, actual/ committed costs, forecast for hours, materials, construction, other charges/expenses and revenues.
- Provided recommendations to predict future events through quantifiable trend analysis, automated tracking tools and engineering models as they pertain and align to Earned Value Management System (EVMS).
- Discussed variances and delays with the project manager and suggested remedial actions to mitigate the delays and concluded risks.
- Attended technical and contractual meetings as a key member of the project team.
- Performed project schedule development & control.
- Maintained the budget reports of the project to the D.O.E as a Cost Control Engineer.
- Created monthly schedules and reports.
- Worked directly with D.O.E. employee's on earned value reports.
- Reviewed sub-contractors progress in the field and used the information to update the master schedule.
- Prepared and analyzed critical path, resource and cost loaded schedules
- Conducted cost/man hour tracking with discipline in breakdowns.
- Compiled long/short term historical data, job costs reconciliation & earned value analysis.
- Conducted monthly spending analysis, commitment tracking, and weekly/monthly progress reports.
- Assisted in production & illustration of formal procedures.
- Created and maintained spreadsheets for sale projections and trend analysis.
- Research and analyzed unidentifiable costs.
- Analyzed project cost distributions to ensure accurate posting.
- Provided the Forecast Servicing Requirements & Actual Servicing Requirements reports for Royal Saudi Air force.
- Provided reports to the costumers and TPDMU operation management.

| Aircrafts Maintenance Supervisor

| Alsalam Aircrafts CO, Saudi Arabia

| 2008 – 2012

Demonstrated proficiency in executing all operations pertaining to the modernization program of the Tornado strike aircrafts in accordance with the Tornado Program Depot Maintenance and Upgrade (TPDMU) with BAE Systems.

Key Responsibilities

- Created daily handover, CTAF, and messing article reports.
- Carried out preventive maintenance activities of aircraft systems including hydraulic, pneumatic, environmental control, fuel, power plants, oxygen and flying control systems.
- Inspected, troubleshooted, and tested new installations, and modifications/repair work to conform they match the contractual specification and international standards.
- Controlled maintenance and repair operations of shop facility.
- Monitored all safety equipment's, aircraft systems, and practices to ensure compliance with standard insurance requirements.

- Analyzed aircraft modifications, prepared technical documentation, assisted in aircraft movement, and conducted performance runs and taxiing when required.
- Extended support on all critical aircraft maintenance operations to resolve high-end crises outside purview and enhance expertise of maintenance team.
- Ensured successful execution of small projects within the assigned deadlines.
- Conducted the necessary troubleshooting needed for the aircraft's systems and structure.
- Reviewed paperwork and planning achievement.
- Evaluated emergent work planning and spare parts demanding.
- Monitored the standards of maintenance activities and aircraft documentations.
- Determined repair and inspection procedures to correct defective equipment.
- Diagnosed repeat/recurring malfunctions and recommended corrective actions.
- Initiated material deficiency reports and propose modifications.
- Interpreted and advised on maintenance procedures & policies for repairing the aircraft.
- Followed the international standard ISO 9001 Quality Management System and M&CA.

| Aeronautical Engineering Specialist

| BAE Systems, Saudi Arabia & United Kingdom

| 2004 – 2008

Key Responsibilities

- Removed, installed and tested Aircrafts Mechanical, Hydraulic, ECS, Fuel, Oxygen and Power Plant systems.
- Inspected aircraft to match the post-built standards and the new modifications.
- Adjusted, aligned and calibrated aircraft systems and components to achieve maximum operating efficiency consistent with design characteristics.
- Interpreted inspection findings and determined adequacy of corrective action.
- Inspects and checks components for clearances, tolerances, proper installation and operation.
- Designed & delivered training programs on engineering, maintenance, planning, and quality disciplines concerning Aircrafts.
- Involved with different stages of maintenance on Rolls Royce RB199 Jet Engine and Tornado Aircraft's.

| Education

| BSc Business Management

| Kingdom University of Bahrain

| Saudi Development & Training (SDT)

| Riyadh, Saudi Arabia

| August 2006

- Operation and Maintenance Engineering Certificate.
- EDEXCEL Level 2 BTEC HNC.
- Completed nine units of National Vocational Qualification Standards.

| Saudi Development & Training (SDT)

| Riyadh, Saudi Arabia

| August 2006

- Performing Engineering Operation Certification
- National Vocational Qualification (NVQ Level 2) Awarded by EMTA Awards Limited.

Core Modules Studied

- Working safely in an engineering environment.
- Developing yourself and working with other people on engineering activities.
- Using and communication technical information.
- Identifying and selecting engineering materials.
- Marking out for engineering activities.
- Using computer software packages to assist with engineering activities.
- Fitting using hand skills.
- Maintaining mechanical devices, electrical equipment, and systems.

| Key Courses

- Project Management Professional (PMP) - PMI 2021
- Operation Management | Kingdom university | Bahrain 2017
- Strategic Management | Kingdom university | Bahrain 2016
- Primavera P6 BAE Systems | Saudi Arabia 2014
- BEC Preliminary (Cambridge) | Saudi Arabia 2014
- Human Factors & Maintenance Error Management, BAE Systems | Saudi Arabia 2008
- Certificate in Health & Safety, BAE Systems | Saudi Arabia 2008
- Fire Safety Awareness Course, BAE Systems | Saudi Arabia 2008
- Tornado Aircrafts Maintenance Specialist Course, BAE Systems | United Kingdom 2006
- SNTTP Basic AMS/PNEUD Course, BAE Systems | Saudi Arabia, United Kingdom 2006
- General Intensive English Language Course | Anglo school | United Kingdom 2004

PERSONAL INFORMATION

- Birth Date : 5 Aug 1984
- Gender : Male
- Nationality : Saudi Arabia
- Visa Status : Citizen
- Residence Location: Eastern Province, Saudi Arabia
- Marital Status : Married
- Driving License: Saudi Arabia
- Languages : Arabic and English.

