

PERSONAL

Nationality : Pakistani
Date of Birth : June 10th 1971
Contact Numbers : +965 2439255 (Office)
+965 6811406 (Mobile)
Present Position : **Contract Administrator**

ACADEMIC QUALIFICATIONS

Course Title : **Project Management Professional (PMP)**
Year of completion : 2005
Institution : Project Management Institute, USA

Course Title : **Associate Value Specialist (AVS)**
Year of completion : 2005
Institution : SAVE International, USA

Course Title : **Certified Cost Consultant (CCC)**
Year of completion : 2004
Institution : The Association for the Advancement of Cost Engineers International, USA

Course Title : **Diploma in Quantity Surveying**
Duration and year of completion : 3 ½ years, 2000
Institution : The College of Estate Management
Reading, United Kingdom

Course Title : **Bachelor of Science` (BSc)**
Duration and year of completion : 2 years, 1991
Institution : University of the Punjab
Lahore, Pakistan

Course Title : **Diploma of Associate Engineer (Civil)**
Duration and year of completion : 3 years, 1990
Institution : Punjab Board of Technical Education
Lahore, Pakistan

COMPUTER SCIENCE

Course Title	:	Diploma in Computer Aided Engineering And Scheduling
Duration and year of completion	:	6 months, 1993
Institution	:	Pak Computer College Lahore, Pakistan
Course Title	:	Computer Programming and Applications
Duration and year of completion	:	4 months, 1992
Institution	:	University of Engineering and Technology Lahore, Pakistan
Course Title	:	Professional Certificate in Computer System Analysis and Design
Duration and year of completion	:	1 year, 1990
Institution	:	University of the Punjab Lahore, Pakistan

PROFESSIONAL AFFILIATIONS

Member of Project Management Institute (PMI)

Member of Project Management Faculty of the Royal Institution of Chartered Surveyors (RICS), England

Member of Dispute Resolution Faculty of the Royal Institution of Chartered Surveyors (RICS), England

Member of the Association for the Advancement of Cost Engineering (AACE), Kuwait Section.

CONTINUING PROFESSIONAL DEVELOPMENT

Value Engineering – Special Course for AVS, 2005

Managing Variation Orders, Claims and Disputes in Construction, 2003

Contract and Cost Administration using Expedition, 2003

Project planning using Primavera, 2000.

Developing effective management skills, 2000

Total project management, 1999

Contract claims avoidance, settlement procedures and options, 1998

RELEVANCE TO POST

Worked on various types of multi-million dollar projects and implemented latest cost planning, cost control, contract documentation and contracting techniques during different phases of the projects including pre-conceptual, conceptual, design development, tendering and construction phases. Projects included prestigious headquarter buildings, commercial centers, residential complexes, infrastructure works, land developments, hotels, chalets and renovation projects.

Participated in various value engineering workshops, design reviews and evaluations of design competitions in Kuwait and abroad.

Actively participated in a unique of its kind project - "Construction Cost Guide for the State of Kuwait" in association with the Kuwait Society of Engineers and developed an integrated computer software. Also developed computerized projects historical database system and contract administration program currently being used in PROJACS for estimating and administration purposes.

Acted as Co-Mediator in major disputes between Owner and Contractor related to time, cost, damages compensation etc. Project types included Design-Build, Lump Sum and Cost Plus Percentage Fee.

Delivered presentation on "Cost Effective Building Projects" as guest speaker in a seminar organized by Kuwait University Planning and Career Development Department.

Well versed in latest computer programs and languages related to engineering, cost, time and project management including Expedition, Primavera, Timberline, Auto CAD, Microsoft Office.

PROFESSIONAL EXPERIENCE

Period	Designation	Employer	Project Description	Responsibilities
<p>May 98 to present</p>	<p>Contracts Administrator</p>	<p>Projacs, Kuwait</p>	<p><u>POST CONTRACT PROJECTS</u></p> <p>Asian Olympic Complex, Kuwait</p> <p>New Head Office Building of Kuwait National Petroleum Company, Kuwait</p> <p>New Head Office Building of Kuwait Oxygen & Acetylene and Commercial Complex, Kuwait.</p> <p>Salmiya Market Project, Kuwait</p> <p>Gulf Investment Corporation Headquarters Project, Kuwait</p> <p>Souk Al Zal Project, Kuwait</p> <p>UNIS Business Center, Bosnia</p> <p><u>PRE-CONTRACT PROJECTS</u></p> <p>Fahaheel Waterfront Project, Kuwait</p> <p>Hilton Resort Project, Kuwait</p> <p>Al Nahda Commercial Complex, UAE</p> <p>Al Fanar Extension Project, Kuwait</p> <p>Al Awadi Residential and Commercial Project, Kuwait</p>	<ul style="list-style-type: none"> • Preparation of Project Plan • Preparation and review of contract documents • Project Planning • Contractual correspondence • Preparation/review of bills of quantities • Preparation/review of cost estimates • Tender evaluations and negotiations • Preparation of payment certificates • Evaluation and reconciliation of site work instructions • Preparation of variation orders • Analysis of new rates • Review of claims • Financial and cost reporting • Final account • Review of insurance policies • Value Engineering • Risks Analysis

			Renovation of Al Manshar Complex and Towers, Kuwait Al Murabha Headquarters Project, Kuwait	
May 97 to March 98	Project Quantity Surveyor	Kuwait United Construction Management Co., Kuwait	Saleh Shehab Touristic Village, Kuwait	<ul style="list-style-type: none"> • Contractual correspondence • Preparation of bills of quantities • Preparation of cost estimates • Tender evaluations and negotiations • Preparation of payment certificates • Evaluation and reconciliation of site work instructions • Preparation of variation orders • Analysis of new rates • Review of claims • Financial and cost reporting • Final account • Review of insurance policies
September 95 to April 97	Quantity Surveyor	Gulf Consult, Kuwait	MPW & MEW Headquarter Buildings Project, Kuwait	<ul style="list-style-type: none"> • Preparation of bills of quantities • Preparation of cost estimates • Evaluation and reconciliation of site work

				<p>instructions</p> <ul style="list-style-type: none"> • Preparation of variation orders • Analysis of new rates • Financial and cost reporting • Final account
June 94 to September 95	Quantity Surveyor	Pan Arab Consulting Engineers, Kuwait	Designated works for Kuwait University, Khaldiya Campus, Kuwait	<ul style="list-style-type: none"> • Contractual correspondence • Preparation of bills of quantities • Preparation of cost estimates • Preparation of payment certificates • Evaluation and reconciliation of site work instructions • Preparation of variation orders • Analysis of new rates • Review of claims • Financial and cost reporting • Final Account
July 1991 to May 94	Quantity Surveyor / Scheduler	National Consultants, Pakistan	Various projects including construction and renovation of schools, shopping centers, residential complexes, villas and infrastructure works.	<ul style="list-style-type: none"> • Preparation and review of contract documents • Contractual correspondence • Preparation of bills of quantities • Preparation of cost estimates

				<ul style="list-style-type: none">• Tender evaluations and negotiations• Preparation of payment certificates• Evaluation and reconciliation of changes• Preparation of variation orders• Analysis of new rates• Review of claims• Financial and cost reporting• Final account• Preparation of work schedules
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