**To,**

**The Manager,**

**Human Resource Department**

**Subject:** *Applying for a full-time position*

Dear Sir/Madam,

I would like to express my keen interest in working for your company. I am confident that the Company team’s values and objectives would highly complement my own strengths and enthusiasm.

Currently I am working as Senior Project Co-ordinator with OTIS Saudi Arabia Co. Ltd. Harmonizing Major Projects Department. I have strong background in the principles and practices of Engineering design, Contracts Management, Quantity Surveying, Quality Control, Health and Safety and Construction. I believe that my energetic multitasking will be the asset to your company.

My work experiences has offered many opportunities to develop various skills in Projects Management and exposed me to diverse fields of engineering applications. I am highly numerate, ambitious and focussed person, I posses excellent communication and presentation skills. My strong ability to handle responsibilities has permitted me to be a successful leader in several unique engineering problems. My diverse experience background has specified me the ability to work cross-functionally in a time-intensive environment. I eagerly wait for more challenges that can be met by my enterprising attitude and organizational capabilities. This makes me an ideal candidate for the position.

Please review the enclosed resume and consider my application. I would be pleased to discuss my skills and experience. I can be reached on my mobile 00966-568760123. I look forward to exchanging ideas with you concerning a career at your company and the positive contributions I would offer as a member of your organization.

Thank you for your time and consideration.

Yours truly,

**Syed Mujahid Ali**

Sr.Project Co-odinator

Phone: 00966 568760123

E-mail: [syed.ali04@gmail.com](mailto:syed.ali04@gmail.com)

Enc. Resume

**SYED MUJAHID ALI**

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| --- | --- | --- | --- |
| Telephone: | **+966-568760123** | |  | | --- | |  | |
| Email: | [**syed.ali04@gmail.com**](mailto:syed.ali04@gmail.com) |  |
| Address: | **Jeddah, Saudi Arabia** |  |
|  |  |  |

**Objective**

To build upon the expertise and skills by acquiring leadership position, applying creative problem solving and lean management techniques for an Established Engineering Management Firm that acknowledges optimum utilization of its resources and valuation to organizational operations.

**Career Highlights**

* Overall 7 years of work experience including 4 years of relevant experience in the field of construction and project management as Project Engineer in multi - million dollars projects.
* Experience in various project processes; Planning, Design, Implementation, Managing & Project Closure.
* Plan and review engineering activity, provide support on technical issues, establish measure for process performance.
* Overall supervision on all sites activities to ensure that the work is completed in accordance with contract specification, agreed procedure, method statements as per QMS & ISO 9001:2001 Standards and client satisfaction
* Multi-lingual abilities combined with multi-cultural background helps me in getting along with all kinds of people easily with co-workers.
* Skilled in interpersonal communications and organization, detail oriented with excellent time management skills.
* Track record of assisting & managing the design and implementation by reporting procedure that improve work standards.
* Vast computer background helps me to proactively learn and work on any computer based customized program.
* Diverse experience in various industries has helped in exceling & identifying risk concerns during the given project phases.

**Skills & Domains**

* Project Control (MS Project, *Persuading Primavera P6 R8.2*), Incorporating variations and change orders, Resource and Cost loading, Delay analyses and Progress reporting.
* Railway systems engineering, Engineering Management, Interface Management, Project Management, Engineering Co-ordination, Systems Engineering, Value Engineering, Systems Assurance, Quality Assurance & Quality Control.

**Educational Background**

* **Saginaw Valley State University, University Center, MI, USA August 2002 – May 2007**

Bachelor of Science and Technology- Electrical and Computer Engineering

* **International Indian School, Jeddah, Saudi Arabia April 2000 – March 2002**

Higher Secondary Education (10 +2)

**Work Experience/Project Details**

COMPANY NAME: **OTIS SAUDI ARABIA CO. LTD.**

PROJECTS: **HARAMAIN HIGH SPEED RAILWAYS (HHR),**

POSITION: Sr. Project Coordinator, Major Projects Dept.

