

# Mohammed Sulaiman Abu Mustafa

Dammam - Kingdom Of Saudi Arabia

Tele. (M): + 966 56 198 1980

E-mail: [msa\\_msa4@hotmail.com](mailto:msa_msa4@hotmail.com)

## **About Me:**

I'm a Lead Project System Analysis, major in low current system and Information Technology systems.

I'm Currently working as a Lead Business Project Manager and execution project coordination Development Division and involved in execution division for a Major company lead in Low Current Systems, I have over of 15 years' experience in multi-fields.

## **OBJECTIVES:**

I'm Highly self-motivated and goal-oriented, committed to pursuing a long-term career. Highly organized, Capable of multi-tasking, managing multiple projects, tasks & tracking issues on a daily/Monthly basis. My goal is to reach a high level in the organization, through my sincere efforts, where I can be recognized by others and set an example of hard work, dedication, honesty, dynamism and integrity.

## **Working Industries:**

- Oil & Gas Sector.
- Airport's & Healthcare.
- Automation and Control.
- Information Technology.

## **AREAS OF EXPERTISE** (LOW Current Systems)

- Instrumentation and Control System.
- DCS, ESD, PSC.
- Fire Alarm System.
- BMS System.
- Access Control System.
- Public Adress System.
- Wireless and Mesh Network System.
- CCTV and Security Systems.
- IP Telephone System.
- Fiber Optic Systems (Patch panel, Splicing Etc.).
- Servers / Switches Networks and communication to LAN / WAN / PAN.

## **EDUCATION:**

Communications and Computer Networks diploma in May 29, 2006 King Saud University, College of Applied Sciences and Community Services. with a GPA of 4.51 on a 5.0 scale (Excellent).

## **Languages:**

- Arabic Native
- English Excellent

## **Personal Information:**

- Nationality: Jordanian.
- Age: 42 years.
- Marital status: Married.

Take charge and know how to lead, leading stakeholders and vendors to a successful outcome. Know how and when to negotiate. Recognize and solve problems quickly and possess the necessary technical skills



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## **Resent jobs, projects and experience:**

Jan 2007 - Dec 2008

### **(SAIPEM) Project: On-Shore Kurais WIPS (Aindar – Hawiyah - UWIPS,3,4,5) (Saudi Aramco Company) - KSA**

Full Time on Site – Role DCS, ESD, Instrument filed Engineer. My Duties were involving the Below but not limited to:

I was reporting directly to the Project team Manager (construction manager, Electrical and automation managers, site manager), involving in all aspects of instrumentation, distributed control systems engineering vendors for all construction phases, pre-commissioning, commissioning up-to final project completion. working with DCS and ESD (Invensys System) Upgrade and install new GT's Turbine Control System from the beginning of the project up to testing and commissioning and startup.

- Prepare Project execution plan and Coordinate with Execution Teams.
- Participate in Invensys Factory acceptance test.
- Tracking issues and tasks on a daily basis. From instrumentation side up-to DCS / ESD Side.
- Make sure that all installation and integration are according the design drawings, prepare as-build drawings with design team.
- Preparing Job Safety Analysis for project activities according to the Scope of work and requirements.
- Prepare the approved drawing and all the necessary certificates from calibration certificates to O & M Manual for final submission.
- Generates and lead daily meetings with Saudi Aramco.
- Daily update construction project schedule.
- Attend and prepare daily MOM & daily Project Reports.
- Ensuring the subcontractors compliance with all aspects of the worksite engineering design.
- Ensure that HSE Plan and safety Policy plan are available and according to the site job in order to arrange work permit to start working as per Client requirements.
- Conducting daily supervision checkups and keeping records of the project flow.
- Ensuring that task force is provided, safe working conditions, proper permits and procedures, to execute the contract as per schedule and target.
- Ensuring that all quality control checks and tests are completed with maintained records in accordance with contractors ITPs and method of statements.
- Arranging and make sure that all needed material are available at the company warehouse to make sure no delay occurs to the project cycle.

