

# 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

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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- Project Manager

Jan,2016 to Jan,2022

#### Major Projects

Construction of offices Buhasa integrated field project- M/s Technicas  
Reunidas Value- 30 million(M) Aed

Installations of C stores- M/s Adnoc distributions- 24 M Aed

Construction of villas – M/s Sheikh suroor palace, Abu Dhabi- 5.6 M Aed

Construction of G+1 accommodation for Dubai police- Maktoum  
international airport- M/s DAEP- 8 M Aed

Construction of Aldar academy schools- Madina Zayed & Sas al  
nakhal- M/s Adnoc schools -6.2 M Aed

Installation of accommodation facilities- M/s Uae armed forces- 17.1 M

Accommodation facilities Taweelah project- M/s Sepco III- 8 M

Construction of warehouse buildings- M/s NCM- 3.2 M

#### Roles and Responsibilities as a Project Manager

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

Controlling project constraints and ensuring completion of scope with  
quality and client satisfaction

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

Undertaking site inspections to ensure compliance with project  
specifications.

## 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.

## REFERENCES

Ghias Ur Rehman

Country Manager- Al Masood Bergum

[g.rehman@almasood.com](mailto:g.rehman@almasood.com)

Naveed Ahmed

Project manager-Astral Constructors  
[memonnaveedahmed911@gmail.com](mailto:memonnaveedahmed911@gmail.com)

Interpreting architectural and engineering drawings to estimate total costs.

Planning project execution daily with the project teams, ensuring that the program and contract requirements are met

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

Resolving technical, commercial and scheduling issues

Perform root cause analysis to prevent reoccurrence.

Analyzing and managing project risks

Conducting post-project evaluation and identifying successful and unsuccessful project elements.

Implement financial controls, including controlling authorizations of expenditure and cash flow projections.

Cost estimating and developing the budget.

Cost analysis (budget vs actual expense) of every project

Presentation to stakeholders about project progress

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

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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.

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