

Dear Sir,

I am writing in response to your company's opening position for a Project Manager. I am quite interested in this position as my skills, qualifications and experience match your vacancy requirements.

I consider myself a strong candidate for your Project Manager position. My professional experience encompasses over many years of managing projects from inception through to completion. I have a long track record of getting the best out of clients, suppliers and stakeholders alike. In addition to this I am an expert at resolving cross-functional issues at project level and implementing solutions across various mediums.

As a true professional I can thrive in both private as well as corporate cultures, and have a long track record of successfully coordinating the efforts of other team members. In my present role I am responsible for reporting to the Project Director on key issues such as strategy, policy and project financials. My key strengths include; developing full-scale project plans, managing project schedules, identifying risks and communicating with project stakeholders. The attached resume will demonstrate to you my hard work, attention to detail and technical expertise that I can bring to your company.

I am professional yet personable at the same time, and furthermore, I am more than willing to accept the ultimate authority and responsibility for a project.

Right now I would like to join a company that has a team of smart thinkers, who are creative, open minded and ambitious. To this end I feel that not only your vacancy but also your company is a perfect position for me, and I would love an opportunity to discuss my application in more detail with you.

Thanks for your time & attention.

Yours sincerely,

**Muhammad Nawaz Haider**

# Muhammad Nawaz Haider

## (BS-CE)



E-mail: [enr.nawaaz@gmail.com](mailto:enr.nawaaz@gmail.com)  
Phone: +966 58 107 2226  
Address: Prince Bander Street  
P. O. Box # 150  
Al Khober, 31952  
Kingdom of Saudi Arabia

### ➤ Objective

Seeking to take up managerial position in the field of Project Management and take challenging, creative and diversified projects. I am seeking environment where my skills and loyalty will be rewarded with career advancement and guidance.

### ➤ Abilities

Having vast professional experience in Civil Engineering, I have operated with diversified domain projects in Civil Engineering ranging from medium to large scale industries which gave me an in depth understanding for handling various domain areas in Civil Engineering. I have handled various critical and challenging projects from design stage to implementation stage and ensured that the projects gets implemented as per specification in stipulated time with quality.

Having equipped and expertise with various latest engineering tools and techniques, cost evaluation techniques and tools which I applied in my professional career to produce cost-effective solutions for the organization I worked with. I can handle high pressure environments with ease and open mind and also a very good team player. I have efficient communication skills to present my points precisely to listeners.

### ➤ Work experience

- **Al Alkami Trading & Contracting** **Feb, 2000 — Sep, 2004**  
**Project Engineer** (Building Construction, Asphalt Work, Infrastructure)  
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- **Consolidated Contracting Co. (Al Osais)** **Oct, 2004 - June, 2010**  
**Project Engineer** (Buildings, Roads & Infrastructure)  
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- **MBO + Nicholas O' Dwyer International** **Nov, 2010 – March, 2012**  
**Senior Project Engineer** (UN Terrestrial Areas Remediation Program)  
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- **Smart General Contracting** **Sep, 2012 – Feb, 2017**  
**Project Manager** (Industrial O&M, Asphalt Works, Infrastructure)  
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- **Binzagr Factory for Insulation Material (BFIM)** **Mar, 2017 – Present**  
**Projects Manager** (Industrial Insulation & Metal Cladding Projects)  
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### ➤ Qualifications

- 📚 **B. Tech. (04 Years) in Civil Engineering, Preston University, Karachi (Pakistan)**
- 📚 **SAP ACT100\_05 Activate Methodology (Studying)**
- 📚 **SAP ACT200\_11 Agile Project Delivery (Studying)**

## ➤ Areas of Interest

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- ✚ Project Management / Risk Management
- ✚ Industrial & Commercial Facility Management & Preventive Maintenance
- ✚ Building Projects, Infrastructure Projects and Road Projects
- ✚ Geo Technical & Foundation Designs

## ➤ TRAININGS, SEMINARS & SHORT TERM COURSES

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- ✚ Construction Project Quality Management
- ✚ Basic Fire Fighting & Fire Truck Skills Held at @ PMC Training Facility.
- ✚ Dubai International Project Management Forum (RTA Dubai)
- ✚ Work Permit System Safety Training Program.

## ➤ Personal Skills

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- ✚ Expertise in Microsoft Project.
- ✚ Efficient management and organizational abilities.
- ✚ Excellent written and communication skills in English & Arabic.
- ✚ Have good problem solving with analytic thinking.
- ✚ Open minded to work in complex environment and projects.
- ✚ Proven leadership and human management skills.
- ✚ Time-efficient, systematic working methodology.
- ✚ Rapid adaptability to new problem-solving and new locations.
- ✚ Ability to work well in both a team environment and individual environment.

## ➤ Personal Details

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Nationality: Pakistan  
Marital Status: Married  
Iqama Status: Work Visa (Transferable)  
Driving License: Valid Saudi Driving License

<b>Languages:</b>	<b>Written</b>	<b>Spoken</b>
English	Excellent	Excellent
Arabic	Very Good	Very Good
Urdu	National	National