DURATION: June 2013 – Present

LOCATION: Western Region, Saudi Arabia

DUTIES & RESPONSIBILITIES:

* The Haramain High Speed Railway is one of the Major Infrastructure Projects inside the Kingdom of Saudi Arabia, connecting multiple cities.
* The Project Contract was awarded to OTIS for the design and implementation of Vertical Transportation involving 92 Elevators and 114 Escalators distributed among 3 major railways gateways; Jeddah, Makkah & Medina Respectively
* Reviewed and Liaised with the Vertical Transportation Consultant for approval of Detail Design of Lift and Escalator equipment.
* Extended support to Main contractor’s engineers in planning and progress monitoring of assigned facilities.
* Actively coordinated design consultant comments with factory during fabrication phase in order to ensure applications are carried out as per approved comments.
* Alerted / notified the Main contractor on issues and concerns affecting the project (e.g. delays in the implementation of particular activities as per the baseline)
* Work closely with Project Managers to prepare and review resource estimation (Estimation versus actual) and utilization reports and deployment schedules.
* Assist Construction Manager, Project engineers and internal departmental members on program and project related activities and prioritize activities as per timelines.
* Maintain a continuous communication with Major Project Director to coordinate and review functions in all areas requiring an interface in the development and implementation of projects to ensure a uniformity of purpose and common targets.
* Responsible for the preparation, implementation, maintenance and improvement of the Quality Plan and relevant procedures and required QA forms for all construction activities
* Prepare/review and approve all Inspection and Test Plans (ITPs) for different activities according to contract specifications
* Coordinate with QA/QC Engineers and quality team to implement the approved Quality Assurance Procedure as per Elevator (EN81) and Escalator (EN115) Code Standards.
* Developed Daily, Weekly and Monthly Reports as per the Project Management Consultants’ requirement

COMPANY NAME: **CHINA RAILWAYS CONSTRUCTION CORPORATION LTD (CRCC)**

PROJECT: **AL MASHAAER AL MUGADDASSAH METRO PROJECT**

POSITION: Electrical Engineer (MEP)/ Project Coordinator (L&E)

DURATION: Nov 2010 – May 2013 (2 Years 8 Months)

LOCATION: Mecca, Saudi Arabia

DUTIES & RESPONSIBILITIES:

* The Al Mashaaer Al Mugaddassah Metro Line project in Makkah (Mecca) saw an 18.1km line constructed to connect the holy cities of Mecca, Arafat, Muzdalifa and Mina.
* Lead and manage Lift & Escalator (L&E) department objectives including planning, design management, monitoring, supervising and controlling of progress to ensure that the projects are completed within budget and time frame and to the satisfaction of Client
* Responsible for reviewing weekly site Progress and conducting weekly meeting with the Sub-Contractor to discuss and resolve all installation issues.
* Prepare feasibility studies, technical reports and other written documents for complex engineering solutions.
* Lead and manage co-ordination process between different Sub-Contractors in order to ensure a smooth interface process of communication with Elevators and Escalators respectively. Some of the interface consists of Intercom, SCADA and Fire Alarm during emergency.
* Ensures that all the works done are in accordance with the approved construction drawings, contract documents, project specifications and applicable standards.
* Responsible to visit the construction site daily to check whether all works, materials, equipment, are in accordance with QA/QC program. If found a defective material/equipment, immediate action were taken to rectify and report corrective action to Site Engineer/Sub-Contractor.
* Responsible for technical submittals, materials procurements and reviewing the status of procurement activities and take corrective action as needed
* Liaise with suppliers/subcontractors in the tendering, administration of contracts and vetting of variations & payments
* Actively involved in collating technical information from on-site surveys, inspections, T/C procedures and other sources.
* Maintained a close record of Request for Inspection (RFI) submission by the Sub-Contractor and coordination with consultant for on-site installation approval.
* Provided active support to L & E Contractor during the documentation process such as Material Related Documents, Testing & Commissioning Procedure and System Assurance Documents related to Railways International Standards.
* In accordance with above responsibilities, providing assistance to MEP works like the supervising installation works and functionality of CBS (Central Battery System) panels at Metro Stations.
* Involved in gaining experience in programming of LCM (Lighting control Module) and LCP (Lighting Control Panel) from Delmatic (Panels Contractor) and implemented programming at other Metro Stations.
* Team Lead in processing MEP Final Handover Documents, As-built drawings etc., as per design consultant procedure and made sure all the Operational & Maintenance (O&M) Documents of each sub system is handed over to client in an organize manner

COMPANY NAME: **DELPHI CONSTRUCTION Inc,**

POSITION: QAQC Engineer

DURATION: Dec 2008 – May 2010 (1 Year 6 Months)

ADDRESS: Saginaw, MI, USA

DUTIES & RESPONSIBILITIES:

