



# ZAHEER AHMED Memon

Resident Engineer

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## Summary

Overall Professional 18-years Experience includes SBEP USAID project of new construction of schools, reconstruction, repair and renovation of school buildings and hospitals (BHUs) including more than Three years Working with DESCON Engineering Limited EXPERIENCE IN PLANNING DEPARTMENT AT LAHORE. Project management experience of 5 years with a contractor for USAID. Along with bachelor degree in Civil Engineering I have Vast experience in Design, planning and implementing field activities, and now in management and coordination. Planning the humanitarian infrastructure development and disaster response. I have experience to work as team member and team head also. I have strong communication skills, ability to understand, behave tolerant and decide well in complex situation. I have wide experience in Auto Cad and proficiency in MS Office. My technical knowledge, experience, skills, tolerant behavior and proficiency in Computer made me good professional/p/div

## Skills

Time Management | Strong Command on Excel | Project Management | Prohct Management | Procurement | PrimaVera P6 | Planning | Petty Cash Management | Official Assignments | nalytical Skills | Must have experience to work with NESPAK/WAPDA | MS Office | Mechanical | Knowledge of office procedures and insurance. | Knowledge of moving emergency relief equipment. | Knowledge of maintaining record on computer. | Internal Audit and Compliance | Experienced in water supply & drainage area | Engineer | Designing Infrastructure; Construction; | Cost Estimation | Construction Management | Conservation Awareness | Communications Skills | Can Do Attitude | Call Handling | BOQs | AutoCAD | Adminstration Knowledge | Technical Competence | Project Management | negotiation & convincing Skills | Construction | Good IT skills | Be able to work autonomously and

## Experience

Jun 2015 - Present

### Resident Engineer

Halcrow Pakistan, Sukkur, Pakistan

Reconstruction, Rehabilitation and renovation of Schools in Mirpurkhas, Sanghar and Khairpur districts. A USAID funded program. Planning, execution, management and result orientation. Lead and support field staff to ensure the project is being implemented effectively with high impact according to agreement with donor and with technical quality standards. manage and coordinate all programme activities and departments on the field office level. Responsible for successful implementation of the project in accordance with the approved work plan and budget. Supervise all activities of IP on the field level and closely coordinate with IP for the accomplishment of the targets Set in place a monthly progress review and planning mechanism for the project team of MI and of IP. Maintain a solid, up-to-date understanding of the factors related to the project and orient and share with project Steering Committee. conduct assessment in other districts of Sindh for new project developments, if requested by CC. coordinate all future program activities in Sindh.

My job responsibilities are:

1) Analyze survey reports, maps, drawings, blueprints, aerial photography, and other

topographical or geologic data to plan projects.

2) Plan and design transportation or hydraulic systems and structures, following construction and government standards, using design software and drawing tools.

3) Compute load and grade requirements, water flow rates, and material stress factors to determine design specifications.

4) Inspect project sites to monitor progress and ensure conformance to design specifications and safety or sanitation standards.

5) Direct construction, operations, and maintenance activities at project site.

6) Direct or participate in surveying to lay out installations and establish reference points, grades, and elevations to guide construction.

7) Estimate quantities and cost of materials, equipment, or labor to determine project feasibility.

8) Test soils and materials to determine the adequacy and strength of foundations, concrete, asphalt, or steel.

10) Provide technical advice regarding design, construction, or program modifications and structural repairs to industrial and managerial personnel.

11) Conduct studies of traffic patterns or environmental conditions to identify engineering problems and assess the potential impact of projects.

12) Excellent knowledge of design and visualizations software such as AutoCAD, Civil 3D or similar

Apr 2015 - Jun 2015

### **Team Leader / Senior Engineer**

International Rescue Committee (IRC ) Pakistan, Sanghar, Pakistan

Need assessment for all type of CFW and WASH activities

Preparation of designs, estimates and Tender documents for all infrastructures related activities

Preparation and Submission of purchase requests as per IRC procedures

To conduct trainings regarding operation and maintenance of water supply and sanitation facilities for beneficiaries and Village committees

Liaise and secure consent from the local authorities and beneficiary prior to intervention where applicable

Regular monitoring of ongoing construction activities to ensure that all the activities are executing as per design, specifications and work schedule

Extend all possible technical support to other team members and contractors when and where required

Keep close coordination with sectors through regular meetings

Prepare weekly, monthly work plans and progress reports

Preparation of feasibility reports and completion certificates

Verify the work done at site and recommend for the payments to contractor(s)/casual laborers etc

Preparation of all the payment documents after verification and submission to supply chain in coordination with supervisor

Working in harmony with all other project staff and field team for the effective and efficient day-to-day management of the project in Sindh

Prepare technical designs and bills of quantities and ensure that all the construction work is implemented as per approved designs, standards and schedule.

Ensure storage and delivery of related materials, equipment, tools and consumables on work site and maintenance of proper records.

Coordinate with other stakeholder on the ground for smooth, efficient and effective implementation of the activities  
eers

Feb 2010 - May 2013

## **Resident Engineer**

Techno Consult Intl, Sukkur, Pakistan

As a Resident Engineer provided wide range of Engineering services in building works and ensured that all the engineering work performed is in accordance with the technical standards, design, drawings and standard stipulated in documents and any other task/duties assigned to me time to time by Head office. Monitoring, supervision and consultation with quality control.

