

## ENGR. MALIK AMIR AFZAL

**OBJECTIVE** A career in the reputed organization in Estimation and project control management that provides me the best opportunities to gain quality knowledge, to develop managerial and technical skills in a competitive and professional environment for a bright future.

**SKILLS & ABILITIES** Creative.  
Coordination / solution for Technical and commercial issues.  
Good Command on MS Excel to perform fast and accurate job.  
Good knowledge of Computer applications (SAP, MS Office, MS Project)

**SERVED COMPANIES** **COMPANY: ALFANAR (16 YEAR)**  
**COUNTRY: SAUDI ARABIA**  
**POSITION: PROJECT ENGINEER, TECHNICAL ENGINEER, COST CONTROL**  
**DURATUION: April 2003 to June 2019**

**COMPANY: IZHAR PRIVATE LIMITED (7 YEAR)**  
**COUNTRY: PAKISTAN**  
**POSITION: QUANTITY SURVEYOR**  
**DURATUION: 1996 to 2003**

**COMPANY: GAMMON PAKISTAN LIMITED (2 YEAR)**  
**COUNTRY: PAKISTAN**  
**POSITION: QUANTITY SURVEYOR**  
**DURATUION: 1994 to 1996**

<b>RESPONSIBILITIES AND TASKS</b>	<b><u>SCOPE AND RESPONSIBILITIES</u></b>	<b><u>COMPANIES</u></b>
	1. Monthly payment certificates	Alfanar /Izhar
	2. Variation orders	Alfanar
	3. Shop Drawing and BBS	Izhar(ltd.)
	4. Subcontract revise and approval	Alfanar /Izhar
	5. Coordination with client, management and supporting departments to keep project flow smoothly.	Alfanar
	6. Supervision of QS team	Alfanar

<b>7. Verification of Purchase Request and Purchase orders</b>	Alfanar
<b>8. Preparation and compile the cost sheet for project evaluation</b>	
<b>9. Support to project team and sub-contractor for scope of contracted services</b>	Alfanar
<b>10. Forecasting of project, Analysis, planned cost, final cost etc.</b>	Alfanar
<b>11. Monthly cost update of EPC Project</b>	Alfanar
<b>12. Control Purchase order and update (Revise) as per scope requirements</b>	Alfanar
<b>13. Monitoring project progress and update for management</b>	Alfanar
<b>14. Initiating Central, Local PR, PR as per Project Manager Instruction</b>	Alfanar
<b>15. collecting necessary quotations for all materials, and / or service. and / or Assets required to determine and evaluate PRs. , either through project purchasers , or direct communication with vendors/ suppliers.</b>	Alfanar
<b>16. Following with Project cost controller to verify the budget and release the PRs in SAP System</b>	Alfanar
<b>17. Following with all managers levels, necessary for PRs and POs release strategy</b>	Alfanar
<b>18. Following with Purchase department until the POs issuance</b>	Alfanar
<b>19. Confirming that issued POs has been received by nominated suppliers, and accepted</b>	Alfanar
<b>20. Take all necessary action to deliver the materials/ assets / service to job site with immediate effects, including but not limited to follow up with suppliers, transportation arrangement, logistic handling, follow up with Admin team to maintain necessary registration / insurance / gate passes.</b>	Alfanar
<b>21. Arrange and control all necessary materials quality inspections prior or after delivery to job site, with conjunction with TQM department, and as per POs terms and conditions.</b>	Alfanar
<b>22. Initiating Payment Release requests, and further Follow up with Account department / all managers levels for all POs payment release, against purchased materials / service/ &amp; assets, and maintain log records for under process and completed settled payment, updated on weekly bases and announced to project team accordingly.</b>	Alfanar
<b>23. Finalization the issued Purchase orders, including collecting invoices from suppliers , verifying invoices claimed amount from your end against PO unit prices , and project BOQ , obtaining site store and P.M. Approvals , collecting delivery notes , and final submission to SCD on regular bases.</b>	Alfanar
<b>24. Maintain log records for central Purchase Orders, to be updated on weekly bases, and announced to concerned project team.</b>	Alfanar
<b>25. Site Layout and Coordination with consultant</b>	Gammon
<b>26. Labor Handling</b>	Gammon

**ACADEMIC QUALIFICATION** PRESTON UNIVERSITY-ISLAMABAD  
Bachelor's in civil engineering

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**PROFESSIONAL TRAININGS** PAK GERMAN TRAINING CENTRE-CHAKWAL-COMPUTER CERTIFICATE  
Short computer course

PAK. ENG. CONG. COMPUTER CENTER-LAHORE-AUTOCAD  
Short course of AutoCAD.

NATIONAL GROUP OF COLLEGES-LAHORE-COMPUTER CERTIFICATE  
Computer training course.

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**ACCREDITATION** Saudi Council of Engineers (Membership No: 222238)

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- LEADERSHIP**
- Supervise estimation department.
  - Transparency and accuracy.
  - Cost Control and time management.
  - Creativity and appropriate approach.
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**REFERENCES** MUHAMMAD RAMZAN  
Project Manager -Alfanar co.  
00966-50-215-8870

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**PROJECTS PAKISTAN**

1. AWT Cement Factory (Nowsherah)
2. Chakwal Cement Factory (Kalar Kahar)
3. Motorway Services Area (Chakri, Rawalpendi)
4. Married Office Quarter (Lahore)
5. Rana Textile Mills (Faisalabad)
6. Shahbaz Textile Mill (Faisalabad)
7. SINDBAD (Faisalabad)
8. McDonald (Lahore, Faisalabad)
9. Gadoon Textile Mill (Gadoon)

**SAUDI ARABIA:**

1. Substations (380KV, 132KV, 67KV etc)
  2. Tuwal Power Plant
  3. Hail Power Plant, Al Qaseem
  4. Alfanar Ceramic Factory, Riyadh
  5. Alfanar Precast Factory, Riyadh
  6. Alfanar Warehouse and Administration Building, Riyadh
  7. Alfanar Cable Factory Riyadh
  8. Alfanar Head office Building, Riyadh
  9. RO Plant, Jeddah
  10. SIPPCO Power Plant, Rabigh
  11. DOOSAN Power Plant, Rabigh
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12. Petro Rabigh extension, Rabigh
13. Alfannar Labour Camp, Riyadh
14. Shuqaiq Power Plant, Jizan
15. Power Plant PP13, Durmah