* Responsible for the overall implementation of Quality Assurance and Quality Control.
* Verify the equipment and devices used in the project meets the required specification and have been tested in accordance to the International Standard procedure.
* Interface with the suppliers to resolve technical issues and incase of any deviations understand the reasons thereof and decide the feasibility of continuing with the existing arrangement.
* Supervise construction works contracts including quantity measurement, quality, variation and payments.
* Establish and maintain procedures to develop standard documentation for construction works and quality control and assurance for the projects.
* Develop and conduct robust procedures for quality assurance.
* Interface with site staff to resolve site queries in terms of material not received, non conformance reports and drawing to arrive at workable solutions for site
* Responsible for technical submittals, materials procurements and reviewing the status of procurement activities and take corrective action as needed.
* Review of the Bill of Quantities and the contract documents for each section of the construction task.
* Prepare and review contracts in terms of scope of work, obligations to the client, schedules, possible areas of concerns, action plans and collect relevant information from various disciplines
* Perform any other duties deemed necessary by the Chief Technical Advisor/Project Manager.

COMPANY NAME: **Citigroup Inc**

DEPARTMENT: **GLOBAL WEALTH MANAGEMENT**

POSITION: System Analyst / IT Engineer

DURATION: Oct 2007 – Sept 2008

ADDRESS: Warren, NJ, USA

DUTIES & RESPONSIBILITIES:

* Experience in managing Web Infrastructure implementations, deployments, upgrades and maintenance of the environment.
* Experienced in WebSphere Portal Server Administration and Production support on various platform, Migration, Packaging and Deployment of java Applications.
* Involved in performing tuning to Application Servers, Security Management, Troubleshooting and Work load Management.
* Coordinately involved with users for requirements, development team, data center, System Administrators and Other back end resources.

**Enviroment:**

**IBM WebSphere Application Server 5.0x/6.0x, IBM WebSphere Portal Server 5.1/6.0, ICM HTTP Server V6.0, DB2 8.2, IBM Tivoli Directory Server 6.0, Sun Solaris 8.0/10.0**

**Academic Design Project**

**St. Mary’s Hospital, Saginaw, MI, USA Aug 2005 – May 2006**

**Design Engineer (Saginaw Valley State University)**

**Team Size: 4 Members**

* Modern digital wireless communication is rapidly advancing, and there is growing need for technology to wirelessly transmit and to acquire data between multiple devices from a single control point with both precision and speed.

For this senior design project, a Remote Controlled Oxygen Valve (RCOV) device is designed and constructed, to be wirelessly controlled from a personal computer (PC), within a radius of about 150 feet (45m) in a hospital environment. The intent is to demonstrate that oxygen flow rate can be wirelessly regulated and monitored accurately, just by the click of a mouse to multiple sleep disorder patients through the nasal canola.

ACCOMPLISHMENTS:

* Actively Participated in my senior design project for Sleep Disorder Department at St Mary’s Hospital.
* Designed and Implemented whole project in two semesters, dividing design works in first semester and implementation in concluding semester.
* Remote Oxygen Tank Valve (ROTV) Project was design with help of three project partners using Airflow rate sensor (AWM5104), Microcontroller (PIC 16F88), Motor Driver (SN754410), Wireless RF modems and other lab Equipment.
* Programmed Microcontroller using C++ language to automate required process.

**Course Training & Certifications**

* **Convergence Labs, Hyderabad (AP), India July 2010 –Sept 2010**

Diploma in Advanced Wireless Communication & Networking Technologies

* **IBM Software Training Center, Teaneck, NY, USA May 2007 – July 2007**

Training in IBM WebSphere Software

* **IBM Certified System Administrator, WebSphere Application Server, ND V6.0 April 2008**

**Computer Skills**

* **Electrical Design software’s:** AutoCAD, Microcontroller, Matlab, PSpice, Logic Works, Multisim.
* **Operating Systems**: Linux (Red Hat), Sun Solaris 8.0/10.0, Windows 95/98/00/NT4.0/2003
* **Application Servers:** IBM WebSphere Application Server, IBM WebSphere Application Portal Server
* **Web Technologies**: J2EE, Web Services, Jave Beans, JNDI, XML
* **Others:** Assembly Languages, C++, Dialux, MAC OS X Server, Ms Office, Visual Basic, Web Design, shell scripting.

**Languages**

* Urdu / Hindi: Native Language
* English: Fluently spoken and written
* Arabic: Manageable Spoken

**Personal Data**

MARITIAL STATUS: **Married**

RESIDENTIAL STATUS: **Transferable Iqama (Valid)**

DRIVING LICENSE: **Valid Saudi License**

**References**

***Shall be provided on request***