Dec 2008 - Dec 2010

### **(SAIPEM) Project: OFF-Shore RUWAIS 3 NGL (GASCO Company) UAE – AL RUWAISE**

Full Time on Site – Role DCS, ESD, Instrument filed Engineer. My Duties were involving the Below but not limited to:

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Working with DCS, ESD (YOKOGAWA System) fire & gas ships with the loading arms, from the beginning of the project up to testing and commissioning up-to startup & Project handover.

I was reporting directly to the Site Manager (Operation manager, Electrical and automation managers), involving in all aspects of instrumentation, distributed control systems engaging vendors, subcontractors for all construction phases, ISAT-SAT, pre-commissioning, testing & commissioning up-to final completion and project handover.

- Prepare Project execution plan and Coordinate with Execution Teams.
- Tracking issues and tasks on a daily basis. From instrumentation side up-to DCS / ESD up-to CCR.
- Make sure all installation and integration are according the design drawings, prepare as-build drawings with design team.
- Preparation of shutdown activity project schedule.
- Lead daily meetings with GASCO and Subcontractors.
- Manage Material delivery in a safe mater to off-shore skid and arrange safety documentation and approval for shipment material to reach safely.
- Daily Update construction project schedule.
- Ensuring the subcontractors compliance with all aspects of the worksite engineering design.
- Ensure that HSE Plan and safety Policy plan are available and according to site job in order to arrange work permit to start working as per Client requirements.
- Conducting daily supervision checkups and keeping records of the project flow.
- Ensuring that task force is provided, safe working conditions, proper permits and procedures, to execute the contract as per schedule and target.
- Ensuring that all quality control checks and tests are completed with maintained records in accordance with contractors ITPs and method of statements.
- Make sure all construction material are available and well stacked in the warehouse to avoid any delay occurred to the project cycle.
- Ensuring risk assessment has been undertaken and agreed prior to commencement of any new type of off-shore work activity.
- Conduct Tool Box talks and pre start meetings, Contractor progress meetings etc.
- Liaising with all sub-contractors for their part of works under this project (CCC Company) and coordinate all ongoing CIVIL works that contain all type of raised floor and cabling infrastructure.

Jan 2011 - Dec 2014

**(GANASY) Multi Project's: Fire Alarm and Fire Fighting BMS, Access Control and other's (MARAFIQ, Saudi Aramco, SABIC) – KSA.**

Full Time on Site – LOW CURRENT SALES AND OPERATION SECTION HEAD. My Duties were involving the Below but not limited to:

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I was reporting directly to the Operation Manager, involving in all aspects of Project cycle, arranging with Subcontracts, and all construction phases, Testing and commissioning up-to final completion and handover.

- Pre-Study Project Document & Scope of work.
- Define project engineer's attendee and availability.
- Prepare Project Objectives and timeline for the subcontractors.
- Attend Site Survey.
- Attend Project weekly Meeting and jobx meetings.
- Preparation of Proposals / Quotation.
- Preparation of Subcontract work agreements.
- Preparation of Project schedule.
- Vendor management and price negotiations.
- Manage and identify project lead team and manager to start the project.
- Arrange material and deliver to site.
- Prepare Project schedule and reporting for the client.

Dec 2014 - Dec 2017

**(Dynamics LLC) Multi Project's: Instrumentation, DCS, ESD, CCTV, Low Current Project's (Saudi Aramco) – KSA**

Full Time on Site –Project Control Manager part of Business Development Division. My Duties were involving the Below but not limited to:

I was reporting directly to the GM & Operation Manager, involving all aspects of the Project cycle, arranging Contracts with the subcontractors for all construction phases, Testing and commissioning up-to final completion and Project handover.

