

MIRZA LAEEQ BAIG

RE, B.Sc. in Civil Engineering

Project Management Professional (PMP)
Lead Auditor, QMS, ISO 9001:2015

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Mirza has been involved with Project Management for over **14 years** primarily working on Project Strategic Planning and Execution at individual project level as well as in Project Management Offices (PMO). Served in various industries such as Oil & Gas, Earthquake Rehabilitation, Construction of Healthcare and Educational Institutes and Housing Development. The projects ranged from Infrastructure development, Industrial villages to Construction of buildings, roads and bridges. Served as a team member and provided leadership on various Projects, Programs and PMOs throughout all phases of Projects (from initiation to handover and closeout).

By virtue of working on multidimensional projects Mirza has acquired and successfully implemented Key Project Management Skills such as Strategy Development (development of execution strategy, process, procedure, guideline, tools and techniques) Quality Management, Risk Management, Execution Management, Performance Management, Stakeholder Management, Project Monitoring and Control.

Personal Details	<ul style="list-style-type: none"> ◆ Nationality: Pakistan ◆ Marital Status: Married ◆ Languages: English (IELTS overall band: 7.5), Urdu, Arabic (Beginner) & Punjabi 																																				
Academic Qualification	<ul style="list-style-type: none"> ◆ M.S. in Project Management, Year: Ongoing COMSATS Institute of Information Technology Islamabad, Pakistan ◆ B.Sc. in Civil Engineering, Year: 2005 University of Engineering & Technology Taxila, Pakistan 																																				
Professional Trainings / Certifications / Memberships	<ul style="list-style-type: none"> ◆ Project Management Professional (PMP # 2019615). ◆ Qualified Lead Auditor, Quality Management Systems, ISO 9001:2015. (ISO # A017589) ◆ Registered Engineer with Pakistan Engineering Council. (Member # 28332) ◆ Registered Engineer with Saudi Council of Engineers. (Member # 111362) ◆ Planning, Scheduling and Controlling Certification on Primavera P3 from Pakistan Engineering Congress. ◆ Road Design and Evaluation Certification on Road Calc from Pakistan Engineering Congress. 																																				
Experience Summary	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">No.</th> <th style="width: 45%;">Job title</th> <th style="width: 30%;">Organization</th> <th style="width: 20%;">Duration</th> </tr> </thead> <tbody> <tr> <td colspan="4"><u>Projects Governance (PMOs, Strategic Planning, Quality Management) – 11 years and 2 months.</u></td> </tr> <tr> <td>1</td> <td>PMO Advisor</td> <td>Jacobs ZATE</td> <td>Current (10 months)</td> </tr> <tr> <td>2</td> <td>Projects Governance/ Quality Management</td> <td>KIC</td> <td>3 Years and 4 months</td> </tr> <tr> <td>3</td> <td>Quality Management</td> <td>SAPAC</td> <td>3 Years and 7 months</td> </tr> <tr> <td>4</td> <td>Quality Control, Inspection/ Testing</td> <td>KCC and ATL</td> <td>3 years and 5 months</td> </tr> <tr> <td colspan="4"><u>Design and construction supervision/ Construction Management & Planning – 3 years.</u></td> </tr> <tr> <td>5</td> <td>Site Engineer</td> <td>GA</td> <td>1 year</td> </tr> <tr> <td>6</td> <td>Project Engineer</td> <td>GA</td> <td>2 years</td> </tr> </tbody> </table>	No.	Job title	Organization	Duration	<u>Projects Governance (PMOs, Strategic Planning, Quality Management) – 11 years and 2 months.</u>				1	PMO Advisor	Jacobs ZATE	Current (10 months)	2	Projects Governance/ Quality Management	KIC	3 Years and 4 months	3	Quality Management	SAPAC	3 Years and 7 months	4	Quality Control, Inspection/ Testing	KCC and ATL	3 years and 5 months	<u>Design and construction supervision/ Construction Management & Planning – 3 years.</u>				5	Site Engineer	GA	1 year	6	Project Engineer	GA	2 years
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Profile	<p>Having 14 years of extensive experience in the field of civil engineering/ projects management which includes but not limited to; Projects Governance, Strategic Planning, Quality Management, Risk Analysis, Construction Management/ Supervision and Strategic Planning. I present myself for jobs relating to Quality Management systems, for Structural Projects as well as Infrastructure Development projects. I have developed following professional skills through work experience:</p> <p>Developed and stewarded key Project Management Deliverables and steered key Projects Monitoring activities such as:</p> <ul style="list-style-type: none"> ◆ Development of Quality Policies, Quality Objectives and Quality Management Plans at both Project and PMO levels. 																																				

