



**Muhammad Yousaf Sheikh**  
PMP®, PMI

**Tendering Manager**

**Certified Professional**  
**PMI Institute USA**

Transferable Iqama Valid upto 15 July 2021

**Academic qualification:**



Bachelor of Technology B. Tech Electrical  
Preston University Islamabad Pakistan



Diploma of Associate Engineer DAE Electrical.  
Govt. College of Technology Multan  
Pakistan.

**Professional certification:**

Project Management Professional PMP. PMI  
(Arc View GIS + Auto Cad), year 2008  
(Elementary Course for MS Office) Year 2006  
(Comprehensive Protection Training Program)  
Year 2008.  
(Practical Training Course for Associate  
Engineers) year 2007

**Personal information:**

Nationality: Pakistani  
Muzaffarabad Azad Kashmir  
+92314-5336629  
Marital status: Married and have (Two) kids  
Place & DOB: Muzaffarabad, 04-11-1982

**Address:** Ibn Khaldun Street, Exit 13  
**P.O Box:** 41763 Riyadh 11531 Saudi Arabia)  
**Mobile:** +966 53-209-8337  
**Office:** +966-11-4977977 Ext 234  
**Personal Email:** [usafsheikh786@gmail.com](mailto:usafsheikh786@gmail.com)  
**Skype ID:** yousafsheikh786

Accomplished Project Management Professional with a successful broad-based career defining & guiding the implementation of industry best practices, Standards, Process and tools to strengthen organizations and drive competitive growth. Extensive 13+ years of expertise in Contracts Preparation, Evaluations, Proposals, Estimation, Pre-qualifications, Sales, & Procurement.

To work honestly and with dedication as an integral part of a professional organization, entrusted to me with a variety of technical and managerial responsibilities.

- Having a good knowledge of Commercial, Technical, and Contractual terms & Conditions.
- Working within the management to develop and enhance order winning strategies.
- Highly responsive to the client requirements including on time responses and incorporating changes when requested.
- Having a good interpersonal skill.
- Capable of demonstrating previously achieving successful performance within a team environment.
- Able to develop effective working relationships with the Technical team.
- Demonstrate a strong interest in a customer facing role and willing and passionate about meeting clients.
- A team player, willing to give additional input as and when required to meet client-based deadlines often on a short notice.
- Flexible in the face of conflicting priorities.
- Keen to learn and develop, ability to compile professional correspondence.
- Carry out any duties as deemed appropriate by the Management.

**CORE RESPONSIBILITIES:**

Manage complete process of overseeing staff, suppliers, and contractors , Sub Contractors , Preparation of Contract Agreements and tendering/estimation that includes pre-tender process starting from evaluating/ assessing tenders, assessing risk factors to arrive at bid decisions, and estimating all the required material, equipment, and manpower needs to be able to arrive at reliable cost estimates for bidding projects and contribute to successfully winning contracts.

## **WORK EXPERIENCE:**



**RAISSY TRADING & CONTRACTING CO. LTD**  
**Al Khudair Group**

### **Tendering Manager:**

Studies & Business Development Department  
(Reporting to Executive Director)  
Since 10 Aug 2019 to Date.

### **Company Introduction:**

Raissy is the Part of the progressive and greatly enlarged Al-Khudair Group in Saudi Arabia. It's a 100% Saudi-owned Construction Company was founded in 1978 and was incorporated in 1993, operating from main office along Khurais road. Since that time its manpower and facilities had increased to do highly sophisticated kind of engineering tasks that is unique for each of its clients such as Design, Supply and Installation, Turnkey Projects, Design, Supply, Installation and Testing & Commissioning of Substations; Maintenance of Electro-Mechanical System; Design, Supply, Installation and Testing & Commissioning of Control System Projects; Design, Supply, Installation and Commissioning of Power Transmission Lines, Technical Support and Field Services of Installation, Testing & Commissioning for Electromechanical Projects and Trading in Supply-Chain Management for Major Electro Mechanical Equipment / Mechanical Projects.

