

Position Applied for Project Coordinator

Dear Hiring Manager,

I accelerated to apply my resume for your evaluation when I discovered your search for the project coordinator. I am sure that my significant experience in a range of project coordination, office management, and my perseverance to build rapport and cross-functional approach will be an asset to your organization.

I request you to consider my current responsibilities and tasks at **DAW Al Emaar Construction Co**

- Coordinate with project manager and assist with the execution of project strategies.
- Devise and implement the project schedule.
- Develop project documentation, including meeting highlights and project updates.
- Prepare presentations for the review of clients and stakeholders.
- Managed multiple projects of the values.
- 5+ years of experience in project coordination and serving as a trusted assistant to senior executives.
- Well-honed office management skills, including hiring and supervising staff, scheduling, calendaring, and event planning.
- Preparing reports, administering records management systems, and solid foundation in MS Office Suite in developing Excel spreadsheets and PowerPoint presentations.
- The ability to anticipate executive's needs, follow through on all details and tactfully handle sensitive situations.

I currently serving as project coordinator for a construction company, where I supervise a team and coordinate all office functions. My experience has equipped me to thrive in this position, from determining project goals to managing operational and administrative functional areas to developing positive relationships and coordinating multiple priorities. My skill to tactically prepare for and accomplish project objectives, as well as my interpersonal skills, organizational, and conflict management skills, enable me to succeed in this demanding role.

Please look at the attached resume to see my previous roles and expertise. I'm interested in learning more about the job. Thank you so much for taking the time to evaluate my application.

Best Regards,
Naseeruddin Khaja

NASEERUDDIN KHAJA
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CAREER PROFILE

A result driven, self-motivated, and resourceful project coordinator with an in depth understanding of all aspects of project coordination and implementation. Experience of supporting the delivery of new and existing products and business enhancements that enable individuals and organizations to improve the quality and productivity. Well presented with excellent communication skills and having a commercial approach to solving problems and developing business.

Now looking forward to a making a significant contribution with an ambitious company that offers opportunities for progression and enhancement.

EXPERIENCE

Working as a “**Project Coordinator**” at DAW Al Emaar Contracting Co, Riyadh from October 2017 to till date.

RESPONSIBILITIES AS PROJECT COORDINATOR

- Involved in coordinating project from inception to completion.
- Communicate with clients to identify and define project requirements, scope, and objectives.
- Assisting and supporting the Project Manager in their daily duties in drafting project management plans, scope baseline, determine budget, risk management plan etc.
- Coordinating scope management activities, including collecting requirements, defining the scope, and creating WBS, validating deliverables, and controlling scope.
- Coordinating schedule management activities including defining activities sequencing them, estimating their duration, developing the project schedule, and monitoring and controlling it.
- Coordinating cost management activities including estimating costs, determining a budget, and controlling costs.
- Coordinating the quality management activities, identifying ineffective processes and cause of poor quality, to ensure the project outputs are complete, correct and meet the client expectations.
- Coordinating resource management activities including estimating activity resources, acquiring them to develop the team and ensuring that enough resources

are allocated to the project as planned and monitoring planned versus actual utilization of resources.

- Coordinating project communication including collection, creation, storing and distribution of the project information. Effectively and efficiently engage stakeholders during the project execution.
- Coordinating risk management activities including identifying risks, performing qualitative and quantitative risk analysis, planning risk responses and liaising with relevant project team to implement risk responses.
- Coordinating procurement management activities, in determining how and when to acquire the materials and services and managing procurement relationship, to ensure contractual obligations are met.
- Coordinating stakeholder management activities, including identification of stake holders, developing, and maintaining the stake holder register and stake holder engagement plan and monitor stakeholder engagement accordingly and ensure stakeholder views are managed towards the best solution.
- Organizing, facilitating, and attending project stakeholder meetings, outlining meeting agendas and preparing necessary presentation documents to ensure full understanding of project requirements.
- Collecting, reviewing, and analyzing key project data periodically and communicating it to the concerned team as per the project management plan.
- Participate in project design meetings and propose improvements if necessary.
- Responsible for handling the project finances and resolve any financial query that are raised.
- Chair and facilitate meetings whenever required and distribute minutes to all project team members. Documenting and following up on important actions and decisions from meetings
- Ensuring project deadlines are met.
- Determining project changes and take approval from change control board before including in project scope.
- Undertaking project tasks as required and provided administrative support.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Involved in interpreting the performance data and translate this into practical improvements.
- Supports company operations by maintaining office systems, supervising staff, and reporting to higher management.

LIST OF PROECTS IN SAUDI ARABIA

- Al - Dara Hospital, Riyadh
- MU Towers (01, 02 & 03) - Digital City (ITCC) - Riyadh
- AMC Cinema - Panorama Mall - Riyadh
- AMC Cinema - Riyadh Gallery Mall
- ENBD Bank - Riyadh, Jeddah, and Dammam branches

- Saudi Sillage Holding Office - Riyadh
- La'Odore Showroom - Dammam
- Instashop Offices - Riyadh & Jeddah
- Saudi Jump Janadriyah - Riyadh
- Noor Riyadh Event - Riyadh
- Dirriyah Nights Event - Riyadh
- Saudi Cup - Riyadh

EXPERIENCE

Worked as a QA / QC Electrical Engineer at Vijetha construction from August 2012 to July 2017

RESPONSIBILITIES

- Preparation of inspection and test plan, construction quality procedure and method statement.
- Raise (RFI) Request for Inspection for electrical activities whenever these are Hold point or Witness point.
- Daily monitoring the construction activities.
- Inspection of all installed electrical equipment's.
- Site activity inspection and monitoring to ensure compliance procedures, specifications, industry standards and drawings.
- Ensure that measuring and testing equipments are calibrated properly prior to use on test activity.
- Submit daily activity reports, field clarification for any deviation and conflicts of design and issue for construction drawing.
- Issuance of NCR if noncompliance / deviation from standards for construction activities and materials.
- Documented all testing activities and test report filed in for records and reference.

LIST OF PROECTS IN INDIA

- Purva Summit - Hyderabad
- Aditya Towers
- Nagarjuna Residency

AREA OF EXPERTISE

- Project Coordination
- Execution Planning
- Organization, planning and priority settings
- Risk Management
- Quality Assurance
- Performance Reviews
- Procurement Strategy
- Office Management
- Interpersonal Skills
- Effective time management, Multi-tasking, and Pro active

ACADEMIC RECORD

- Bachelor's Degree in Electronics and Communication Engineering from JNTU-H in April 2012
- 35 hrs. of PDU for PMP Prep
- Certified CompTIA Security+
- Certified CCNA

TECHNICAL SKILLS

- Post Graduate Diploma in computer application
- Diploma in computer hardware
- Troubleshooting of computer hardware, operating systems, and networking issues.
- Printer issues, installing printers and troubleshooting.

PERSONAL DETAILS

Father's Name : Sharfuddin Khaja
Marital status : Married
Iqama Status : Transferable

References available upon request.

Date:
Place: Riyadh

Yours Faithfully
(Naseeruddin Khaja)