

# Resume

## MOHAMMAD ZAKI

QA/QC Manager/Sr. QC/QC Engineer  
(Civil/Architectural/Steel/MEP Constructions & Project Close out)

**CQI-IRCA Certified Lead Auditor ISO 9001-2015 (QMS)**

Managing Safely Institution of Occupational Safety & Health(iosh)



### Personal Info

#### Address

8733, Mahatat al Kharaj, Ar Rehab  
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### KEY Skills

Quality Assurance & Control  
Civil & MEP Project Management  
Material Management  
Liaison & Coordination  
Clint Relationship Management  
Team Building & Leadership

### Computer Skills

M.S. Word, Excel, Power Point, M.S  
Projects, Auto Cad, Primavera

### Languages

English,Urdu,Hindi, & Arbic

### Experience (Over 24 years in construction Industry)

- 2018 - 2020 **Sr. QA/QC ENGINEER**  
SAUDI BINLADIN GROUP-HARAMAN DIVISION, MAKKAH (K.S.A)
- 2007 - 2018 **QA/QC MANAGER**  
SAUDI BINLADIN GROUP-RUSH PROJECTS DIVISION, JEDDAH (K.S.A)
- 2003 - 2007 **QC MANAGER**  
CONTRACK INTERNATIONAL INC. USA (AFGHANISTAN)
- 2001 - 2003 **MECHANICAL ENGINEER/ QC**  
AJJAJ ENGINREENING SERVICES WLL, Doha, (QATAR)
- 1996 - 2001 **Sr. ENGINEER MECHANICAL**  
DUAL ENGINEERS, NEW DELHI (INDIA)
- 1990 - 1996 **SITE ENGINEER**  
SHIVALIK ENGINEERS, NEW DELHI (INDIA)

### Academic and Professional Qualifications

- 1992 -1996 **FACULTY OF ENGINEERING & TECHNOLOGY, JAMIA MILLIA ISLAMIA (NEW DELHI / INDIA)**  
BACHELOR OF ENGINEERING (B.E) IN MECHANICAL WITH FIRST GRADE SCORE
- 1987 -1990 **UNIVERSITY POLYTECHNIC, ALIGARH MUSLIM UNIVERSITY (ALIGARH/ INDIA)**  
DIPLOMA ENGINEERING (D.E) IN MECHANICAL WITH FIRST GRADE SCORE

### Certificates

- ISO 9001:2015 CQI- IRCA Certified QMS Lead Auditor 2021
- ISO 9001:2008 –IRCA Certified QMS Lead Auditor
- PQP, QMS & TOTAL QUALITY MANAGEMENT Training course in 2019
- PMI Risk Management Professional (PMI-RMP) Training Course in 2018.
- Conditional certification on KAUST Project for QA/QC Manager by Saudi Aramco

### Courses

- Construction Quality management for contractors (CQC) training Course by U.S. Army Corps of Engineers

### Managerial Expertise

Quality Management Systems (QMS):

Establishment and continual improvement of QMS processes, Prepare QMS Audit Schedules, Carryout Internal Auditing of Quality Management Systems, Ensure high quality of Project Constructions and Delivery aiming long term success of the business. Maintain the Quality Management Systems (QMS) in line with ISO 9001 Standard requirements and best practices. Maintain all the Quality related certifications as per the standards without any major non conformity. Support and Participate to all Internal and External Audits. Plan, Direct and Coordinate Quality Assurance Programs and formulate quality control policies. Work to improve an organization's efficiency and profitability.

## ▶ **Project Quality Plan(PQP):**

Study and understand the needs of Client / Project Technical Specification and Contract. Review the scope of works and establish project objectives, standards and construction schedules to ensure timely completion as per project requirements. Determine, Negotiate and Agree on in-house quality procedures, Standards and Specifications. Assess the risks involved in project execution and delivery. Prepare Project Quality Plan including Project Close out. Identify and act upon the opportunities for improvement to the project quality including QMS & processes.

## ▶ **Implementation of approved PQP:**

Formulate the Inspections and Test Plans (ITPs), Inspection check list (ICLs) for various construction processes in line with Client Technical Specifications requirements & Relevant International Standards, Specify Quality Requirements of raw materials with suppliers and subcontractors. Ensure that Construction processes comply with the relevant standards at both national & international level. Working with operative staff to establish procedures, standards, systems and procedures. Determine the training needs. Acting as a catalyst for change and improvement in performance and quality. Direct Objectives to maximize productivity. Record, Analyze and Distribute statistical information. Monitor Performance (KPI). Ensure the project delivery excellence and cost efficiency by developing and implementing a robust project inspection regimen as per approved project quality plan and standard /class requirements.

