***CURRICULUM VITAE***

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1. **PRESENT POSITION : Project QA/QC Manager**
2. **NAME : Muhammad Siddique**
3. **PROFESSION :** Civil Engineer
4. **DATE OF BIRTH :** 20 August 1975
5. **NATIONALITY :** Pakistani
6. **MEMBERSHIP OF :** Member Pakistan Engineering Council (Civil/24839)

**PROFESSIONAL**

**SOCIETIES**: Member Saudi Council of Engineers (246306)

 **LANGUAGES:**

 **Speaking Reading Writing**

 English Excellent Excellent Excellent

 Urdu Mother Language

# EDUCATION:

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| --- | --- | --- |
| **Name of Institution** | **Year** | **Degree/Diploma** |
|  |  |  |
| University College of Engineering and Technology, B.Z.U Multan, Pakistan. | 2004 | B.Sc. Civil Engineering |

# KEY EXPERIENCE:

1. **Position:** Project QA/QC Manager **Duration:** June 2015 to till date

 **Employer:** Alfanar Construction Co.

 **Client:** Saudi Electric Company /Worley Parson

 **Type of Project:** Construction of Power Plant- PP13 Dhurma, KSA

 **Client: Royal Commission/ Saudi Electric Company –SEC**

 **Type of Project:** 380 KV Substation-RIC-3 & OHTL Ras Al Khair KSA

**Specific Duties and Responsibilities/Scope of Work:**

Being a Head of Quality managed a team of Engineers/Inspectors, Electrical Inspectors, Telecom & Instrument Inspectors, Mechanical Inspectors, Civil Inspectors, Welding Inspectors, HVAC and Plumbing Inspectors. Responsible and accountable for the implementation and maintenance of the Quality Management Systems in full compliance with Contract requirements. Monitor adherence to quality and HSE and processes in their respective departments, provide inputs wherever necessary.  Reporting to TQM Manager on Quality adherence and critical inputs in implementation of system and to ensure authority and freedom to execute assigned responsibilities at all sites.

**Duties and Responsibilities**

* To develop ,Maintain and implement a strategic framework in the areas of quality systems implementation for the company at Project
* Responsible for all site inspection and Testing activities and monitor through QC Supervisors and Inspectors and advice the QC team to expedite/improve the Quality Surveillance at site
* Responsible for support in the PQP (Project Quality Plan), review specifications and address all processes in the functions
* Conduct quality audits at sites in the EPC space
* Motivate the site team for achieving the Project objectives and Customer satisfaction.
* Recording and managing systematically the nonconformity reports, Pro Active Reports issued on site, checking that the settlement of non-conformities is in compliance with acceptability criteria and the schedule is in accordance with the site requirements.
* Review of drawings, process procedures, procurement documents, PQP, ITP, MOS prior of submitting it to client for approval
* Review of quality control Daily, bi weekly and monthly reports
* Ensuring adequate support to the PM in the relationships with the COMPANY and/or third Parties for quality topics or issues
* Arrange orientation programs frequently to the QC inspectors and construction team about the quality and inspection requirements and updates if any
* Selection of TQM Department Quality personnel QC Engineers/ Inspectors for Projects
* Informing systematically the TQM Manager on the progress of site activities, Bottlenecks, Recommended actions with respect to Project Quality requirements
* Monitor, compliance and manage the Contract Scope of Work activities with reference Client and SEC standard & procedure.
* Coordinate with Sub-Contractor Quality Manager and PMT to solve Project Quality Issues
* Support and Provide guidelines to QC Engineers and Inspectors for the preparation of quality and inspection reports, checklists, ITP, Quality Dossier, Test Package etc.
* Supervision , Manage the Project Quality activities and ensure that Project Quality Plan RC/SEC Standard & Procedures are followed at Project Site
* Review all the Quality Reports such as RFI Dashboard, NCR Log, Pro-Active Log, Calibration Log, PQI, Lesson Learned and Two Weeks Look Ahead Inspection Schedule
* Coordinate with Client approved Third Party Inspection Agency for Concrete Test , FDT Calibration of Instruments /Equipment , Welder Qualification to comply Quality requirements
* Attend and hold weekly quality control personnel internal meeting, review the minutes of meeting and give output to the PM and TQM Manager regarding to Quality Issues.
* Review of Quality manpower capabilities and assign them duties and inspect the project site with QA/QC Engineers related to Quality Concerns and Outstanding issues.
* Conduct internal Audit as per Quality Management System and follow up the Pending NCR
* Review of QMR, weekly look ahead schedule, weekly report, NCR/LBE logs, and other quality system deliverable.
* Meeting with customers and support Sites Head
* Co-ordinate with sites on all issues related to quality procedures and data related queries
* Supervised and monitored welding, NDT (PT, RT, UT) operations, interpreting, reviewing, ensuring and auditing operations according to requirements
* Ensured that NCR’s are raised in case of any non-conformity and CA/ PA is taken.
* To support supplier development programs and the selection of new suppliers
* Prepare training material, like REAL (Rework Elimination Action List) Card, Fact Sheets, and conduct training sessions on quality control activities before the commencement of any activity.
* Prepare and maintain list of Lesson Learned in order to avoid reoccurrences
1. **Position:** Project QA/QC Manager **Duration:** Sep 2012 to May 2015