	<ul style="list-style-type: none"> ◆ Development of Risk Management Plans, Risk Thresholds and Risk Response Strategies at both Project and PMO levels. ◆ Development and Implementation of Testing and Commissioning Plans and Project Closeout and Handover dossiers. ◆ Development and Implementation of Project Performance Monitoring System. ◆ Auditing Projects and PMOs internally and participation in Third Party Quality Audits. ◆ Regular assessments of Project and PMOs maturity and compliance with procedures, conduct gap analysis and ensure continual improvement. <p>Selected achievements:</p> <ul style="list-style-type: none"> ◆ Successfully completed and handed over 10 work packages (schools and health units), worth 120 Million USD, under Pakistan Earthquake Rehabilitation and Recovery Program, as Quality Control Engineer. ◆ Developed a tailored Project Tracking and Handover Plan for Saudi Aramco South Dahrn Home Ownership Program to reduce closeout process by 3 months. <p>Key Competencies:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Results-Oriented</td> <td>Analytical Skills</td> </tr> <tr> <td>Stakeholder Management</td> <td>Team-Building Skills</td> </tr> <tr> <td>Strong Communication Skills</td> <td>Risk Management</td> </tr> </table> <p>Areas of Expertise:</p> <ul style="list-style-type: none"> ◆ Strategic Planning, Execution and Monitoring of Projects ◆ Development of tailored Processes, Procedures, Guidelines, Method Statements, Tools and Techniques ◆ Quality Assurance and Quality Control Management ◆ Risk Analysis and Risk Management ◆ Projects Construction and Supervision 	Results-Oriented	Analytical Skills	Stakeholder Management	Team-Building Skills	Strong Communication Skills	Risk Management
Results-Oriented	Analytical Skills						
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Employment History	No.	Organization	Position	Service Tenure
	1	Jacobs ZATE (JZ)	EPMO Excellence Advisor	October 2019 till date
	2	Al Khonaini International Company (KIC)	Quality Manager/ Management Representative	June 2016 to Oct 2019
	3	Saudi Pan Kingdom Company (SAPAC)	Quality Manager	Aug 2012 to Mar 2016
	4	Al Kifah Contracting Company (KCC)	Quality Control Engineer	Jul 2010 to Jul 2012
	5	Associated Technologies Pvt Ltd (ATL)	Quality Control Engineer	Feb 2009 to Jun 2010
	6	Gulzari Associates, Contractors (GA)	Site Engineer/ Project Engineer	Jan 2006 to Jan 2009

Experience Details	
<p>Jacobs ZATE <i>Kingdom of Saudi Arabia</i></p> <p>EPMO Excellence Advisor</p> <p>Oct 2019 till date</p> <p>Salient features of the projects:</p> <ul style="list-style-type: none"> ◆ Setup and steward Enterprise PMO to integrate and manage all operations and projects in SWCC from one (synergized) strategic level. Define operational 	<p>Projects:</p> <p>1) Providing Consultancy Services for the Implementation and Operation of Enterprise Project Management Office for SWCC</p> <p>Clients:</p> <p>SWCC</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ◆ Considering the diverse nature of the PMOs and Projects in SWCC, developed tailored processes, procedures and Project Management Guidelines by consulting Project Management and Standardization institutions and following best practices. ◆ Ensured stakeholder alignment, commitment and compliance across the PMOs through regular communications to ensure (E)PMO achieves its targets. ◆ Responsible for quarterly implementation and review of lessons learnt, audits and customer satisfaction surveys from projects to ensure relevance and excellence of PMO services.

