

## **COVER LETTER**

Dear HR Manager,

You are receiving this letter and résumé in response to job opening in your company for the position related to **Project Engineer**.

I have **total 8 years** of professional experience. **04 years & 6 months of GCC** (Saudi Arabia) and **02 years of Pakistan** experience as **Project (MEP/ Civil) Engineer**.

This letter is an expression of intense desire to add value, bring efficiencies and productivity for the organization. Here is how I could contribute:

1. I am self-motivated and ambitious project engineer, I possess experience in relationship management, construction management, implementation of plans, budgeting, negotiating contracts and project management.
2. I am committed and competent problem solver I have expertise in resource development with respect to project management aspect and capability to maintain organization's rules and regulations.
3. I am persistent and impeccable professional, I possess strong critical thinking, analytical and organizational skills; I am all-set to collaborate with teams to create synergy and minimize friction.
4. I am flexible and propelled professional having excellent analytical, communication, problem solving, cross functional, project management, quality assurance compliance and competitive intelligence skills. I have proficiency in **Arabic and English Language**.

My enclosed résumé provides you more details of my qualification. You will find me available at my cell number **+923337474119** or email: [saleems.muhammad@gmail.com](mailto:saleems.muhammad@gmail.com) to decide about meeting and gauge my compatibility with your organization. I would love to work with you either for the same position or related to it.

Looking forward to meet you!

Sincerely,

**Engr Muhammad Saleem**  
**Project/ MEP Engineer**



# Muhammad Saleem

MEP/ Project Engineer



saleems.muhammad@gmail.com



<https://bit.ly/2T1bTic>



+92-333-7474119



DE 575742



Oct 20, 1986

## Why Saleem?

**Experience:** Total = 08 years // *04 years 06 months professional experience in Saudi Arabia*

- **Level-headed and result-oriented** project engineer having 6 years of experience in project management & estimation, MEP engineering, civil finishing, power distribution, installation & commissioning, submittals, maintenance engineering, basic quantities and BOQs in construction industry. Equipped with extensive knowledge of business processes, strategic planning & project prioritization. Recognized for integrating project plans & development in operational environments.
- **Performance-oriented professional** having expertise in development of project control and work breakdown structures; highly skilled at progress reporting, procedures and systems. Possesses immaculate skills in conducting project management programs and ensuring contractors' compliance. Competent in concluding full life cycle of different projects starting from conception to implementation; highly skilled in managing MEP activities including power, lighting, plumbing, HVAC, firefighting & low current.
- **Effective team** player possessing polished skills in multi-project management, implementation and execution. Able to assess processes and performance measures. Has proven record of handling various aspects of million dollars projects including business operations and vendor negotiations; ensures new solutions devised are time and cost effective.
- **Articulate communicator** capable of leading technical teams and projects to add value, reduce costs and improve financial and operational performance; excels at collaborating across departments; coordinating with staff and managers to complete projects on time and within budget. Has demonstrated success in negotiating win-win compromises; **proficient in Arabic Language.**

## CORE STRENGTHS & ENABLING SKILLS

- Electrical Engineering
- MEP Project Engineering
- QA/QC Engineering
- Budgeting Control
- Scheduling
- Inspection & Estimation
- Installation & Commissioning
- Risk Assessment & Mitigation
- Contract Negotiation
- Delivery
- Primavera, MS Project & HSE
- Technical Reporting Skills
- Team Building & Leadership Skills
- Communication & Presentation Skills
- Onsite Engineering & Management

## HIGH-WRITTEN PROJECTS

- ✓ Sindhu Shanti Heights and Family Shopping Mall, **Pakistan**, 2019
- ✓ Al Kayed Palaces, Sakaka Al Jouf, **KSA**, 2018
- ✓ Al Jouf Shopping Center, Sakaka Al Jouf, **KSA**, 2017
- ✓ Terhelaat Project, Sakaka Al Jouf, **KSA**, 2016
- ✓ Staybridge suites (5 Star Hotel), Jeddah, **KSA**, 2014

## CLIENTS

- ✓ Al Kayed Brothers Co./ Al Jouf Real Estate Co. (**KSA**)
- ✓ Abdullah Al Othaim Investment Co. (**KSA**)
- ✓ Lulu group international (**KSA**)
- ✓ Landmark Group (**KSA**)
- ✓ Al Andalus Property (**KSA**)
- ✓ New Homes Developers and Builders (**PAK**)

