

# BILAL BAIG

## CIVIL ENGINEER

### PROFESSIONAL QUALIFICATION

Master of Project Management from  
UOW 2024  
BSC Civil Engineering from UET Taxila  
2013

### PROFESSIONAL COURSES AND TRAINING

Leadership development program  
What a great leader do  
Time Management Techniques  
Project Risk Management  
Creating Meaning for Employee  
Internal Audit, PMP, FIDIC

### CORE KNOWLEDGE AND SKILLS

Control Scope and Budget  
PMI Project Methodologies  
Critical Path Analysis  
Conflict Resolution  
Change Management

### COMPUTER SKILLS

Primavera P6  
MS Project 2010  
Orion Software (ERP)  
AutoCAD  
Microsoft office tools (Excel, Word,  
and PowerPoint etc.)

### CERTIFICATIONS

Training on Earned Value  
Management from 3fold education  
center(EC), Dubai 2015  
Training on Project Risk Management -  
Tools & Techniques from 3fold EC,  
Dubai 2015  
FIDIC 1999 Training from 3Fold EC,  
Dubai 2017  
Internal Audit course from Global  
Arabian Consultancy and Training  
L.L.C. 2021

☎ 0405767677

✉ [bilalce39@gmail.com](mailto:bilalce39@gmail.com)

NSW Driving license

Sydney, Australia

### WHAT VALUE I CAN ADD TO YOUR COMPANY

- More than 8 Years of International experience in project management, including CICPA and oil and gas experience.
- Commercially oriented, understanding how to increase profits.
- I have invested in my personal development with internationally recognized certifications and trainings.
- Take ownership of my projects and manage risks.
- Guarantee for profitable completion of projects.

### WORK EXPERIENCE

#### AL Masood Bergum- Site Engineer

Jan,2016 to Jan,2022

#### Roles and Responsibilities as a Site Engineer

Ensuring on-site compliance with safety protocols

Undertaking site inspections to ensure compliance with project specifications.

Developing and maintaining project documentation including QA/QC standards.

Working with the project teams directly delivering the projects ensuring that all resources are utilized effectively and that a safe system of work is maintained on site

Ensuring key project deliverables of cost, time and quality are met

Monitor the project control activities and client requirements in the setup and execution phase of the project.

Coordinate internal resources and third parties/vendors for the flawless execution of multiple projects

Coordinate and manage inter-entity work orders and other subcontracts.

Perform root cause analysis to prevent reoccurrence.

Analyzing and managing project risks

Planning and coordinating all on-site construction activities.

Marking out work site in accordance with plans.

Liaising with suppliers, contractors, supervisors and site managers.

Overseeing daily functions of work site including weekend and night shift work.

Preparing and submitting site documentation.

## ACHIEVEMENTS AND AWARDS

- ✓ Certified PMP from PMI
- ✓ Letter of Appreciation from Clients, i.e. M/s ADNOC and NBTC
- ✓ Shield of Excellence from CEO of M/s Astral

## COMPETENCIES

Flair to organize & prioritize tasks to meet deadlines.

Strong organizational, management, problem solving, interpersonal and negotiation skills.

Capable of communicating with all levels of management and all sorts of stakeholders within and outside the organization through formal and informal presentations.

Excellent team player who thrives in advanced teamwork situations and in collaboration with diverse talented team members.

An extremely motivated and adaptable person eager to improve knowledge and enhance skills for professional development.

Working with supervisors to ensure safety compliance and the creation of a safe working environment.

Monitoring project costs and variations.

Interpreting architectural and engineering plans, drawings, specifications and designs.

Assisting in the development of construction methodologies and safety documentation.

Overseeing the delivery of materials and equipment.

Ensuring customer satisfaction

### Astral Constructors Pvt Ltd - Project Engineer

April, 2014 to Dec, 2015

#### Project

Construction of 9 Schools- SBEP (Sindh Basic Education Program), USAID funded project-698 M Rs

### Descon Engineering Limited - Planning Engineer

July, 2013 to March, 2014

#### Project

KHANKI BARRAGE & Auxiliary Works Project (5015)- 21.3 billion Rs

### Roles & Responsibilities as a Project and Planning Engineer

---

Prepare project planning dossier including project control procedure, project baseline schedule, rolling wave planning, deliverable register, tender schedule, S curve and histogram.

Ensure effective coordination and cooperation between other team members, particularly regarding cost, planning (forecasting) and procurement matters.

Manpower forecast

Cost analysis, procurement plan, cover up plan, revised base line.

Support the project control activities and client requirement in the set up and execution phase of the project.

Identifies, analyzes, and monitors schedule deviations for assigned disciplines or specialties including subcontractor submittals and recommends corrective action/workaround solutions for project considerations.

Break even analysis.

Planning, managing of deliverables, tracking of critical path, managing risk, reporting status to project stakeholders, conducting status meetings, and distributing minutes, securing and evaluating assigned resources.

Monitor project, based on the baseline, and submit both internal and external reports.

---