

## MOHAMMAD GULREZ

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### Career Objective

- To hold a position within the Project Management team where my extensive **3.9 years full time experience** in construction industries and my specialized skills of project management with technical and project management degree background will be used to provide a professional and effective role in Project Management and Analyst division.
- Currently practicing on BIM- Revit and Naviswork and preparing for the PMP.
- **Mission** “ PMP, PMI-SP, CCP, EVP, GPM, PMO - Certification”.
- **Vision** “ Create Methodology to improve the project’s deliverables”

### Education

#### Master of Project Management ‘14

School of Civil Engineering

*Major 1 (Project Economics and Scheduling Management)*

*Major 2 (Project Risk Management)*

#### Relevant Courses:

- People and leadership
- System Dynamic Modelling (BIM, Any Logic, i-think)
- Project Process Planning &Control
- Integrated Cost and Scheduling
- Project Economics and Finance
- Quantitative Method of Project Management
- Contract Management
- Project Risk Management
- Strategic Delivery Change



THE UNIVERSITY OF  
**SYDNEY**

Ranked, 38th in the world and among  
Top 3 Universities in Australia.

#### Bachelor of Technology In Engineering ‘10

Major Chemical and Minor Civil Engineering.



**Aligarh Muslim  
University**

Ranked among top 10 Universities in  
India

#### Diploma in Project Planning and Management

Cadd Centre, New Delhi, India

#### Relevant Courses:

- Primavera Project Management 6.0

2010

#### Senior Secondary School, CBSE

Indian Community School, Kuwait

2006

#### Secondary School, CBSE

Indian Community School, Kuwait

2004

## Work Experience: 3years and 9 months

### Project Research Analyst – Voluntary Work

June'2014 – till date

Complex Systems Research Centre & Project Management Program,  
School of Civil Engineering  
The University Of Sydney, Australia

### Project Control and Scheduling Engineer

Jan'2014 to Feb'2014

#### (Trainee - During Uni Winter Break)

Projacs International, Kuwait  
Project: Salmiya Park

### Project Planning and Control Engineer

June'2010 to July'2013

International Co-Operate Contracting Co, Kuwait  
Project: HOT Engg/Gussan's Subcontractor – New Lpg Plant, Abdaly  
Project: Saudi Chevron's Subcontractor- Maintanances of Res. Villa and Swimming Complex, Khairan  
Project: Lulu hyper market– As a Subcontractor for flooring and concrete repair, Qurain

#### Responsibilities:

- Create, develop and track the construction project schedules depending on contract, Specification and drawings.
- Tracking Project Milestones.
- Prepare logs for materials, procurement and shop drawings and Construction Photographs.
- Prepare a cost loading schedule for a project.
- Identifying the Critical Path of the Schedule & calculating Total Manpower and Equipment Requirement for the Project.
- Measure project performance parameters (EV, PV, SV, PC, SPI and CPI) suggested the appropriate corrective actions.
- Attend weekly meetings on site for specific projects to ensure that all the project schedules are being adhered.
- Ability to read, analysis, and interpret professional documents, technical procedures or governmental regulations.
- Ability to effectively present information and respond to questions from clients, Project team Engineer.
- Updating Master Schedule on a monthly basis based on percentage complete and forecast completion dates for remaining efforts.
- Involving in the site visits to get an update on the percentage completion of each activity.
- Preparing Cash Flow, Monthly Progress Reports and Daily Progress Reports & updating the Project Organization Chart.
- Engaging all stakeholders and preparing mode of communication with them.
- Following the risk register and trying to reduce the risk probability and impact on the project.
- Project closeout and handover procedure (Project record documents, As Built Drawing, operation & Maintenance data, Spare parts, product warranties/guarantees etc.)

### Trainee Planning Engineer

May'2009 to July'2009

Gulf Consult, Kuwait

### Trainee Engineer

June'2008 to July'2008

Indian Oil Company Limited, Faridabad R&D, India

## Membership

- Association of professional Engineers, Scientists & Manager, Australia (APESMA)

## Computer Proficiency

- Primavera P6 & MS Project
- M.S Office 2007 / 2010
- Web designing (Html language and Dreamweaver)
- AutoCAD 2003
- C, C++, Matlab(Basic Concepts)
- Exact

## Strengths

- Design thinking and storytelling
- An analytical mind with the ability to think clearly and logically.
- Ability to work accurately as individual or in groups.
- Excellent spoken & written communication skills, problem solving and leadership skills.

## Extracurricular Activities and Achievements

- Certification of Primavera P6, Web Designing.
- Certification of continuous professional development in construction Chemical.
- Core Committee member, Placement Cell 2006-2010, Aligarh Muslim University, India
- Team leader in the annual college Fest, 2009- 2010, Aligarh Muslim University, India
- University Basketball Team Captain, 2009-2010, Aligarh Muslim University, India
- University Basketball Team Vice captain, 2008-2009, Aligarh Muslim University, India
- Member of Organizing Committee of Non-Resident Student Centre, 2008-2009, Aligarh Muslim University, India
- General executive member of AMU Socratics 2008-2009, Aligarh Muslim University, India

## Language Known

- English, Hindi, Urdu and Arabic.

## Hobbies

- Travelling, Horse riding, playing basketball, Sport cars and bikes.

## Personal Details

- Profile – Male/27 yrs old/ Unmarried
- Date Of Birth – 1987
- Father's Name – Behzad Humayun
- Kuwait Visa No. – 18 (Valid)
- Australia Visa No. – 573 (Valid)
- Valid Driving licence of Kuwait & India.

**Date:**

**Signature:**