## PROFESSIONAL EXPERIENCE

<u>Duration</u>	<u>Organization</u>	<u>Designation</u>	<u>Experience</u>
May 18 - Mar 19	New home Builders & Developers, <b>Pakistan</b>	Site Engineer (MEP/ Civil)	11 months
Nov 13 - April 18	Ahmed M. Jeffery Est. <b>KSA</b>	Projects Engineer, <b>KSA</b>	04 years, 06 months
Jan 12 - June-13	Telco Net communications, <b>Pakistan</b>	Electrical Engineer, <b>Pakistan</b>	01 year, 06 months

## PROFESSIONAL QUALIFICATION

- **National University of Modern Languages & Sciences, Islamabad, Pakistan (2005 - 2009)**  
BE - Electrical Engineering

## ADDRESS

**Permanent Address:** House:71/D, Model Avenue, Sadiqabad, Punjab, Pakistan

## PROFESSIONAL EXPERIENCE DETAIL

---

- Proficiently assigned resources including work force, material equipment and tools etc. while estimating and evaluating projects' specifications & requirements. Conducted site visits to ensure & maintain quality standard of site work activities.
- Escalated and resolved routine problems and streamlined site activities to ensure compliance with clients' requirements. Liaised with electrical, mechanical and civil teams while developing and executing plans for all MEP related work activities.
- Carried out inspection, installation and testing processes prior to consultant engineers' inspection. Formulated progress, requests and daily reports to consultant for smooth working. Prepared and submitted final invoices of all sites to clients.
- Collaborated with consultants in rechecking of site quantities for final invoices to participate in process improvements. Actively completed & handed over all projects on time without any delay penalties in accordance with company's policies.

### **New Home Builders & Developers, Sindh, Pakistan**

**May 2018 – Mar 2019**

---

#### ***"Site Engineer"***

- Managed teams of MEP and civil works
- Coordination with the contractors.
- Played a role in business development team/ Marketing
- Carried out site activities including HSE

### **Ahmed Al Jafri Est. for Contracting, Jeddah, KSA**

**Nov 2013 – Apr 2018**

---

#### ***"Projects Engineer"***

##### **Project: Al Jouf Center, Sakaka Al Jouf, KSA**

- Resourcefully managed and completed contracts of **MEP and Civil Finishing** work worth 32 Million SAR for same client.
- Managed teams of cladding, skylights, and other subcontractors of MEP and civil works efficiently.
- Efficiently managed team of almost 500+ individuals
- Single day delay fine was 50K Saudi riyal; but never faced any fine due to clever time management.
- Final invoice prepared, submitted and verified with the consultant team without any objection and saved 3.5 Million SAR.

##### **Project: Al Kayed Palaces, Sakaka Al Jouf, KSA**

- Completed Palace work which included Civil work, MEP and Landscaping by appointing all teams and supervised them.
- Change order in BOQs and Invoices submitted timely.
- High level of coordination with the owner family and timely decisions kept the work going smoothly.

##### **Project: Jail, Sakaka Al Jouf, KSA**

- Completed assigned work related to AC machines (HVAC) and civil work (painting, plaster and doors installation)
- In limited time period, carried the installation and maintenance of the site effectively.

##### **Project: Lulu Hyper market, Jeddah, KSA**

- Completed electrical work, interior and exterior finishing work with installation of flag poles in parking area
- Preparation of BOQ, invoices and commissioning of site with the authorities

##### **Project: Lulu Hyper market, Medina, KSA**

- Dedicated plumbing team and supervised drainage work pre structure

##### **Project: Basicxx Fashion, Event Mall, Jeddah, KSA**

- Completed successfully MEP and interior finishing

##### **Project: Tom Ford, Al Khayat Center, Jeddah, KSA**

- Completed successfully MEP and interior finishing

##### **Project: 5-star Hotel, Jeddah, KSA**

- Completed successfully Electrical work of 09 floors. (Total 16 floors)
  - Despite of being a fresher, performed better than others and always coordinated with consultants timely and efficiently.
-