 **Employer**: M/s. National Engineering Services Pakistan (Pvt.) Limited. (NESPAK), Lahore, Pakistan.

 **Type of Project:** Kasur Supports Complex Project Kasur, Lahore, Pakistan

  **Specific Duties and Responsibilities/Scope of Work:**

* Supervision, Manage the Project Quality activities and ensure that Project Quality Plan, Client Standard & Procedures are followed at Project Site
* Manage to Implement the Quality Management System in all Departments and Projects of the Company as per latest Version ISO 9001 requirements
* Examining, scrutinizing, verifying the submittals like Material Submittals, shop & coordination drawings, Material inspection requests, Transmittals of suppliers, sub-contractors, method statements for major items submitted by the contractor and giving recommendation for approval or rejection to Client’s PD.
* Control the base line programme to ensure timely completion of the Project within the approved budget taking.
* Verifying, scrutinizing the Contractor’s IPCs and giving recommendations for approval of Client’s PD
* Verifying and approving the inspection requests and all field and material Test Reports.
* Rectifying tender document error (Drawings, Specification, BOQ…etc.), if any.
* Co-ordinate and manage the work of various trades on Site for smooth progress of the Construction.
* Give advises to and assist the Client’s Project Director (PD) regarding any technical or contractual matter for best interest of the project in accordance with the Project documents.
1. **Position: Project** QA/QC Manager **Duration:** Jan 2011-Jul 2012

 **Employer:** M/s. National Engineering Services Pakistan (Pvt.) Limited. (NESPAK), Lahore, Pakistan

**Type of Project:** Punjab Government Servant’s Housing Scheme, Khanewal Road Multan, Pakistan

**Specific Duties and Responsibilities/Scope of Work**:

* Control the base line programme to ensure timely completion of the Project within the approved budget taking when needed the appropriate corrective and preventive actions to eliminate any observed variance.
* Maintain and conduct regular site meeting with project parties.
* Excellent issuance, reply and response to the correspondences with various project parties based on the conditions of the contract for the project.
* Follow up on preparation of various project reports.
* Managing and controlling the subcontractor’s activities.
* Maintain site dairy and recording daily site circumstances that may have effect on the project.
* Study and review submittal documents offering proper proposals/Decisions whenever required.
* Follow up on resolving ambiguous technical queries. Review of Drawings offering suitable proposals, ideas and alternatives.
* Definition and establishment of site execution phases and sequencing of activities including the development of their required proposals and method statements.
* Follow and implement Health, Safety and Environment Policies and Strategies. Enforce the project Health and Safety Plan aiming for ZERO Accident.
* Coordinate and Control: Testing, Commissioning, Snagging and Final Handover procedures. Coordination with concerned parties for all Requirements of handover close out documentations.
* Witness acceptance test and perform final quality check prior to acceptance of civil work, as appropriate.
* Quality Inspection of concrete structures, material testing, soil classifications and testing, structural steel inspection, Disposal Station, Overhead Water tanks, Asphalt wearing course on MB’s(Main Boulevards) while TST (Triple surface treatment) on 40’ roads, Water supply system, Sewerage system, Storm water drainage system, Society Boundary wall, Main Gate etc. inspection.
* Making coordination & follow up regarding corrective & preventive action for open INCR.
* Provide guidance, induction and training to site staff with respect to QMS requirements and development of the Project Specification documentation.
* Knowledge of international codes and their implementation with ACI, ASTM, ANSI, BS, AASHTO and other International Codes and Standards in Civil Discipline.
* Inspect and Check formworks, support stability, reinforcement steel sizes and spacing, rebar connections, ties / stirrups spacing, concrete covers, type of embedded items and other civil activities.
* Detailed construction supervision, in accordance with design, drawings and technical specifications.

4) **Position:** QA/QC Lead **Duration:-** Apr 2008- to Jan 2011

 **Employer:** M/s. National Engineering Services Pakistan (Pvt.) Limited. (NESPAK),

 Lahore , Pakistan

 **Type of Project:** Fatima Jinnah Institute of Dental Sciences, Jubilee town, Lahore,

 Pakistan.