- Pre-Study Project Documents & Scope of work.
- Arrange & Define project engineers.
- Define Project Objectives from the scope of the work.
- Attend Project Meeting's.
- Attend Site Survey's.
- Preparation of Proposals / Quotation.
- Preparation of Project schedule.
- Vendor management and price negotiations.
- Material Management to site.
- Coordinate with Client, Design Consultant and prepare Material BOQ.
- System Inspection to meet the Engineering and functional requirement of the project before dispatch.
- Material and Manpower forecast and Scheduling.
- Material procurement.
- Expedite overall progress according to the project schedule.
- Configuration of (access control system Eye Scan, CCTV, IP Telephone, Local mesh network).

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- Keep the working team with the highest levels of productivity, quality, values and attitudes of responsibility and positive competency.
- Project control, Time Control, cash flow control, project milestone control, cost control, and management control.

## Jan 2018 - Present

### **(IAC) Multi Project's: WIPS CCTV Maintenance Project, Instrument, DCS, Low Current Project's (MARAFIQ, Saudi Aramco, SABIC) – KSA.**

Full Time – Business Development Section Head Saudi Aramco. My Duties were involving the Below but not limited to:

I was reporting directly to the GM & CEO, involving all aspects of pre sales & Project cycle, arranging with subcontractors, vendors for all construction phases, Testing and commissioning up-to final completion and handover.

- Enhance and redevelop the organization chart.
- Enhance and redevelop Company structure.
- Pre-Study Project Documents & Scope of work.
- Prepare Project Forecasting.
- Preparing contract documents for subcontractors.
- Attend Project weekly Meeting.
- Attend Site Survey.
- Preparation of Proposals / Quotation.
- Preparation of Project schedule.
- Vendor management and price negotiations.
- Material Management to site.
- Coordinate with Client , Design Consultant and prepare Material BOQ.
- Material and Manpower forecast and Scheduling.
- Preparation of shutdown activity project schedule.
- Expedite overall progress according to the project schedule.
- Configuration of (CCTV Analog and digital system, Matrix switch).
- Keep the working team with highest levels of productivity, quality, values and attitudes of responsibility and positive competency.
- Project control, Time Control, cash flow control, project milestone control, cost control and management control.
- Handel Client and Vendors requests.
- Computation of accepted cost estimation and analyse the project cost execution.
- Project Technical & Commercial Planning.
- Update Project schedule and Hot Changeover Activities.
- Coordination with Front End Engineering Design & Detailed Engineering consultancy.

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## **Specific Accountabilities**

- Overall supervision of Instrument & Control ongoing work.
- Technical consultation for the (I & C) work.
- Prepare Loop check diagram and loop check folders.
- Prepare ILD's drawings for DCS cabinet.
- Direct contact with client representatives to establish technical direction to achieve codes & standards.
- Prepare Scope definition, Project estimation and progress control in addition to engaging engineering division.
- Conduct or direct site surveys for site visits to determine constraints in the existing facilities system or their operations that may influence the overall design concept.
- Planning of manhour budgets, schedules, manpower loadings and staffing requirements, by skilled experience, to satisfy project requirements given by the Engineering Manager.
- Overall Co-ordination with engineering design and drafting team.
- Participate or submit tasks to the lead engineer in design phase relevant to project scope.
- Co-ordination and preparation of Project Documents input to (I & C) department, as defined by the client / contract.
- Quality Assurance – Responsible for working within the provisions and guidelines of the Quality Assurance system relevant to Client Requirements and standards.
- Safety – Responsible for personal safety and safe working practice. Understand and follow OH&S procedures.

## **General Responsibilities:**

- Support sales executives with solution selling into prospect account base Partner with sales executives to plan, prepare and execute on strategic deals in complex sales cycles.
- Prepare financial business model case associated with each sales opportunity.
- Successfully match customer plan and match requirements to the proposed solutions / services.
- Prepare and deliver powerful presentations and demos that clearly communicate the requirements of the client to enhance and promote the product / service value.
- Manage all technical aspects of RFP / RFI responses and feedbacks.
- Effectively communicate with the client needs to the R&D teams for future product enhancements.
- Collect and document competitive Market intelligence.