### **Work Description:**

- ❖ Recognizing business opportunities and putting together bids to win new business as well as negotiating and agreeing contracts
- ❖ Deliver commercial support to Project Management throughout contract delivery cycles advising on project control variations and commercial considerations of managing projects.
- ❖ Conduct detailed reviews of supervision contracts during the proposal development stage, assessing contractual risks and proposing mitigation measures, as needed.
- ❖ Provide expert contractual advice related to the Company contracts to the project teams.
- ❖ Manage client relationships and identify opportunities for new contracts
- ❖ Participate in all phases of bidding for Overhead Transmission lines, UG Cables, GIS Substations, Solar System (Renewable Energy).
- ❖ Studies, analyses and evaluates tender documents for Saudi Electricity Company, ARAMCO, MARAFIQ, SWCC, NWC & SABIC from a technical point of view in order to identify risk factors, ensuring that technical terms comply with the relevant standards and coordinates with the General Manager for the overall risk assessment and bid decision.
- ❖ Manage, direct and monitor the overall performance of the tender process team to obtain maximum efficiency, quality, service and profitability for the organization
- ❖ effective liaison, support and assistance between tender process department and rest of organization.
- ❖ Presents during monthly management meetings to discuss/ assess tenders and presents aspects related to tenders (risk factors, bid decisions, all issues and concerns related to tenders).
- ❖ Reviews and finalizes project cost estimates in terms of the required material as per bill of quantities (BOQ), amount of work, material/ equipment/ and manpower requirements during the tendering phase.
- ❖ maintain and improve mechanisms for obtaining opportunities, surveying and measuring tender process and disseminate feedback to the appropriate internal entities
- ❖ Preparation of Pre-Bid Clarifications and Sending Company response to client for Post Bid Clarifications.
- ❖ Work very closely with the Project Technical Office, Project Director and Management to produce desired results in winning contacts.
- ❖ Keep liaison with Project Manager for the on-site actual execution of projects and lessons learned to be able to prepare future competitive tenders.
- ❖ assist in the development and preparation of the organization tender process strategy and general business planning.

- ❖ Finalize of Company Prequalification documents for Saudi Electricity Company, Saudi ARAMCO, Electricity Water Authority EWA Bahrain, and S W C C.
- ❖ Work with internal teams to achieve targeted business goals.
- ❖ Establish and maintain a customer relations management database.
- ❖ Identifying new markets, looking for new growth opportunities for the company.
- ❖ Responsible to verify detailed MTOs (quantity take-off) from tender documentation.  
Responsible for review/preparation of OME (Order of magnitude estimate) before onward submissions.



**PROJECTS & SUPPLIES CO. AUVA**  
**AL FOZAN GROUP**

#### **TENDERING ENGINEER**

Sales & Tendering Department

(Reported to General Manager & Deputy GM Sales & Business Development)

*Since April 2013 to July 2019*

#### **Company Introduction:**

Projects & Supplies Co. Ltd. (AUVA) is part of the progressive and greatly enlarged Al-Fozan Group in Saudi Arabia. It is well organized ISO 9001-2015 certified company, specializing in: Design, Engineering, Construction, Supply, Installation, testing & commissioning of Turnkey Electrical Projects & Retrofitting Works, Technical Support and Field Services of Installation, Testing & Commissioning for Electromechanical Projects and Trading in Supply-Chain Management for Major Electro Mechanical Equipment / Mechanical Projects. Independent approved company by National Grid Saudi Arabia as one of the top listed testing & commissioning Contractor up to 132kV Substations. Independent approved contractor by Saudi Electricity Company as one of the top listed contractors up to 69kV Substations & OHTL Contractor. Independent approved contractor by National Grid Saudi Arabia as one of the top listed contractors up to 132kV Substations Contractor. Supply-Chain Management for Major Electromechanically Equipment Catering Major Projects.