**Specific Duties and Responsibilities/Scope of Work**

* Review and Approve the Project Quality Plan, all QMS Procedures, Inspection and Test Plans, Checklist, Method of Statement prior to submit to Client for final approval and implementation.
* Responsible and accountable for the implementation and maintenance of the Quality Management Systems in full Compliance with Contract requirements
* Direct and co-ordinate the Company Quality Program including implementation of ISO 9001 Quality management system and Procedures
* Monitor the Contractor performance and take appropriate actions to ensure that the Contractor carries out his responsibilities as per the Construction Schedule as spelled out in the Contract.
* Make engineering decisions at site, concerning quality control and quality assessment, provide general guidance and furnish timely assistance to the Contractor in all matters relating to the works including material testing and ensure that the works are executed in accordance with the drawings and specifications.
* Fully inspect and accept only that work which is complete and in strict compliance with the drawings and specifications.
* Control and ensure quality of the works during construction, continuously inspect the materials, construction operations and the works with regard to workmanship. To ensure compliance of the Technical Specifications / Drawings of the Contract and supervise tests performed at site accordingly.
* Continuously inspect the materials, construction operations and the works for quality and workmanship, and order tests accordingly, approve or disapprove and certify the works that conform to the drawings and specifications.
* Give notice to the Contractor of any defects and deficiencies, and if required ensure removal and substitution of the improper works.
* Check and verify contractor’s Interim Payment Certificates.
* Prepare the monthly progress reports and forward to client.
* Correspondence with client and Contactor on various Project related issues.
* Conduct trainings regarding Quality Control activities.
* Identify and reports quality problems and review the corrective actions

5) **Position:** Junior Engineer **Duration:** Jun 2007 to Apr 2008

 **Employer:** M/s. National Development Consultants (Pvt.) Ltd. Lahore

 **Type of Project:** Kachhi Canal Project, Rajan Pur, Pakistan.

**Specific Duties and Responsibilities/Scope of Work:**

* Supervise the Hydraulic structures like Siphon, Super passages, Village road Bridges, Canal lining etc.
* Ensure the quality of work and material according to Drawings and specifications.
* Check the Contractor’s Interim Payment Certificate.
* Verify the quantities of different structures.
* Check the bar bending schedule.
* Supervise the Piling activities for Super passages and Village road bridges
* Making coordination & follow up regarding corrective & preventive action for open INCR
* Develop weekly and Monthly Quality reports, summarizing quality issues items of client concern and recommended solution to present to upper management
* Manage to Implement the Quality Management System in all Departments and Projects of the Company as per latest Version ISO 9001 requirements
* Sampling procedures and develops forms and instructions for recording, evaluating and reporting quality reliability data to top management.

6) **Position:** Assistant Engineer **Duration:** Apr 2005 to May 2007

 **Employer:** M/s. DESCON Engineering (Pvt.) Ltd. Lahore

 **Type of Project:** Power Project Satpara Dam Project at Skardu Pakistan

 **Specific Duties and Responsibilities/Scope of Work:**

* Update planning engineer on activities related to my discipline in level-III plan.
* Remain fully aware of activities being carried at site by making frequent visits.
* Identify updated requirement of manpower direct material, direct consumable and equipment based on 3 months look ahead plan.
* Generate discipline wise progress and efficiency reports on weekly and Monthly basis.
* Keeps a close watch to ensure man-hours booking to appropriate cost centers complies with company’s policies, Quality, HSE, Core & Operating values.
* Compare Construction drawings with tender drawings.
* Supervision of construction activities like Cutoff wall, Power Houses, Stilling Basin, Pen stock, at site.
* Timely completion of targets.
* Acted as a focal point and leader to all quality related programs of Project and Directed QC activities to ensure maximum quality and effectiveness
* Review of Material Requisition Package (MRP) and Quality documents such as ITP, MOS checklist, Quality Dossier, Test Package prior of submitting it to client for approval
* Prepare, maintain and review all the Quality Reports such as RFI Dashboard , NCR Log , Pro-active log , Calibration Log , PQI prior to submit to TQM Manager for review and Record

**Achievements**

**QMS Lead Auditor ISO 9001:2015**

* Certification from IQCS Singapore with IRCA (UK) accreditation.
* An in-depth understanding of ISO 9001:2015 QMS standards.
* To perform an effective internal and external QMS audits.

**IOSH -Managing Safely**

**Quality 1st Place /Champion Award-Q1-2020**

* Alfanar achieved Quality Champion Award under my leadership from Royal Commission/BECHTEL at Ras al Khair Project out of 110 RC Contractors.