

Khalid Nisar

Project Manager, PMP

I am a dedicated Project Manager with over 18 years of professional experience in the field of Project, Design, and Construction Management for pre-tender /post-tender consultancy services, with a stronghold on FIDIC and extensive experience in Contracts and Contractual management. I have a strong track record of effectively delivering projects from concept phase to commissioning and final handing over, confident in ability to manage time, cost, and quality, and ensure KPIs alignment with the Client management vision and expectations. Competent of doing multitasking and have excellent knowledge of international codes, Civil and Architectural finishing, and command over reinforce concrete works. A wide experience in managing design and supervision of the construction and finishing activities of Hotels, Residential and Commercial Towers, Mega Hospitals, Educational Institutes, multi-storied mix-use buildings, car parks, villas, fit-out works, factory supervision, and Airport facilities.



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WORK EXPERIENCE

Project Manager

KEO International Consultants

Industrial Lab- District 4.0, UAEU, Al-Ain, UAE

10/2020 - Present,

Al-Ain, UAE

Achievements/Tasks

- Oversee the project to ensure desired result are achieved, the most efficient resources are used and the different stakeholders involved are satisfied
- Monitored and controlled Project financials, overseeing project invoicing, cost, expenses, and cash flow against budget.
- Achieved the Project completion well within the allotted budget with a cost savings of approximately 7% against Contract Value
- Instructed Value Engineering Exercises and achieved 5% cost savings against the Contract Value
- Implemented Project Change Control Procedure and highlighted potential risk prior implementation to Client /End-users.
- Implemented innovative solutions for Project Provisional Sum of Solar PICV photovoltaic glass panels with one third of the budget cost.
- Created detailed Project Risk and Opportunities register with Mitigation plans against all Risk and assure the opportunities are pursued.
- Similarly made Strategies through careful planning to avoided and reduce Risks to Project and secure Project long lead items, authorities' approvals, all in time and well advance
- Managed the Project with least resources and maximum productivity, achieving the Client satisfaction on Time, cost & Quality aspect of the Project.
- Introduced transparency and trust between all parties, to collaborate towards the common Project goal and work as one team, this helped in resolving many issues at its very foundation.
- Undertaken project controls across all levels and assigned action to the relevant party.
- Chaired Weekly Progress Meetings, Close-out Meetings, Technical /Coordination Meetings, Conducted Quality Site Walks, Key Risk Management meetings, Presenting weekly presentations to Client /End-user.

SKILLS

Project Management Stakeholder Management

Change Control Management Budgeting

Value Engineering Planning and Forecasting

Resource Management Risk Management

Contract Management Tracking and Monitoring

Construction Management

Time and Cost Management

EDUCATION

Bachelor's Degree in Civil Engineering,
NWFP University of Engineering & Technology,
Peshawar, Pakistan

03/1999 - 04/2003,

CERTIFICATES

PMP Certified - Project Management Institute
(10/2021 - Present)

Member of Society of Engineers UAE
(02/2006 - Present)

JAFZA Green Code /Tarkhees Accreditation Program
(01/2006 - 01/2009)

Affiliated member of Pakistan Engineering
Council (08/2003 - Present)

LANGUAGES

English
Full Professional Proficiency

Urdu, Hindi
Native or Bilingual Proficiency

Arabic, Persian
Limited Working Proficiency

Punjabi, Pashto
Professional Working

Project Manager

KEO International Consultants

The Space Center Building, UAEU

07/2019 – 09/2020,

Al-Ain, UAE

Achievements/Tasks

- Maintained strong relationships with internal and external stakeholders via effective communication
- Managed, tracked project KPIs to meet the Project milestones and Goals as per approved Schedule, within agreed Time, Cost and Quality up to the satisfaction of Client.
- Implemented Project Change Control Procedure and highlighted risk to Client & End-users on the potential impact on Project and Managed these Changes with minimum impact to ongoing Construction
- Mentored project teams and stakeholders to work collaboratively in a one-team environment, over all stages.
- Reviewed and analyzed the Contractors Variation Orders, Extension of Time Claims, and provide recommendations to the Client.
- Conducted Management Meetings to help resolve time /cost disputes between Stakeholders, which lead in increased productivity, and cost saving for the Client.
- Produced KEO Monthly Reports, Progress dashboards, and presented to Client /End-users.
- Produced Project Close-out Report, lessons learned and Internal Audit reports.
- Achieved the Project Contractual completion within the approved baseline Programme
- Ensure the Project Contract close-out, handover documents and its acknowledgement /acceptance by the Client /End-user side.