#### **Work Description**

- ❖ Evaluation and recommendation to company management for purchase of Tender documents as per company business needs.
- ❖ Participate in all phases of bidding for 33 kV, 69 kV, 110 kV, 115 kV, 132 & 220 kV Substations and Overhead Transmission lines.
- ❖ Studies, analyses and evaluates tender documents for Saudi Electricity Company, ARAMCO, MARAFIQ, SWCC, NWC & SABIC from a technical point of view in order to identify risk factors, ensuring that technical terms comply with the relevant standards and coordinates with the General Manager for the overall risk assessment and bid decision.
- ❖ Preparation of field services offer for Installation, Testing & Commissioning with and without equipment.
- ❖ Studying and interpreting client Project Technical specifications for power equipment substation as well as clarifying the same with the manufacturer. "Power equipment" includes switchgears, Power transformers; "SAS Systems" include protection and control systems and Communication System within MV/H V substations.
- ❖ Preparation of Inquiries after the complete study of Bidding Document and Technical Specifications.
- ❖ Send Inquiries to the Supplier and Manufacturer's and negotiating contracts and quotations with Contract Manufacturers and Suppliers.
- ❖ Preparation of complete Technical and Commercial Proposals as per the Bid requirements of Saudi Electricity Company, Saudi ARAMCO, MARAFIQ, EWA (Bahrain) and S W C C.
- ❖ Provide Technical Support and Client's Specification Interpretations to Project Management Team.
- ❖ Preparation of response towards Post Bid Clarification.

- ❖ Preparation of estimates and proposals, contract finalization & Post Award Contracts administration.
  - ❖ Estimation of project direct cost and Preparation of complete B O Q including Material and Installation pricing and to analyze bills of material and drawings to understand key requirements.
  - ❖ Technical and commercial evaluation of quotation received from different suppliers of equipment's like Transformer, switchgears, cables, etc.
  - ❖ Attend Project description & Site meetings with Customers & contractors.
  - ❖ Investigates potential suppliers and recommends those most desirable.
  - ❖ Responsible for managing supplier performance in terms of quality, cost, delivery, and responsiveness and periodically review suppliers, and launch improvement programs where required.
  - ❖ Work very closely with the Project Technical Office, Project Director and Management to produce desired results in winning contacts.
  - ❖ Keep liaison with Project Manager for the on-site actual execution of projects and lessons learned to be able to prepare future competitive tenders.
  - ❖ Preparation of technical submittals as per the end user requirements.
  - ❖ Review of as built Drawings & Cable schedules in light of comments received from the Client.
  - ❖ Preparation of Company Prequalification documents for Saudi Electricity Company, Saudi ARAMCO, Electricity Water Authority EWA Bahrain, and S W C C.
- Maintaining and retaining relationships with existing clients.
  - Identifying and mapping business strengths and customer need.
  - Researching business opportunities and viable income streams.
  - Following up new business opportunities and setting up meetings.
  - Attending conferences, meetings, and industry events.
  - Understand the needs of customers /clients and able to respond effectively with a plan of how to meet these.
  - Prepare deal structure and pricing with business value analysis; negotiate prices for proactive bids and proposals.

**ACHIEVEMENTS:**

- ❖ *Worked on the proposal of Prequalification of High Voltage Substations 110 kV-132 kV Substations for our company and got the approval from National Grid Saudi Arabia (NGSA).*
- ❖ *Worked on the proposal of Prequalification of 110 kV-132 kV Substations / Transmission Line Contractor for our company and got the approval from Saudi ARAMCO.*
- ❖ *Worked on the proposal of Prequalification of Over Head Transmission Lines up to - 132 kV and got the approval from National Grid Saudi Arabia (NGSA).*



**AZAD JAMMU & KASHMIR ELECTRICITY DEPARTMENT,  
MUZAFFARABAD AJK PAKISTAN.**

**Assistant Engineer / CHDM (B-16)**

AJK Electricity Department Government of AJK  
Pakistan

(Reported to Project Director AJKED)  
Since July 2006 to March 2013.

**Introduction & Project Description:**

The Power Distribution Network in AJ&K is connected with National Grid System comprising nineteen 132/11kV and 33/11 kV grid stations, which have been constructed and being operated/maintained by WAPDA. The total installed capacity of these grid stations is **473.3MVA**, which is likely to be enhanced to **681.3 MVA**.

[Multi sector rehabilitation & improvement project \(MSRIP\) Collaboration with Asian Development Bank](#). This Project has been launched in collaboration with Asian Development Bank (ADB). This project is about the Improvement, Renovation & Augmentation of Power Distribution Network in AJK. Distribution Network, reduce losses & Improves the reliability of existing system.

