

Allahyar Khan



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Experienced and accomplished professional with more than twenty years of experience looking to leverage extensive background in **Quality Assurance, Quality Control, Construction Management and Office & General Administration** into a mid/senior-level position with a leading organization.

Skills

- Quality Assurance & Quality Control Management
- Developing QA Documents i.e: Manual, Procedures, Test Plans etc.
- Construction Documents writer e.g. Plans, methods statements, ITP, Quality check lists, and Operations and maintenance Manuals. etc.
- MS Excel; MS Windows; MS Word; File management software; Communication software; Project management software; Data analysis software; MS Outlook; MS Project, BIM, ACONEX, PM Web
- Work & Material Inspections as per ITP
- In depth knowledge about BC Building Code and fire Protection & Civil Defence Standards Collect and analyse data and samples;
- Well familiar with Green Building & Green Communities requirements (energy-efficient & sustainable development & construction concept/technique through design & material selection)
- Collect & compile operational or experimental data;
- Read blueprints and drawings
- Submission of tender Quality documents
- ISO 9001:2015 QMS Lead Auditor IRCA Certified
- ISO 9001,14001:2015, 45001-2018 IMS Internal Auditor
- Document Control Management
- Development of Construction/production processes, quality assurance programs & plans
- Implementation of standards e.g: BS, ISO or ASTM etc.
- Construction Projects Delivery Management
- Material selection & compliance w.r.t specifications
- Store/Warehouse management
- Develop and carry out work study and writing technical reports & recommendation
- Building construction techniques including Civil, electrical, plumbing and Architectural, for all types of buildings
- Develop and conduct production, inventory and quality assurance programs;
- Conduct work measurement or other studies;
- Work planning, estimating, measuring and scheduling;
- Hiring, interviewing, appraising QA QC Staff

Work Experience

[FROM 17-07-2019] – [TO DATE]

Group QA QC Manager/

Al Ryum Group of Companies, UAE

Duties & Responsibilities:



As a Group Head I am responsible for performing all the Quality Assurance & Quality Control functions necessary for the day to day operation of the Group; a brief description is given below:

- Preparation of the companies QA manual control and supervision of all amendments and revisions.
- Control and the distribution of all the companies' quality documentation.
- Monitor all quality related activities on the projects.
- Perform all internal and external audits on behalf of the company's management.
- Verify contractor quality requirements are specified to vendors and contractor documentation submittals.
- Attend all pre-bid meetings and coordinate all project requirements with the project bidders.
- Attend client quality management meetings.
- The preparation and control of project quality system management documentation prior to project commencement.
- Review quality inspection personnel qualifications and training requirements.
- Monitor the disposition of all issued nonconformance reports.
- Monitor the progress and effectiveness of the project quality management system. Recommend and implement improvements when required.
- Coordinate all QA/QC activities with the site QC manager.
- Coordinate all QA/QC activities with the site & procurement manager
- Coordinate all quality related correspondence with the customer representatives.
- Monitor statistical method reporting.
- Monitor projects close out documentations, particularly preparation of Operations & Maintenance Manuals and testing & commission reports.
- Action and close all customer complaints
- Control all achieves documentation upon the completion of the project.
- Conducting Hiring Interviews QA QC Engineers/Inspectors, including annual appraisal.

[FROM 05-02-2014] – [16-07-2019]

QA QC Manager/

ARCO General Contracting Co, Dubai, UAE



Projects:

Project No.60042 & 60132 : EXPO 2020 Nursery Construction, Operations & Maintenance.

Project No.4003: Raj Mahal Theatre at Bollywood Parks, Jabel-e-Ali, Dubai.

Project No.6009: Construction of Fire Station, Police Station, Ambulance Building and Data Centre for Dubai Parks resorts, Jabel-e-Ali, Dubai.

Project No.4005: Construction of Aluminium Dome for Miniland Dubai Parks & Resorts, Jabel-e-Ali, Dubai.

Client: DUBAI PARKS & RESORTS, MERAAS REAL ESTATE HOLDINGS, Dubai.

Duties & Responsibilities:

As a QA QC Manager i was responsible for performing all the quality assurance & quality control functions necessary for the day-to-day operation of the above-mentioned projects; a brief description is given below:

- To ensure that all engineering works are carried out in accordance with quality management system, specifications, statutory requirements, laws, rules & regulations and other contractual requirements with due regards to safety, operability and maintainability.
- To set up, manage and implement the project quality systems.
- To review and monitor sub contractor quality control plan work scope and review and assess subcontractor quality control program performance/competence prior to award.