Resident Engineer

KEO International Consultants

Show Village, Khalifa City-A, Abu Dhabi, UAE

Feb-2018 – Jun-2019,

Abu-Dhabi, UAE

Achievements/Tasks

- Plan, identify clear actions and advise the Contractor time to time on technical, Commercial and Project Schedule
- Maintain Risk and opportunity register for forthcoming tasks /events of the Project and advise Client /Contractor accordingly on the Risk Mitigation strategy.
- Lead KEO site supervision and technical team and guide them throughout the Construction phase
- Supervise the overall site safety, assure safe execution of Construction works as per Client and local HSE regulations
- Highlighted Project Risks, guide the Contractor on Project Procurement, execution, and Construction to avoided delay to Project completion
- Liaise with local authorities for statutory approvals
- Assure the execution works quality meets the required specification standards and Client expectations
- Reviewed, analyzed and negotiated the Contractors Cost and Time claims and advise Client with our recommendations and available Contractual options.
- Review and timely response to Contractor's transmittals, RFI, Material submittals, WIRs, letter correspondence etc.
- Work collaboratively as team to mitigate and record risks, avoid claims and disputes whilst maintaining accurate records

RELEVANT PROJECT EXPERIENCE

KEO International Consultants, Dubai, UAE

(08/2006 - Present)

Project Manager, JUN-2019 – Present

Industrial Lab- District 4.0 at UAE University, Al-Ain, UAE
The Space Center at UAE University, Al-Ain, UAE

Resident Engineer, NOV-2016 – JUN-2019

Modon Properties – Show Village, Abu Dhabi, UAE
DAMAC Akoya Oxygen, Phase 3 (1028 Villas), Dubai, UAE
Rehabilitation of Masdar Utility Tunnels, Abu Dhabi, UAE

Project Manager, MAY-2016 – NOV-2016

Rolex Tower, Dubai, UAE

Asst. Project Manager, APR -2014 – DEC-2014

Master Training Facility Programme (MTFP), Abu Dhabi, UAE
King Abdul Aziz Road Project, Makah, KSA

Handing over Manager (DLP Phase), DEC 2014 – MAY 2016

Project Coordinator, APR 2013 – APR 2014

Cleveland Clinic Abu Dhabi, Abu Dhabi, UAE

Assistant Resident Engineer, DEC 2008 – MAY 2010

Coral Beach Hotel, Ajman, UAE

Senior Structural /Civil Engineer, DEC 2006 – APR 2013

Cleveland Clinic Abu Dhabi, Abu Dhabi, UAE
W-Hotel, Dubai, UAE
Dunes Tower, Jumeriah Village South, Dubai, UAE
Reef Tower and Madinah Tower, Jumeriah Lakes, UAE