## ▶ **Quality Control Management:**

Liaise with Project Managers/Client/Consultant/Subcontractors as deemed for discussion on project matters and resolve issues. Oversee department manpower, equipment and various other resource requirements and ensure optimum use of the same by ensuring cost control is exercised throughout the year. Assist in employee recruitment, training, performance evaluation, retention and termination activities. Provide on the job training to the subordinates, conduct performance assessments and carry out succession planning within the department. Ensure that the client specification and approved ITPs /drawings/documents are being implemented in day to day construction activities. Review of quality performance by periodical meetings with subordinates and subcontractors. Conduct periodic site meetings /site walk to review the quality of ongoing construction activities. Review and resolve of non conformance(NCRs). Liaise with Independent Testing Agencies/Client/Consultant for all the third party tests and inspections. Prepare/Review quality performance reports (Daily/Weekly/Monthly) and analyse the achievement of stipulated quality objectives. Ensure that the Health, Safety, Quality & Environment requirements are strictly followed. Perform other job related activities as assigned by the Director of Operations.

## ▶ **Review of Submittals, Documents and Material specifications:**

I am well experienced in review of materials specifications and submittals, shop drawings (mainly Civil, & MEP drawings), inspections procedures, request for information's (RFIs), Site Clarifications (SCRs), method statements and risk assessments of construction activities. Support Design, Construction and Commercial Management:

## Support Design, Construction and Commercial Management:

Support the Design, Construction and Commercial Managers in dealing with the Client for all the Quality and Technical Matters.

## Review of Subcontractors:

Carry out review of subcontractors' qualifications based on Client requirements and quality procedures and prepare /maintain list of approved vendors. Monitor performance of subcontractors.

## Project Close out plan & Management:

Prepare plan and procedure for successful delivery/handover of the project /building facilities to the end user , Arrange stakeholders meeting, Participate in the project close out meetings with Client and the end user, Prepare, monitor and work for effective handover of the contractual deliverable which includes the Operation and Maintenance (O&M) Manuals, Training Manuals, Warranties certificates, testing and commissioning reports and systems handovers, closing out of non-conformances (NCRs) , final inspections and handover of the building facilities, facilitate training to the end user on various systems by the specialist/suppliers prior to the handover process, closing out of snags, final handover of all the approved contractual deliverable to the Client and obtain completion certificates.

## Other Areas of Expertise

### Earth Works & Concrete Structures:

Well versed with all the Inspections and Tests procedure related with earthworks and concrete structures which includes soil and compaction tests, soil treatments, coordination with suppliers for design mix of various grades of concrete with respect to specification, trial mix of concrete, compressive strength and durability tests of concrete elements of various grades, concrete repair procedures, reinforcement sampling and tests, Inspections and Tests related with earthworks and concrete structures, Review of Materials specifications of all the materials related with Civil and Mechanical works.

### Painting /Coatings:

Well versed with various coating systems and materials specifications which includes the systems for corrosion protection coatings to steel structures, Epoxy, Emulsion, High Build Epoxy floor coatings, Heavy Duty Traffic Coatings and Line Markings. Preparations for Applications and Inspections /tests & check procedures for various coating systems in line with Manufacturers recommendations.

### HVAC:

Well experienced with installation of HVAC system, Piping work for HVAC system, Packaged units, split unit, AHU's, FCU's, primary-secondary systems, hot water system, VAV system, Chilled water system both 1) Air cooled and 2) water cooled including cooling towers. Heating and cooling load calculation by ASHRE & Carrier program. Good knowledge of various international standards like ASHRE, SMECNA, NEMA, ASTM, ASME, DIN, UL, NEC, ANSI, NFPA 90A and Saudi Aramco Standards



## ▶ Plumbing:

Communicating effectively with clients and internal team members in the design and specification development of building plumbing systems. Perform building plumbing design and prepare construction documents for various commercial buildings. Systems include water, sewer, storm, compressed air, natural gas and fuel oil. Supports and provides input to development strategies, goals, and objectives specific to project execution at each project phase. Good knowledge of international standards such as UBC, UPC, ASME, NPC and IPC etc. Ensuring accuracy, completeness and quality of technical information and project documentation in accordance with established QA/QC programs.