#### **Work Description:**

- ❖ Technical & Financial Evaluation of venders in accordance with guidelines of Asian Development Bank (ADB) & WAPDA.
- ❖ Preparation of Bidding Documents for Electrical Material & Electrical Construction Works for Power Distribution system through International and National Competitive bidding procedures.
- ❖ Preparation of Bid Evaluation Reports, Approval of Bid Evaluation Reports from donor i.e. ADB and Award of Contract, Contract Management and Supply Chain Management for procured material.
- ❖ Analyses technical data, designs, preliminary specifications, manufacturing limitations, supplier facilities, and availability of parts and equipment.
- ❖ Ensure commercial, legal and contractual compliances in all the procurement transactions.
- ❖ Preparation of distributor Contracts, non-disclosure agreement, memoranda of understanding (MOU) with guidelines of Asian Development Bank (ADB) & WAPDA.
- ❖ Meetings with Manufacturers' & Contractors to facilitate standardization and economical procurement.
- ❖ Approved appropriate supplier management methodologies and procurement strategies in purchasing to secure better prices.
- ❖ Interviews supplier representatives regarding specifications, costs, inspection, and similar problems relating to parts and equipment.
- ❖ Preparation of cost Estimation of Annual Development Program (ADP) and Progress reports.
- ❖ Preparation of Execution Plan of Electrical Construction Works for 11/0.4 kV Power Distribution Lines.
- ❖ Prepare monthly performance reviews and reports focusing on overall sourcing requirements.
- ❖ Perform regular performance review with suppliers to drive continuous improvements.

#### **CERTIFICATIONS:**

1. Project Management Professional PMP, PMI PMP® Number 2769570.
2. Seven months training in seven packages/computer certificate from N I C R institute Muzaffarabad.
3. Three months training in computer certificate from Information Technology Board affiliated with Iqra University Islamabad.
4. Training in Technical Course for Assistant-Engineer from WAPDA Staff College Faisalabad.
5. Training in Comprehensive Protection System Program from Siemens Pakistan Engineering Co ltd Islamabad.
6. Training in AutoCAD 2 D, 3 D and GIS from Scholars College of Science Muzaffarabad A.K

#### **SKILLS:**

**Languages:** (Arabic, English & Urdu)

**Computer:** Arc View GIS, AutoCAD 2004, MS Word, MS Excel, MS Power Point, Coral Draw, in page 2007 Urdu/Arabic, Operating System (Installation and Trouble Shooting), Windows 98, Windows 2000, Advance Server, Windows XP & Vista.

**Others:**

**Interests/hobbies:** (Reading Books, Playing Badminton, Playing Cricket)

**Driving Skills:**

- Driving Experience of Manual and Auto Transmission 4WD last one Year, holding the License of LTV Transport issued by Saudi Government.
- Driving Experience of Manual and Auto Transmission 4WD last Seven Years, holding the License of LTV Transport issued by AJK Government Pakistan.

**REFERENCES:**

Mr. Muhammad Younas  
Staff Officer to Prime Minister AJK  
PM Secretariat Muzaffarabad AJK  
Office #: +92(582)-2920176  
Mob # +92-300-9197319  
Email: [younasserra@gmail.com](mailto:younasserra@gmail.com)

Syed Arif Shah  
Dy. Director Civil  
Neelum Jhelum Hydropower Corporation  
WAPDA Colony Chatter Class Muzaffarabad  
Mobile: +92-312-2147716  
Email: [rfsah2002@gmail.com](mailto:rfsah2002@gmail.com)

Sheikh Muhammad Altaf  
President, Labour Union NJHPC  
WAPDA Colony Chatter Class  
Mob: +92-314-5336629  
Email: [altafsheikh85@gmail.com](mailto:altafsheikh85@gmail.com)

Mr. Perveez Ahmed  
Technical Dept. Manager  
Projects & Supplies Co. AUVA  
Office #: +966 13 8147480-82  
Mob # +966-505873810  
Email: [perveez.ahmed@auva.com.sa](mailto:perveez.ahmed@auva.com.sa)

Mr. Abdulaziz Al-Odailah  
Deputy Executive Director  
Raissy Trading & Contracting Co. Ltd  
Office #: +966 11 208 3183  
Mob # +966 540 027 71  
Email: [a.odailah@raissy.com.sa](mailto:a.odailah@raissy.com.sa)

**Declaration:**

I hereby declare that the above information is true and correct to the best of my knowledge.

**Muhammad Yousaf Sheikh Noor Hussain.**