

Zeeshan Arif

Certified Cost Professional (USA)

Sponsorship Status: Transferable

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SUMMARY

With more than **15+ years** of full time experience in **Cost & Financial Management, Budget Control Management, Project Cash Flows Analysis** and **Financial Reporting** I have been working with some of World's Best Organizations in Construction & Engineering Industries of both Saudi Arabia and Pakistan. I look forward to support the company business on long term basis through my academic knowledge and professional experience.

PROFESSIONAL EXPERIENCE

Cost Controller

FAST Consortium (Riyadh Metro Alliance)

July, 2016 to Present (Riyadh – Saudi Arabia)

▪ **Riyadh Metro Project – Line 4, 5 & 6.**

(Project Value approx. **US \$ 8.00, Billions**)

- 64 km out of a Total 176km of track
- 24 Stations, Elevated, At Ground level, and Underground
- 2 Depots & 69 Driverless trains

FAST Consortium (*Major Partners are Spanish "FCC" & Korean "SAMSUNG"*) has been awarded a design and build contract for construction of Riyadh Metro's Line 4, 5 and 6. This group has around 8000+ employees from 38 different nationalities. Working as Cost Control Engineer (**Certified Cost Professional - USA**) at Riyadh Head Office, my responsibilities include the following;

- Cost Recording, Monitoring, Analyzing, Reporting & Controlling.
- Earned Value Management (PV, EV, AC, SV, CV, CPI, SPI, EAC, BAC, ETC).
- Maintaining monthly record of Contract Performance, Budget Performance, Actual Cost, Cost to Complete & Cost at Completion Forecast
- Analysis monthly Earned Value, CPI and SPI and issue a "Write Ups" with results & suggestions to improve the productivity and control the cost.
- Evaluate the cost over-run factors, propose preventive measures "Write Ups" and adopt corrective measures to control actual cost and increase earned value.
- Develops Action and Recovery plans to support project delivery on time and within the approved budget
- Updating the P6 Program on monthly basis to derive Project Earned Value, Remaining Quantities and Cost at Completion. Actual to P6 are brought from PCC (Primavera Cost Control) through an Interface.

- Monitoring Project Cost closely by approving Purchase Orders and Cost Contracts at early stages after comprehensive check for Item in BOQ, Budget and assigned CBS.
- Performing 4 Months Budget Review to obtain correct Project Remaining and adjusting the Project Baseline after approval from Project Board Members.
- Coordinating with various department at HQ to get feedback for Remaining required at Project (both Personnel and Quantities/Materials)
- Working in **SAP Based Environment** in conjunction with P6 and PCC to generate various cost & budget reports for Management's Review and Actions.
- Preparing the following reports on monthly basis.
 - Monthly Monitoring Report
 - Cash Flow Analysis
 - Cost to Complete Report
 - Cost Reconciliations Reports as required by Department Head.

Sr. Project Cost Controller

Saudi Binladin Group - PBAD

July, 2011 to Jun, 2016 Riyadh – Saudi Arabia

- **King Abdullah Financial District Project, Riyadh.**
(Project Value approx US \$ 5.00, Billions)
- **Saudi Arabian Monetary Agency, Project. Riyadh.**
- **King Fahad National Library, Project. Riyadh.**

Working as Sr. Cost Controller (**Certified Cost Professional - USA**) at Riyadh Head Office, my responsibilities include the following;

- Cost Recording, Monitoring, Analyzing, Reporting & Controlling.
- Perform the cost control techniques; Earned Value assessment, Estimate at Completion, Estimate to Complete, CPI and SPI to analyze the budget, commitments, actual cost and cost variances.
- Carryout cost risk analysis for end profit; considering original contract and variations Vs estimate at completion in-terms of optimistic, pessimistic and most likely occurrence.
- Evaluate the cost overrun factors, propose preventive measures "Write Ups" and adopt corrective measures to control actual cost and increase earned value.
- Review the cost of proposed subcontract agreements to ensure the compliance of budgeted cost within tolerance limits.
- Implementation of the project cost tracking system to monitor the cost of Subcontractors, Material, Equipment and Labors against the approved budget.
- Continuous interaction with the Company Cost/Finance Advisor (Corporate Office) to provide accurate cash flows forecasts and profit release as well as to obtain the actual cost expenditures.
- Monitoring and controlling the productivity by analyzing daily progress report provided by site team.
- Preparing project progress presentations for Client and Higher Management in connection of CEO and Department Head.

- Working with commercial department for developing LCs forecast, monitoring and controlling system.
- Change Orders/ Variation Orders, participating in Claim Analysis, Evaluation & Negotiations. Also Reviewing and validating the impact of Changes on Revenue & Cost once it's implemented "approved".
- Working in **Oracle Based Environment** to generate cost & budget reports and Contracts Coding based on CSI 2004.
- Preparing the following reports on monthly basis.
 - Cost Control Report
 - Cash Flow Analysis
 - Project's KPI's / PPI's
 - Cost to Complete Report
 - Cost Reconciliations Report in coordination with finance department.
 - Income v/s Expenses Report.