<p>models for the functional PMOs (TAP, O&M, Corporate Projects) and provide operational direction/ support to ensure alignment with SWCC Strategic objectives.</p> <ul style="list-style-type: none"> ◆ Program of three PMOs include the Technical Affairs & Projects' program of \$22.9B and 61 projects including reservoirs, desalination plants and transmission pipelines, pump stations and terminal stations, the O&M program of \$317M and 142 projects across 12 desalination plants and water transmission systems including facility rehabilitation, maintenance, upgrade and replacement projects, and the Corporate Project Management Office program of \$630M and 95 projects across IT, HR, R&D, Privatization, Strategic Planning, Industrial Security, etc 	<ul style="list-style-type: none"> ◆ Developed tools for identifying capability gaps across the SWCC PMO and Project Management community and develop tailored training procedures/ guidelines for Project Management Fundamentals. ◆ Enabled knowledge transfer and shared lessons learned across the SWCC organization (e.g. regular workshops, trainings and presentations). ◆ Performed regular assessments of SWCC (E)PMO maturity and compliance with procedures through Audits. ◆ Co-Owner of on-line library (Share-Point) for official documents, tools, processes; and responsible for keeping the library up-to-date and documents availability.
<p>Al-Khonaini International Company <i>Kingdom of Saudi Arabia</i></p> <p>Corporate Quality Manager & Management Representative</p> <p>June 2016 to October 2019</p> <p>Salient features of the projects:</p> <ul style="list-style-type: none"> ◆ Construction of 545 Villas for Saudi ARAMCO and YASREF in the cities of Dahrhan and Yanbu ◆ Construction of Roads and walkways in the housing districts. ◆ Construction of sewerage and drainage system including pumping station. 	<p>Projects:</p> <ol style="list-style-type: none"> 2) South Dahrhan Home Ownership Project 3) King Salman International Complex for Maritime Industries & Services 4) Dahrhan Extension Project- Package 07 5) YASREF Housing Project <p>Responsibilities:</p> <ul style="list-style-type: none"> ◆ Configured Quality Management Systems, developed Quality Policies and measurable Quality Objectives consistent with the Business needs of the Organization. Provided guidelines for QMS configuration to individual projects. ◆ Was responsible for review and approval of Project Quality Plans in line with ISO 9001 and ISO 10005 and providing guidelines/ templates and trainings for the same to the Project Teams. ◆ Conducted Management Review Meetings and follow-ups with individual projects to ensure the corrective/ preventive actions have been implemented and improvements have been made before the next MRM; also, ensured necessary communications have been made as per RACI. ◆ Conducted internal Quality Audits on Products, Procedures and QMS to evaluate the procedures and their effectiveness. ◆ Was responsible for quality-related Risk Planning, Identification, Analysis (Qualitative and Quantitative), suggesting responses and monitoring. Also ensuring the Top Management and Client have been informed as per RACI chart. ◆ Was responsible for preparing and presenting weekly and monthly reports to the top management to provide an overview of integrated Quality and Risks status at

<ul style="list-style-type: none"> ◆ Construction of irrigation system and landscaping works. 	<p>corporate level as well as of each project. Additionally, for the issues faced and proposed actions.</p> <ul style="list-style-type: none"> ◆ Conducted Quality Trainings and skill assessments for new recruits and Project Teams. ◆ Was responsible for review of Inspection and Testing Plans (ITPs). 	
<p>Saudi Pan Kingdom Company <i>Kingdom of Saudi Arabia</i></p> <p>Quality Manager</p> <p>Aug 2012 to Mar 2016</p> <p>Salient features of the projects:</p> <ul style="list-style-type: none"> ◆ Construction and Development industrial zones for MODON with roads and networks of Wet & Dry Utilities and MEP works. ◆ Infrastructural development of Housing Project in Medina comprising of Roads and utilities ◆ Construction of 25 Kms of RCC channel across Jeddah City (district bariman). The project also consisted of seven bridges and a box culvert. 	<p>Projects:</p> <ol style="list-style-type: none"> 1) Development of Stage-2 of Sudair City for Industries and businesses 2) Infra Structural Development of Medina Housing Project 3) Jeddah Storm-water Drainage Program (JSDP) <p>Responsibilities:</p> <ul style="list-style-type: none"> ◆ Was responsible for preparation of Project Quality Plans as per ISO 9001 and 10005 and its continual improvement during different phases of the projects. ◆ Stewarded implementation of Basic Quality Tools for continual quality improvement. ◆ Was responsible for preparation and submission of Special Processes, Method Statements, Inspection and Testing Plans (ITPs) and Inspection Checklists as per the Construction phases and PQP. ◆ Prepared Requests For Alternatives to propose solutions and substitutes for design, procedure or constructability conflicts. ◆ Issuance of NCR (Non-Conformance Reports) for any non-conforming activity, procedure, material or product. ◆ Performed root-cause analysis using different quality tools and proposed Corrective & Preventive actions. ◆ Performed audits during different phases of the projects to evaluate the effectiveness of QMS. ◆ Performed Process analysis to identify “Needs of Improvement’ and to eliminate ‘Non-Value-Added’ activities. ◆ Headed Quality Trainings for the team and skill assessments. ◆ Proposed Quality Initiatives, Held Pre-Task meetings and Quality Toolbox talks with field staff. ◆ Weekly & Monthly Statistical reporting to the proponents and preparation of Quality Control Inspection Schedules. ◆ Was responsible for review of Field Test Reports for tests conducted by Independent Testing Laboratories. 	<p>Clients:</p> <p>MODON - Riyadh Ministry Of Housing- Medina Saudi ARAMCO</p>
<p>Al Kifah Contracting Company <i>Kingdom of Saudi Arabia</i></p> <p>Quality Control Engineer</p> <p>Jul 2010 to Jul 2012</p> <p>Salient features of the projects:</p> <ul style="list-style-type: none"> ◆ Construction of four Government Buildings in Jubail City including the Infrastructural network. ◆ Construction and Commissioning of three power substations for Saudi ARAMCO in Manifa Causeway. 	<p>Projects:</p> <ol style="list-style-type: none"> 1) Manifa Power Transmission and Sub-Stations 2) Construction of Government Buildings, Phase-1 <p>Responsibilities:</p> <ul style="list-style-type: none"> ◆ Participated in preparation of Project Quality Plan(s) and its updates during the Project lifecycle. ◆ Developed Inspection and Testing Plans (ITPs) for earth-works, structural and finishing activities. ◆ Prepared Method Statements and Construction Proposals as per the Specifications and Standard requirement of Quality manuals. ◆ Performed root-cause analysis using different quality tools to propose Corrective & Preventive actions. ◆ Daily coordination with piers and subordinates regarding field progress, quality implementation and results. ◆ Was responsible for preparation of Technical Submittals. ◆ Issued field directives/ observations and NCRs (Non-Conformance Reports) for activities/ materials not conforming to the design or specifications. 	<p>Clients:</p> <p>Saudi ARAMCO Royal Commission, Jubail</p>