## **Requirements and skills**

- Proven track record in selling complex enterprise solutions.
- Ability to forge strong, long-lasting relationships with senior executives.
- Ability to creatively explain and present complex concepts in an easy manner to understand.

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- Solid technical background with understanding and/or hands-on experience in software development and web technologies.
- Excellent written and verbal communication skills.
- Excellent presentation and creativity skills.
- knowledge of engineering practices, economic principles calculation methods, international codes, standards, procedures, and specifications.

## **Construction Supervision Skills:**

- Cable termination and labelling (CAT, Instrument, Power).
- Fiber optic splicing.
- Panel integration, (Patch panels, Server Racks, DCS, ESD CCTV cabinets)
- Field instrument Installation & calibration.
- Solar Panels & UPS.
- Fire alarm Panel, Smoke detectors, door sensors, FAN's, Light's.
- Cable Tray, Ladders, Roots and re-routing.
- Instrumentation rework, installation of all field instruments (flow indicator meter, pressure indicator transmitter, temperature indicator transmitter, motor operative valve, and level indicator transmitter).

## **Other Additional Skills:**

- Design or Redesign Company Logo.
- Design or Redesign Company Profile.
- Register New Company Domain (Yearly/Monthly).
- Design Company Website.
- Create Emails.
- Design Company Ecommerce Website.
- Design simple ERP System.
- Create Database Dynamic Purchase Order / Quotation / Invoicing System, SOA, RFQ.
- Create New Company HR Database Program system as per company needs.
- Create Company General health and Safety Prequalification Documents.
- Create Company Organization Charts.

## **Personal and Computer Skills:**

- I am creative, flexible, exact, sharp, and i thrive in a multinational and fast-paced working environment.
- Excellent skills at communication, negotiation, Problem Solving, Critical Thinking, presentation, Organization and Teamwork.

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- Configuration of Router, Switches, Mesh Network and Access Point.
- IT Support for Networks and Communication systems.
- PC Hardware & Software Maintenance (format, install, Configuration).

## On Going & Certification study:

- Programming for Everybody (Getting Started with Python) University of MICHIGAN.
- CISCO Introduction to IoT and Digital Transformation.
- Google Technical Support Fundamentals.
- Google Project Management.

Microsoft Office			Adobe Products		Other	
• Word	• Access	• MS	• Photoshop	• Adobe	• Primavera P6	• ERP System
• Excel	• DB	• Project	• Illustrator	• Premiere Pro	• SAP System	• FOXBORO
• Power Point	• Outlook	• Power BI	• MUSE (Web Design)	• Acrobat DC	• AutoCAD	• System
	• VISIO					• YOKOGAWA
						• System

## Completed Project's:

SN	Project Name	Client
1	Fire Alarm and Explosion proof CCR مشروع أمن وسلامة ومحاربة الحرائق	Marafiq
2	Metallic Fire Explosion proof CCR مشروع بناء غرف مصاددة للحرائق لأجهزة التحكم	Marafiq + Aramco
3	cyber security DMZ مشروع إدارة	Aramco
4	Surge tank project 1&2 مشروع ربط آليات بصرية	Aramco
5	SAP security project مشروع	Aramco
6	CCTV maintenance مشروع صيانة وتجديد كاميرات مراقبة	Aramco
7	HVAC and maintenance مشروع	Aramco
8	GE upgrade turbine system مشروع	Aramco
9	CISCO Installing and Configuration Server Rack Area مشروع صيانة وتركيب سيرفرات سيسكو وبرمجتها وصيانتها	Aramco
	BMS , audio visual , biometric system , fire alarm system, cyber security, Fiber Optic Upgrade, Entrasys System Upgrade for server room, GE Turbine Upgrade for instrumentation & CCR Rack, Warehouse Inventory.	SABIC + Airport

## Certificates:



## Other Certificates available once Employment

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