- To manage and supervise the quality control plan work to be performed by vendors and subcontractors.
- To monitor and report subcontractor quality control plan performance.
- To oversee development and effective implementation of quality management systems throughout the designated projects including site locations.
- To provide awareness to company's employees regarding quality management systems.
- Conducting internal quality audits as per defined frequency, prepare audit reports, closing of nonconformities and providing feedback to the management on the effectiveness of the quality system.
- Coordinate for management review meetings and maintaining records.
- Coordinate with external agencies in matters relating to quality, including certification authorities.
- Coordinates with project managers at site for early settlement and implementation of corrective actions for the nonconformities raised by consultant or during internal audits or inspections.
- Initiate action to prevent the occurrence of any non-conformities relating to the product, process and quality system.
- Identify and record any problems relating to the product, process and quality system. control further processing, delivery or installation of non-conforming product until the deficiency/unsatisfactory condition has been corrected.
- Establish the objective and process necessary to deliver results in accordance with customer requirements and the organization policies.
- Monitor and measure processes and product against the policies, objectives and requirements for the product and report the results.
- Take actions to continually improve process performance.
- To engage the project management team to ensure the quality control program goals and objectives are met.
- To set up and manage the quality control plan incident reporting and investigation systems.
- To develop sub contractor quality control plan work scope and review and assess subcontractor quality control program performance/competence prior to award.

[FROM 25-12-2012] – [TO 01-02-2014]



Assistant Resident Engineer / AECOM Middle East Ltd, Abu Dhabi, UAE

Project No.D-10587: Replacement of 36KM(approx) DN 600 DI Pipeline from Shawamekh R/A to Zayed Military City and associated civil works.

Client: ADDC, Consultants: AECOM Middle East Ltd.

Duties & Responsibilities:

As an Assistant Resident Engineer I was responsible for performing all the administrative and operational functions necessary for the day to day operation of the project as detailed below;

- Responsible for administration of the office & construction contract works, and assist the RE with prompt exchange of correspondence, submittals, and RFI's to all contractors.
- Orient, assign, and supervise the construction inspection staff on a daily basis so that all contractor activities are adequately covered.
- Supervise and remain vigilant regarding all aspects of the construction activities.

- Respond with appropriate and necessary levels of construction supervision to provide quality assurance in accordance with contract documents.
- Coordinate the interface of the construction work with other contractors on the site. Orient inspectors to verify that contractor is following his approved site Health & Safety plan.
- Assist the RE and QS team in negotiations with the contractor regarding the value of claims or changes in schedule.
- Review the contractor's progress at all times. Monitor the material incorporated in the work, the materials stored at the site, and the contractor's manpower and equipment.
- Attend weekly, monthly, and other progress meetings held at the site as required by the SRE. Identify constraints and recommend corrective measures.
- Review inspector's daily reports and preparation of engineer's daily diary, and general oversight of inspector's daily activities including works assignments, on-site performance, and guidance on the supervision of the contractor's operations.
- Coordination with contractor's supervisory personnel regarding schedule, sequence, and method of work related to Potable Water Networks (HDPE, DI, uPVC & GRP pipes laying).
- Continuous inspections and consultation with the SRE including the preparation of written and oral reports to the RE on contractual and procedural matters.
- Monitor the actions on site of the Contractor(s) against the project specification and drawings and immediately notify the Resident Engineer of any non-conformity.
- Direct the Site Inspectors in their daily duties. Assist in the review and forward to the Resident Engineer with any comments on all submittals including contractor design drawings, shop drawings, materials and alternative proposals submitted by contractors.
- Prepare Drafts of any necessary correspondence required for proper administration of the contract as directed by the Resident Engineer.
- Assist the Resident Engineer in preparation of Monthly Reports on the status of the project.
- Assist with the processing of contractor's interim payment application by checking quantities of works carried out as directed by the Resident Engineer.
- Assist with the assessment, verification and approval of the contractor(s) "As-built" drawings, Operation and Maintenance manuals within thirty (30) days from the provisional taking over of the works handover to the Employer as directed by the Resident Engineer.
- Assist the Resident Engineer in the carrying out of the final inspection for certification of final completion and handing over of the works.
- Ensure that safety measures on site are adequate. Advise the Resident Engineer of any measures to be taken in order to protect the property and lives in and around the site. Identify potential safety concerns and inform the Resident Engineer.
- Monitor the progress of the work against the approved contractor programme of works and advise the Resident Engineer of any issues.

[FROM 22-06-2008] – [TO 11-12-2012]

QA QC Inspector / **Al Nasr Contracting Company, UAE**



Projects:

- **C-2(DMA Project No.3/1/180/1-2)** Upgrading of Al Salam Street-Eastern Corniche Road.
Scope of Work: Construction of Water Pipelines of DN 2x1200, DN 600, DN 400, DN 300 & DN 200 mm including manholes, air valves, line valves, Flow meters & washout Chamber and Construction of Ducts/Road Crossing.
Client: TRANSCO & ADDC, Consultants: Tebodin Middle East
- **D-4785:** Construction of DN 800 mm D.I. Water line from Lulu Pumping Station to Conference Palace Hotel, Abu Dhabi.