	<ul style="list-style-type: none"> ◆ Monitored the Site Testing activities and Tracked/ documented test reports with issued RFIs. ◆ Quality Control Reporting on daily, weekly and monthly basis. ◆ Held Pre-Task meetings with staff and management to brief Quality Control Methods and checklists. ◆ Internal reporting to the Department Head regarding documents status and plans. 	
<p>Associated Technologies Pvt Ltd <i>Pakistan</i></p> <p>Quality Control Engineer</p> <p>Feb 2009 to Jun 2010</p> <p>Salient features of the projects:</p> <ul style="list-style-type: none"> ◆ Construction of seven Basic Health Units in District Bagh, AJK ◆ Construction of Accommodation facilities for Doctors and Nurses. ◆ Construction of three high Schools in District Bagh, AJK. 	<p>Projects:</p> <p>1) Pakistan Earthquake Reconstruction and Recovery Program, AKJ</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ◆ Gave inputs to preparation of Project Quality Plan. ◆ Issued Requests For Inspection as per the Construction Phases and coordinated with Client's QA/QC representatives. ◆ Prepared Requests For Information for any conflicts found in design/ drawings or in case of any query regarding construction procedures. ◆ Prepared Inspection and Testing Plans, Procedures and Checklists. ◆ Supervised and monitored all construction activities and their quality management. ◆ Held Quality Control and Pre-Job meetings at sites. ◆ Reviewed and approved internal submittals. ◆ Proposed Construction strategies as per the Approved Drawings. ◆ Weekly and monthly Quality Review Meetings with Client. ◆ Provided technical and field instructions to site staff. 	<p>Clients:</p> <p>USAID CDM, Constructors, Inc. USA</p>
<p>Gulzari Associates <i>Pakistan</i></p> <p>Site Engineer/ Project Engineer</p> <p>Jan 2006 to Jan 2009</p> <p>Salient features of the projects:</p> <ul style="list-style-type: none"> ◆ Construction of PEMRA Headquarters Building in Islamabad, Pakistan, including Architectural finishes, Retaining Structures, Fire Fighting system and MEP Networks ◆ Construction of PNRA School for Nuclear Radiation Safety, Nuclear Security Action Plan and PNRA Auditorium in Islamabad. 	<p>Projects:</p> <p>1) Construction of PEMRA HQ Building 2) Construction of PNRA School of Nuclear Radiation Safety</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ◆ Issued Requests For Inspection as per the Construction Phases. ◆ Supervised all activities related to concrete works of building, retaining walls and underground tanks and finishing activities. ◆ Was responsible for procurement of materials and subcontract award issues including third party coordination. And dealing with suppliers and subcontractors. ◆ Reviewed construction drawings as per actual site conditions, prepared shop drawings and steel reinforcement bar bending schedules for execution. ◆ Handled and resolved technical issues regarding quality and safety, arranged trainings for workers and toolbox meetings. ◆ Attended progress meetings with consultant and client to analyze potential risks. 	<p>Clients:</p> <p>Pakistan Electronic Media Regulatory Authority (PEMRA) Pakistan Nuclear Regulatory Authority (PNRA)</p>
<p>References</p>	<p>Shall be furnished on demand</p>	