Project Cost Coordinator

Shifa Al Sultan Riyadh – K.S.A

Sep, 2009 to May 2011 (K.S.A) – Full Time

Shifa Al Sultan is a renowned Health Care Center in Riyadh, constructed for civil, electro-mechanical, architectural works and installation of medical equipments in Radiology Section, Medical Lab and Emergency Rooms; my main responsibilities include the following;

- General supervision and construction management of health care unit on behalf of client.
- Overall monitoring the Cost/Finance Department and preparation of reports to update the management.
- Cost monitoring and controlling through analysis of budget (planned expense) Vs actual expenses.
- Coordination with Banks for funds management.
- Managing different kinds of Insurances e.g. claims resolutions etc.
- Developed a system to organize and monitor the actual cost in Direct & Indirect Cost Breakdown Structure.
- Coordinating with stores-department for Inventory Control and procured material status.

Corporate Executive (Finance/Cost)

Micronet & Nayatel Pvt Ltd

Aug, 2007 to July 2009 (Pakistan)

Micronet Broadband (Pvt.) Ltd is a leading Digital Subscriber Line Company delivering services and solutions (**Civil & Telecom Implementation Works**) to businesses in twin cities of Pakistan. Nayatel (Pvt) Ltd. (NTL) is a sister concern of (MBL) and launched South Asia's first fiber to user (FTTU) network. My major responsibilities at Islamabad Branch (Head Office) are:

- Supervising the Accounts and Cost Department (Billing and Recovery)
- Hands on experience for developing Cash Flows showing Tabular and Graphical representation of Planned & Actual Earned Value as well as project actual expenditures.

- Receivable Management of both companies and customers comprising of different Corporate and Foreigners accounts.
- Preparation of Cost at Completion and Cost to Complete reports in form of committed and un-committed cost (classified as Direct & Indirect) with co-ordination of Contracts, QS, Commercial and Procurement Departments.
- Negotiations with corporate customers (Embassies and other big giants e.g. Telecom and Oil Gas Sectors) regarding rebait and discounts.
- Preparations of contracts invoice and follow up for timely clearance of payments.
- Conduct Regular Meetings with G.M Finance & Cost presenting various reports and taking advice to sort out the problems.
- Coordinate with external Auditors during the course of Annual Audit.
- Responsible for Training New Staff.

Finance Officer

Palmet Metal Endustri (Turkish Based)

Jan, 2006 to July, 2007 (Pakistan)

At Palmet, a major GSM Service provider of Telenor and Paktel, Turkish based company with Head Office in Istanbul and branches all over the world, my major responsibilities in Islamabad Branch (Head Office of Pakistan Operations) were:

- Managing stake holders' payments, comprising of about 150 parties in General and Subcontractors. Payment of WHT and allied matters.
- Assisting Finance Manager in Revenue Management with major customer i.e. PAKTEL GSM.
- Submission of various Sales Tax and With-holding Tax Returns on time to Govt. Authorities.
- Reconciliation Statements, reporting bank funds etc.
- Preparing different cost/financial reports for Country Manager and Finance Manager.
- Year End Audit working along with different financial reports preparation for Head Office in Istanbul Turkey.
- Responsible to Post Inter Link Transactions on ERP (ACCPAC).

Long Term Intern

PICIC, Islamabad Zonal Office

Jul to Dec, 2004 (Pakistan)

At PICIC which is a leading bank in Pakistan, I performed my following duties as long-term internee;

- Customer Services - Initiating the process for Customers regarding their application for Consumer Finance.
- Promoted different products launched by the bank e.g. PICIC Housing Finance, PICIC Green CNG etc.
- Facilitating customers regarding their further issues after approval of loans from higher authorities.

- Preparation of Daily vouchers, ledgers, income statement and daily balance sheet.
- Monthly reports e.g. Term Deposits accounts reports etc.

ACADEMIC & PROFESSIONAL QUALIFICATION

Certified Cost Professional – CCP (License # 66829)

AACE International - USA

MBA (Finance) in 2005

National University Islamabad Pakistan – 3.77/4.00 CGPA

Bachelor Degree in Accounts/Costing – (B.Com) in 2003

University of Peshawar - Pakistan

I T SKILLS

SAP ERP, Primavera Cost Control Software (**PCC**)

Oracle ERP; **Cost & Financial Controls / Procurement Modules**

Experience in **Primavera (P6.7)** and **ASTA Power**

Diploma in Information Technology (**A+ Grade**)

Excellent Use of MS Office Suite 2010 with advance tools.

Accounting Soft-wares like ACCPAC Simply Accounting, Sidaat Hyder Financials.

Hands on experience of making Power Point Presentations with Multimedia Tools

MEMBERSHIPS

Member of AACE International – USA

The Authority of Total Cost Management

ACHIEVEMENTS

- Annual Evaluation/Appraisal above 90% for Year 2016 & 2017 at [FAST Metro Riyadh](#).
- Three times Employee of the Month and one Time Employee of Year at [Saudi Binladin Group](#).
- Two times Employee of the Month and Employee of Quarter ([Micronet /Nayatel for Dec 2007 and June 2009](#))
- Got **Fast Track Promotion** as Corporate Finance Executive at Nayatel Pvt Ltd.
- **Silver Medalist** and **Scholarship** in full MBA Course
- **First Position** overall college education
- **4th** Position in Information Technology Programme (Provincial Level)
- **2ND** Position in Inter-University Presentation Contest
- Participated and Successfully Organized Company's Desk at Saudi Green Building Forum KSA.

REFERENCES

- Engr. Mehmood Abdoh (PCS Manager) **+966 50 864 1900** *Turner Arabia - Dammam*
- Engr. Nafis Ahmed Khan (Contracts Manager) **+966 59 627 6137** *General Electric-KSA - Yanbu*