Civil Engineer, AUG 2006 – DEC 2006

Gold & Silver Towers, JLT, Dubai, UAE

Associated Consulting Engineers International, Dubai, UAE

Inspection Engineer, FEB 2005 – JUL 2006

Italy Cluster of International City, Dubai, UAE

Technical Associates Pakistan (Pvt) Ltd. – Peshawar, Pakistan

Site Engineer, AUG 2002 – JAN 2003

Rehabilitation of Peshawar International Airport, Pakistan

COMPUTER SKILLS

Adobe Photoshop

Primavera P6

Microsoft Project

AutoCAD in 3D

Programming in GWB and C++

Linux and Networking

Microsoft Office

SOFT SKILLS

Time Management

Problem Solving

Collaboration

Communication

Leadership

Adaptability

ORGANIZATIONS

KEO International Consultants, Dubai, UAE
(08/2006 - Present) **15 Years** +

Project Manager

ACE International Consultants, Dubai, UAE
(02/2005 - 07/2006) 1.5 Years

Site Inspection Engineer

Resident Engineer KEO International Consultants

DAMAC Akoya Oxygen, Phase 3 (1028 Villas), Dubai, UAE, (Feb 2017 - Feb 2018),

Achievements/Tasks

I was responsible for two clusters (G1-Sanctuary cluster and G2-Pacifica Cluster) consisting of 388 and 640 villas respectively. My role was to manage the project from the kick-off meeting to the final handing over to the Client. Managing time/cost and quality aspect of the project, assuring the KPI are meet on time and within the allocated budget. Review all transmittals and respond to technical /contractual correspondences of the Contractor throughout the project duration. Advising the Client on his rights and available contractual options at each stage of the Project.

Rehabilitation of Masdar Utilities Tunnels, Masdar City, Abu Dhabi, (Nov 2016 - Feb 2017),

Achievements/Tasks

Manage and advise the Contractor, plan ahead, maintain risk register and assure safe execution of works with the underground utilities services remains uninterrupted by ongoing rehabilitation /Construction works. Provide technical advice to the Contractor and KEO site team. Assure the quality meets the required standards and project specifications and Client expectations. The major activities were hydro demolition of defective concrete (under 700-1200bar water jet) and redo the SOG and wall Shotcrete to the existing Recreating walls and diaphragm wall

Project Manager KEO International Consultants

Rolex Tower Dubai, UAE, (May 2016 - Nov 2016),

Achievements/Tasks

Managed overall project from kick-off to handing over of the 31st floor fit-out works to KEO FM&A. Which includes complete architectural /Interior fit-out works, Fire Life Safety systems, Electrical distribution, L.V systems, HVAC network, IT network and finishing works etc. My responsibilities include Design management, Contractor /sub-Contractor management and Client management. The project was completed on time and within the allotted budget

Handing over Manager KEO International Consultants

Cleveland Clinic Abu Dhabi, Abu Dhabi, UAE, (DEC 2014 - APR 2016),

To manage, provide technical assistance to KEO supervision team and Commissioning sub-Consultant (CML) during the DLP and Project close-out phase. Assure GC maintains the required high-quality of finishes for defect rectification works and rectifications are in line with specifications, Client /end-user expectations, within agreed milestone dates. To supervise T&C of over 60 complex MEP systems and assure GC adherence to closeout all comments given via ICDRs, CDR and Defects Notifications process. Provide construction supervision services for the construction of a new Rosewood Hotel link Bridge.

Asst. Project Manager KEO International Consultants

King Abdul Aziz Road Project, Makkah, KSA, (JUN 2014 - DEC 2014),

My role was to assist my Sr. Project director in preparing different RFP's and compliance statements and day to day reporting works, preparing scope of work, prepare RFPs for different projects aspects e.g. I did RFPs for Architectural Design Consultant, Cost consultant, District Cooling Consultancy Services, Facility Management Consultant, De-watering works, Assist Project Director in technical evaluation of main D&B Infra tender and other Tender Evaluation Reports, responsibility matrix, Schedule of deliverables, preparing high level project execution plan, managing design teams, and assuring coordination among them in different design stages to meet project deadlines. I was involved in preparation of Design Guidelines /Manuals for Owner /Consultants / Contractors for the Multi-Billion King Abdul Aziz Road Project.

KEO Head Office, Abu Dhabi, UAE, (APR 2014 - JUN 2014),

Achievements/Tasks

As an assistant project manager my initial role was to assist my senior Project Director in preparing responses to RFP's and Bid packs, detailing KEO approach and plan on how to deliver the project from start to the end, developing project organizational chart, preparing compliance statements and Projects staffing plans/ Project Cost and budgets and relevant work break down structures. Keeping it short and simple yet complete in all aspects, justifying our approach to the project, defining staff and their responsibility matrix etc., finally giving presentations to the KEO Management /Clients.