## ▶ Finishing and Fit Out Works:

Experienced and well versed with management of finishing and fit out works in construction industry in terms of its design/detailing, materials, installations and inspections aspects, which includes tiling, ceilings, partitions and its supporting frames and structures, fire rated and non-fire rated types of walls and partitions and its standards requirements, acoustic and non-acoustic types of ceiling and partitions, Type of sealants and application requirements, Coordination with all the other related installations including mechanical, Electrical installations ....etc. Quality Control, Inspections, Snags closure, Final Inspections and Handover process activities related with Finishing & Fit Out Works. Review of shop drawings, review/prepare method statements and risk assessments, ITPs & ICLs.

## ▶ Coordination:

Having been into the Construction industry for than 13 years in Saudi Arabia mainly in the Building Constructions, I am well experienced in coordination between all the trades related with building construction works including Civil, structural Concrete, Architectural, Mechanical, Electrical, and External / Infrastructure Works, in terms of drawings, site activities, inspections and handover process.

▶ **Projects details included in Annexure**

## Annexure

 **PROJECTS HANDLED****@ Saudi Bin Ladin Group: Haraman Division****Title: Third Saudi Expansion of The Holy Mosque & Surrounding Areas, Makkah, KSA**

Description: Project consists of Holy Haram Building, Piazza, Service Building, Tunnels, Security Buildings, Central Utility Centre, Hospital and Helipad.

Duration: Since May'18

**@ Saudi Bin Ladin Group: Rush Projects Division****Title: 5 Residential Compounds at HRH King Abdulla Palace, Jeddah**

Description: The project involved design, building & furniture of 5 residential compounds along with main villa, marine works, annexes and infrastructure for each villa.

Project Value: SAR 275 Mn

Duration: Apr'14 to Jan 18

**Title: Ajiad Hospital & Hotel, Makkah, KSA**

Description: Project consists of 46 floors including 4 floor basements and a Helipad.

Project Value: SAR 800 Mn

Duration: Aug'11 – Mar'14

**Title: Extension 6th & 7th Floor for General Presidency of Holy Haram & Prophet Mosque, Makkah, KSA**

Description: The project involved building two floors including Civil, finishing, HVAC, plumbing, firefighting and electrical Works.

Duration: Aug'11 – Aug'13

## **Title: King Abdullah University of Science & Technology (KAUST) under Saudi Aramco Supervision**

Description: The project involved managing Island Neighborhood having 456 residential buildings and a recreation center as QC Manager and QC Mechanical for Aramco.

Duration: Nov'07 – Jul'11

## **Title: HRH Prince Khalid Al Faisal Palace, Jeddah**

Description: The project consisted of 10 different types of buildings including Mosque, Mujlis, Chiller Building, STP, Garage, Guard House, Boundary Wall and Utilities.

Duration: July'07- Dec'07

## **Title: Royal Terminals 1 & 2 King Abdul Aziz International Airport, Jeddah**

Description: The project involved new construction and renovation of different types of buildings including Arrival & Departure Buildings, Chiller Building, Drivers building, Boundary Wall and MEP works.

Duration: Jul'07- Nov'07

## **@ Contrack International Inc.:**

### **Title: Design and building of ANA Regional Brigade, KMTC Kabul, Afghanistan**

Description: The project involved renovation and new construction of the Afghan National Army Military Training Centre involving classrooms, barracks, administration buildings, arms rooms, power plant, waste water treatment plant and full new utilities & infrastructure.

Project Value: \$ US 135 Mn

### **Title: Entry Control Point, Bagram Air Field, Bagram, Afghanistan**

Description: The project aimed at controlling unauthorized vehicles to enter in the base area. Had 5 Residential Buildings, Roads, Walkway, Water Treatment System, Water Tank, Well House and Fuel System including 2.6 KM, Fuel Piping, Oil Storage Tanks, Under Ground Waste Oil Tank and Oil Water Separator; undertook activities of HVAC and Plumbing System.

Project Value: \$ US 16 Mn

### **Title: Air Corps Hanger, Kabul Airport, Afghanistan**

Description: The project involved renovation of hanger including Hanger Door, Truss, Roofing, Electrical and HVAC System.

## **@ Ajjaj Engineering Services WLL:**

**Al Ittehad Stadium for M/s. Qatar National Olympic Committee.**

**Senior Staff Club project for M/s. Ras Gas**

**Shopping Mall Giant Stores for M/s. Qatar Central Markets Co.**

**Fast track hotel project (Movenpick) in Qatar for M/s. Qatar National Hotels involving MEP works**

**Preparatory & Secondary School at Al Sailiyah for Ministry of Education**

**Two administration buildings at Gharafa for Al Ittehad Stadium & Rayyan Stadium**