Scope of Work: Construction of DN 800 mm D.I & DN600 mm Carbon Steel Water line including Construction of Ducts/Road Crossing & Bridge Crossing and Manholes/Chambers.

Client: ADWEA, **Consultants:** Tebodin Middle East.

- **KPIZ-1001-257-**Construction of Process Water Network for Khalifa Port Industrial Zones Central & South.

Scope of Work: Construction of HDPE Line NOD 500, 630, 1200 & 1400mm including Road Crossing/Ducts, Line Valves, Air Valves, Flow Meters and Wash Out Chambers.

Client: Abu Dhabi Ports Company, **Consultants:** BECHTEL.

Duties & Responsibilities:

- Witnessing and sentencing of all site inspections within their disciplines
- Coordinate all site inspections with the site subcontractors
- Ensure that all inspection reports are accurate & all attached documents are current status
- Ensure all work is correctly prepared prior to any inspection being undertaken
- Review all inspection reports for compliance
- Assist the site QC manager in the organization, maintenance and control of the quality system for Potable Water, Storm Water & Sewerage Networks (HDPE, DI, uPVC & GRP)
- Liaise with the site construction engineers and provide assistance when requested
- Prepare NC reports to the QA manager and assist in developing corrective actions
- Assist the QC & Construction managers in resolving any discrepancies and ambiguities
- Coordinate with the customers QC inspectors for the resolution of site problems
- Coordinate with site subcontractors to ensure that communications exist and are maintained
- Assist the site subcontractors in the resolution of drawing interpretation
- Attend the weekly QC meetings
- Review work procedures and method statements for compliance with good work practices and the customers contract specializations
- The issuance of nonconformance reports in conjunction with the site QC manager
- The completion of QC site instructions and coordinate their closure The review of inspection test packages during the course of construction activities
- Compliance with the site's health and safety regulations

[FROM 30-10-1994] – [TO 15-05-2008]

Office & Financial Management / BOP & BAL, Attock City, Pakistan

[FROM 01-06-1993] – [TO 29-10-1994]

QA QC Inspector / Pakistan Ordnance Factories, Wah Cantt, Pakistan



Duties & Responsibilities:

- Supervise production of explosives for different ammunitions weapons, artillery, defense equipment on the shop floor.
- Responsible for maintaining plant and machinery at the shop floor.
- To supervise and manage the team and complete the given task in the stipulated time with required quality.
- to take care of safety of his workforce under him and machines while working on shop.

- Floor/hazardous areas to provide/manage all the accessories /machines etc., to complete the task in time.
- Conduct a variety of tests on inbound materials from vendors and outbound products for shipping.
- Ensure that all of the quality check procedures put in place by the company are followed during every production phase
- Create comprehensive documentation for quality issues and note the corrective actions that were taken
- Educate production team on quality control issues and work with departmental managers to improve overall company safety and product quality
- Create process checklists and coordinate quality inspections with departmental managers

Education

[DEC 2001 DD-MM-YYYY]

Post Graduate Diploma in Management/ IBP, Karachi, Pakistan

[JULY 2001 DD-MM-YYYY]

Masters in Economics/ University of the Punjab, Pakistan

[JULY 1992 DD-MM-YYYY]

Bachelor of Science/ University of the Punjab, Pakistan

Professional Trainings & Courses

- **ISO 9001:2015 Quality Management System** Lead Auditor (IRCA Certified)
- **ISO 9001:2015, 14001:2015 & 45001-2018 IMS Internal Auditor**, from TUV.
- **OSHA: 30 HRS Construction Industry safety & Health Standard** training course, UAE
- Construction Safety Awareness for Managers, Training Course at EXPO2020, Dubai, UAE
- **MS Office (Word, Excel, Power Point)** from PTCL Training Institute, for 3 months in 1999.
- **Industrial Chargehand Training**, from Technical Training Institute, POF Wah Cantt, Pakistan.

Approvals

- Approved as **Delegate Card Holder for Civil Defense Buildings Approvals, Dubai, UAE.**
- Approved as **Assistant Resident Engineer from ADDC, Abu Dhabi, UAE.**
- Approved as **Competent Person from TRANSCO, Abu Dhabi, UAE.**
- Approved as **Project Engineer from ADDC, Abu Dhabi, UAE.**
- Approved as **Authorized Person from TAKREER, Abu Dhabi, UAE.**
- Approved as **Authorized Person from Dolphin Energy, Abu Dhabi, UAE.**

Personal Details

- Date of Birth: 21-09-1972
- Nationality: Pakistan
- Languages: English, Arabic, Urdu, Hindi & Persian.
- Marital Status: Married
- Driving Skills: Valid Licenses from UAE & Pakistani (Left & Right-hand driving, auto & manual)

References

Khano, Khnayon

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