Senior Project Coordinator, KEO International Consultants

Cleveland Clinic, Abu Dhabi, UAE, (APR 2013 – APR2014),

Achievements/Tasks

My role was to collect and analyze key project data on weekly basis. Produce bi-weekly, Monthly progress reports and Monthly Executive Reports. Prepare KEO and sub-consultant monthly Invoices, keep track of invoices /payments and cash flows, manage scope changes, identify all project risks, and prepare mitigation strategies to ensure the delivery program is maintained. Assist Chief Resident Engineer in preparing staff loading Schedule, coordinating staff mobilization and de-mob, and obtaining their client's approval, preparing staff deployment schedule and coordinate with HR/ recruitment dept. for arranging the required staff. Preparing and maintaining organization chart, identify and resolve project problems and day to day coordination and follow-ups between Client/ Project management/ head office/ Contractor and Site team.

Assistant Resident Engineer KEO International Consultants

Coral Beach Hotel, Ajman, UAE, (DEC 2008 - MAY 2010),

Achievements/Tasks

As an Asst. Resident Engineer I was responsible for ensuring and monitoring GC site works in accordance with the Contract provisions ; this include Reviewing, approving and processing all technical transmittal; ; Reviewing contractor's claims related to time and cost.; implement Change Control procedures and preparing recommendations to Client; Coordinating between design office, MEP department, contractor and sub-contractors regarding site problems; Assisting R.E in letter correspondence between contractor and client. Assuring site work in compliance with Ajman Municipality regulations and assist in authorities inspections as per project schedule of works; conduct site visits regarding quality, safety and progress concern; Conducting weekly technical meetings, safety and quality control meetings; Enforcing and ensuring works are in strict compliance with specifications and plans; Issuing site instruction for site problems.

Senior Structural /Civil Engineer KEO International Consultants

Cleveland Clinic Abu Dhabi, Abu Dhabi, UAE, (May 2010 - Apr 2013),

W-Hotel, Festival City, Dubai, UAE, (May 2008 - DEC 2008),

Dunes Tower, Jumeriah Village South, Dubai, UAE, (MAR 2008 - MAY 2008),

Reef and Medina Towers, Jumeriah Lakes Tower, Dubai, UAE, (DEC 2006 - MAR 2008),

Gold and Silver Towers (DMCC), Jumeriah Lakes Tower, Dubai, UAE, (Aug 2006 - Dec 2006),

Achievements/Tasks

I was responsible for enforcing and ensuring the civil/structural works complies strictly with accordance to the contract documents and specification. Approving pre-qualifications and material as per project specifications and B.O.Q.; This include Reviewing, approving and processing all structural technical submittals; Reviewing contractors structural changes order proposals and preparing recommendations; Reviewing contractor's claims related to structural works etc.; Coordinating between other discipline and external Infrastructure consultant and KEO design office; Coordination between MEP department, contractor and sub-contractors regarding site problems, writing contractual letters in accordance with project contract(FIDIC) and specification; Conducting inspections with authorities as per project schedule of works; Daily site visits regarding quality, safety and progress issues; This includes finishing work inspection including final snagging and handing over of the project with five star Architectural finishes; Conducting weekly safety and quality control meetings. Issuing site instruction; raising remedial notice (NCR's, SDR's) against poor quality and specifications violations; attending coordination, progress, and quality control meetings to resolve the site issues.

Civil Engineer

Associated Consulting Engineers (ACE)

International City, Dubai, UAE, (Feb 2005 - Jul 2006),

Achievements/Tasks

To carry out daily site Quality Inspections for Architectural and Civil works such as reinforced concrete, block work, plaster, ceramic, roof clay tiles, dry-wall partitions, aluminum and wood works, gypsum ceiling, doors, wardrobes, kitchen cabinets, paint works etc. Enforcing and ensuring work in strict accordance with project specifications and plans. Raising Non-conformance report (NCRs) against poor quality of works and violations of specifications. Attending of site inspections with JAFZA and Clint. Verification of site activities progress for IPC. Monitoring progress schedule at site. I was also overseeing contractor site safety compliance and was involved in preparation of Snags and final handing over of the project.