

S. SHAHARYAR

Al-Khafji City, Kingdom of Saudi Arabia

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MAINTENANCE PROJECT MANAGER/ADMINISTRATOR

Technically sophisticated and strategically agile Manager with overall 13 years' experience including 08 Years international and 5+ Years' Experience in Pakistan for delivering highly valued maintenance project within fast-paced business settings.

Skilled project management and facilities maintenance specialist with extensive global experience and a proven ability to direct multimillion-dollar initiatives and coordinate multinational teams. Proved instrumental in identifying and mitigating barriers to successfully complete overall project, with particular emphasis on resolving issues with subcontractors. Served as Projects Manager & Coordinator in different projects of KJO (Khafji Joint Operations), Saudi Aramco, Sabic, Ma'aden, Marafiq, King Abdul Aziz Naval Base - Jubail. Spearhead all phases of complex projects, outlining scope, managing budgets and allocating resources. Oversee maintenance activities across multiple facility locations under challenging conditions. Build and lead strong teams. Manage relationships with diverse stakeholder groups, creating consensus on objectives.

AREAS OF EXPERTISE

Contract Management | Preventive Maintenance | Fault Diagnosis | Technical Specifications | Continuous Training & Professional Development | Problem Resolution | Manufacturing & Operations Management | Communication Skills | Decision Making | Leadership Skills | MS Word, Excel, PowerPoint | Client/Vendor Negotiations

PROFESSIONAL EXPERIENCE

Achieved financial objectives by forecasting requirements, shared information for budget formulation and controlling, scheduling expenditures; monitoring costs; analysing variances as well as prepared effective PPT presentation to senior management.

Coordinated with clients for invoicing, utilized online system and personal visit to client for invoice supporting documents i.e. Job Completion Certificate, Security Clearance. Liaised with overseas recruitment agencies and screening of CVs for skilled staff i.e. Planner Fabricator, Welder, Masons, etc. as per requirement of departments. Cross-collaborated with multiple project teams engaged in the establishment and implementation of new projects to support the Project Manager as well as maintained and updated company database accordingly.

Key Accomplishments:

- ▶ Produced, assessed and tracked purchase orders submissions and completed project close-out manuals, delivered timely project status updates to the Project Manager for key decision making.
- ▶ Rendered keen eye for details to deal and negotiate with client approved supplier for materials and equipment, also reported developments to Project Manager using detailed spreadsheet reports.
- ▶ Identified and accessed optimum profitable suppliers and initiated business partnerships, swiftly responded to resolved issues and disputes involving all employees and reported to HR manager.
- ▶ Researched numerous verticals and vendors for pricing, equipment availability and staffing, also maintained all record keeping on a customized software program.

PROJECT MANAGEMENT

- ▶ Accomplished all project related resource planning, leading project teams, scheduling staff, estimating cost and formulating budgets and ensuring customer satisfaction.
- ▶ Assessed and mitigated project risks, monitored and tracked progress and generated appropriate reports.

ADMINISTRATION & TECHNICAL SUPPORT

- ▶ Facilitated executive staff by managing travel arrangement, maintained company's staff accommodation, extensively coordinated with Project Staff for fulfil the requirements of Safety Inductions.
- ▶ Ensured company vehicle maintenance with updated data record, handling office petty cash with complete invoices record, made arrangement for required training/certifications and maintained company filing system.
- ▶ Maintain Iqama and Passports validity of team, reviewed and processed employee vacation requests.

HUMAN RESOURCE DEVELOPMENT:

- ▶ Updated all attendance records, managed recruitment of staff from different nationalities as per requirement of department, executed and maintained employment system from job offer until contract signed.
- ▶ Prepare and issue the payroll with Manual and Biometric Machine Timesheets

RECRUITMENT LIFE CYCLE:

- ▶ Completed recruitment life-cycle in compliance with company's plans and objectives, reached and communicated with applicants through placing job adds, contract recruiters and using newspapers and job sites

- ▶ Contacted community services, colleges, recruiting agencies, recruiters, media, and web sites to build applicant sources, delivered organization data, opportunities, and benefits, making presentations, maintaining rapport.

PROCUREMENT INITIATIVES:

- ▶ Arranged rental manpower and credit facilities from material & equipment supplier for smooth business.
- ▶ Led purchaser for arrange quotations from market and conducted cost analysis for management approval.
- ▶ Negotiated with external vendors to secure the most profitable terms and finalize details of orders and delivery.
- ▶ Approved ordering of necessary goods and services, and finalized details of orders and deliveries.
- ▶ Rendered keen eye for details to examine and re-evaluate existing contracts achieve best prices and reates.

CAREER TRAJECTORY

SMS CO. (Saudi Arabia) PROJECTS MANAGER	MAY 2016 to Present
SAMEC, (Saudi Arabia) PROJECTS COORDINATOR	JUN 2010 to APR 2016
AMBER MARINE (Pakistan) COMPANY ADMINISTRATOR	JUN 2008 to MAR 2010
PN DOCKYARD (Pakistan) ASSISTANT MANAGER ADMIN	JAN 2005 to MAY 2008

SAMEC ADMINISTRATION CHARTS IN BELOW PLANTS

Saudi Aramco	Khursaniya Gas Plant – Khursaniyah Shaybah Gas Plant – Shaybah Main Building – Dharan Abqaiq Gas Plant – Abqaiq Wasea Bulk Plant - Wasea
SABIC	Petrokemya – Jubail
Ma’aden	Aluminum – Ras Al Khair Phosphate – Ras Al Khair
Marafiq	Electric & Water Plant

EDUCATION & CREDENTIALS

BACHELOR OF TECHNOLOGY. (B-TECH), Mechanical PIMSAT 2007
DIPLOMA OF ASSOCIATE ENGINEERING. (D.A.E), Mechanical Pakistan Navy Dockyard, Training School, 2005
SECONDARY SCHOOL, CERTIFICATE. (S.S.C), Science Federal Board 2002

Awards & Certifications

Employee of the Month Certificate for the Month of Sep 2012 from SAMEC, Jubail, Kingdom of Saudi Arabia
 Elementary First AID Certificate from Maritime Training Institute
 Fire Fighting Certificate from Maritime Training Institute
 Personal Safety Certificate from Maritime Training Institute
 Personal Survival Certificate from Maritime Training Institute

Safety Orientations

Saudi Aramco plants Plant Safety Orientations
 Ma’aden Aluminum Plant Safety Orientation
 Marafiq Plant Safety Orientation

Technical & Other Expertise

Other Technical Skills: CRM of Maaden, Saudi Aramco, SABIC, Taskfore ERP for HR Software, Photoshop
Microsoft Office: 2007, 2010, 2013 all versions
Operating System: MS Windows 95, 98, NT, 2000 Pro, XP, 7, 8.1 & 10, iOS & Android operating system
Language: English, Arabic, Urdu