- Developed the Project Plan, manages project progress on time and with required quality
- Coordinate and tracks the project status, and is the primary point of contact to the clients team for project related issues
- Secured acceptance and approval of deliverables from the Project Sponsor and Stakeholders.
- Responsible for communication, including status reporting, risk management, escalation of issues that cannot be resolved in the team
- Set and managed client expectation early; Has awareness of potential issues that require proactive communications
- Provided coaching and mentoring to software development team
- Encouraged a positive working environment across disciplines and teams, resulting in stronger alignment and project coordination
- Lead team with agile mindset by transferring company culture and values to junior resources
- Collaborating with all project delivery teams with one team approach
- Certified Design thinking coach and demonstrated experiences facilitating design thinking sessions.
- Project management skills and experience in other innovation frameworks (Lean start-up, Agile/SCRUM, business model canvas, Lean start-up)

Feb 2005 - May 2010

## **CONSTRUCTION MANAGER**

Al Thusaraya Consturction Company LLC Dubai (United Arab Emirates), Abu Dhabi, United Arab Emirates

- High rise buildings
- Educational buildings
- Commercial and residential complexes
- Hospitals
- Process plants (steel, oil & gas)
- Heavy machine foundations
- Warehouses
- Car parks
- As part of the program management unit and under the direct supervision of the Director following were my responsibilities
  - Projects are delivered in budget, on schedule, and within scope
  - Developed the Project Plan, manages project progress on time and with required quality
  - Coordinate and tracks the project status, and is the primary point of contact to the clients team for project related issues

- Secured acceptance and approval of deliverables from the Project Sponsor and Stakeholders.
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- Project management skills and experience in other innovation frameworks (Lean start-up, Agile/SCRUM, business model canvas, Lean start-up)
- Strong networking and communication skills (written and oral), proactive and can work creatively, independently and analytically in a problem-solving.

Coordinate with Senior Programme manager in the development of development life cycle work pertaining to the project. Manage, guide and support Programme Officer / Assist Programme Officer in the whole development life cycle. Responsible for keeping a close eye on project deliverables. Ensuring that each milestone is achieved within due course of time without compromising the quality of work. Management of development team and keeping a close eye on staff KPIs. Ability to work in a rapidly changing environment. Have good communication skills

**Skills :** Analytical, mentoring, Computer, MS Office, Cross-Functional, Cost awareness, Problem-solving, Leadership, Management, planning, Communication, Stress Management, Team Building, Decision Making, Conflict resolution, Quality Focus

Was responsible for keeping a close eye on project deliverables. Ensuring that each milestone is achieved within due course of time without compromising the quality of work. Management of development team and keep a close eye on staff KPIs. Ability to work in a rapidly changing environment.

May 2000 - Jan 2005

### **Project Engineer (Civil)**

Descon Engineering LTD., Daharki, Pakistan

Preparation of overall Level-III plan in Primavera Project Planner. Generation of 3-months & 4-week rolling look-ahead schedules based on updated Level-III Plan. Updating activities in overall Level-III plan & identify the backlog in job execution. Prepares schedule of the project for Level-iv Plan. IN-Charge of Q.S Department- Verification of all Calculated Quantities for Civil and Approving Invoicing of Sub-Contracrs Billing as per contract. Prepares Contract Agreements for Sub contractors stating scope of works, material specification, method of statements and division of responsibilities as per contract. Preparation of Bill of Materials for Procurements & Verifications as per Client Confirmations. In-Charge of site construction teams and responsible to expedite the work on site as per Plan. Scheduling of all programs of works on the site and planning for Job Execution. (PROJECT COORDINATOR AND ASSISTANT TO THE CONSTRUCTION MANAGER) Project Coordination for Civil

construction (Piling work, Pipe Rack, & Equipment Raft Foundations). Coordinate with client, consultant & QA/QC to resolve any non-conformity during execution of job. Responsible for Material, Manpower, Cranes & other equipments mobilization and effective Utilization on site as per plan. Attend daily / weekly Progress, QA/QC & HSE meetings and expedite the points agreed on. Responsible for the implementation of HSE rules and regulations on site.

## Education

- 2000 **Mehran University of Engineering & Technology**  
MSc , B.E (Civil)  
Managment
- 1995 **Government College University**  
Intermediate/A-Level , Faculty of Sciences  
Percentage: 74%

## Projects

### SBEP

<https://www.facebook.com/sbep.gos/>

Working as Senior Construction Engineer / Resident Engineer in Halcrow Pakistan on behalf of (USAID Pakistan project) Sindh Basic Education Program (SBEP) IN DISTRICT SUKKUR, LARKANA & KHAIRPUR. appear

**Main duties include: Senior Construction Engineer at Sindh Basic Education Program (over 5 years)**

- Negotiation Skills – to ensure the cost savings and extended terms
- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
- Time Management – Managing one's own time and the time of others.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
- Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Speech Clarity – The ability to speak clearly so others can understand you.
- Speech Recognition – The ability to identify and understand the speech of another person.
- IT Skills – Proficient in MS Office Application (Microsoft Word, Excel and PowerPoint).
- Knowledge in Contract – The ability to understand and interpret contents of the contract

Assigning and supervising the construction inspection staff on a daily basis so that all contractor activities are adequately covered.

## Languages

Urdu  
Expert

English  
Expert

Sindhi  
Expert