



Moiz Mehboob

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ABOUT ME

Experienced and results-driven Engineering Professional with a successful 9-year track record in project management and leadership roles within the industry. Demonstrates expertise in procurement, construction planning, and analytical thinking, leveraging strategic planning and effective teamwork to drive project success. Exceptional communication skills facilitate building strong client relationships and cultivating productive partnerships, contributing to the achievement of corporate objectives.

WORK EXPERIENCE

01/03/2022 – CURRENT Karachi, Pakistan

PROJECT MANAGER DAWAT-E-HADIYAH

- **Comprehensive Project Planning:** Spearheading the development and execution of meticulous project plans, encompassing scope definition, timeline establishment, resource allocation, risk management, and stakeholder engagement to ensure project success.
- **Cross-Functional Collaboration:** Facilitating seamless collaboration among multi-disciplinary teams, fostering a cohesive and synergistic work environment that maximizes collective expertise, creativity, and productivity.
- **Budgetary Adherence:** Diligently monitoring project expenditures and diligently managing budgets, delivering projects on time and within established financial parameters, while proactively identifying cost-saving opportunities.
- **Risk Mitigation Strategies:** Implementing robust risk assessment methodologies to identify potential project pitfalls, and devising proactive contingency plans to mitigate risks and maintain project momentum.
- **Quality Assurance and Delivery:** Ensuring uncompromising quality standards throughout the project lifecycle, conducting rigorous testing, and refining processes to deliver high-quality outcomes that surpass client expectations.

16/03/2016 – 20/02/2022 Karachi, Pakistan

PROJECT ENGINEER SOORTY ENTERPRISES PVT LTD

- **Exceptional Project Leadership:** Proficiently oversee multifaceted projects by employing industry-leading methodologies, establishing clear objectives, and motivating cross-functional teams to achieve ambitious project milestones.
- **Strategic Planning & Risk Mitigation:** Develop comprehensive project plans that align with organizational goals, proactively identifying potential risks, and implementing effective risk mitigation strategies to ensure successful project outcomes.
- **Stakeholder Engagement:** Foster transparent and collaborative communication with stakeholders, including clients, team members, and senior management, to manage expectations, provide progress updates, and address concerns promptly.
- **Budget & Resource Management:** Demonstrated proficiency in managing project budgets and resources efficiently, optimizing resource allocation to maximize productivity while adhering to financial constraints.
- **Continuous Improvement & Quality Assurance:** Implement a culture of continuous improvement, conducting rigorous quality assurance measures throughout the project lifecycle to drive operational excellence and deliver exceptional project deliverables.

ASSISTANT MANAGER MAINTENANCE THE CITIZENS FOUNDATION

- Proven leadership: Demonstrated expertise in effectively managing maintenance teams to ensure optimal equipment performance, reduced downtime, and enhanced overall operational efficiency.
- Strategic planning: Proficient in devising and executing comprehensive maintenance schedules, budgets, and resource allocation plans, resulting in cost-effective maintenance solutions and maximized asset lifespan.
- Performance optimization: Implement data-driven approaches to analyze maintenance metrics, identify areas for improvement, and develop targeted strategies that optimize equipment reliability and performance.
- Cross-functional collaboration: Strong ability to collaborate with various departments, fostering seamless communication and cooperation to achieve shared organizational goals and minimize disruptions to operations.
- Regulatory compliance: Possess in-depth knowledge of industry regulations and safety standards, ensuring full compliance with legal requirements and adherence to best practices, safeguarding both employees and assets.

01/11/2011 – 28/02/2012 Karachi, Pakistan

CIVIL ENGINEER GUL AHMED TEXTILES

- Proficient in engineering design and analysis: Skilled in utilizing cutting-edge software and methodologies to develop innovative and cost-effective solutions for complex civil engineering projects, ensuring adherence to industry standards and regulations.
- Proven project management expertise: Demonstrated ability to efficiently plan, coordinate, and execute multiple projects simultaneously, maintaining strict timelines, budgets, and quality control throughout the project lifecycle.
- Strong foundation in structural engineering: Equipped with a comprehensive understanding of structural mechanics and materials, proficiently designing and evaluating structures for stability, safety, and resilience against environmental forces.
- Collaborative communicator and team player: Effective in fostering strong working relationships with clients, stakeholders, and multidisciplinary teams to achieve project objectives, while consistently delivering clear and concise technical reports and presentations.
- Committed to sustainable and eco-friendly practices: Dedicated to integrating environmentally conscious principles and green infrastructure strategies into projects to minimize ecological impact, enhance community resilience, and promote a sustainable future.

12/01/2009 – 31/10/2011 Karachi, Pakistan

CIVIL ENGINEER THE ENGINEERS & CONSTRUCTORS

- Proficient in project planning and management: Demonstrated ability to lead and oversee civil engineering projects from conception to completion, ensuring adherence to budgets, timelines, and quality standards.
- Strong expertise in structural design and analysis: Extensive experience in designing and analyzing various civil structures, including buildings, bridges, and infrastructure, utilizing advanced engineering software and industry best practices.
- Skilled in sustainable and environmentally conscious solutions: Adept at integrating sustainable practices into engineering projects, optimizing resource usage, and mitigating environmental impact to foster long-term ecological and economic benefits.
- Effective communication and collaboration: Demonstrated success in coordinating with multidisciplinary teams, clients, and stakeholders, fostering clear communication channels to ensure smooth project execution and client satisfaction.
- Regulatory compliance and safety adherence: Thorough understanding of local and international building codes and regulations, prioritizing safety protocols and ensuring projects meet all necessary legal requirements and standard

● EDUCATION AND TRAINING

01/01/2005 – 31/12/2008 Karachi, Pakistan

BACHELORS IN CIVIL ENGINEERING NED University of Engineering & technology

Website www.neduniversity.com.pk | Level in EQF EQF level 6

01/08/2003 – 31/07/2004 Karachi, Pakistan

FSC DHA Degree College for Men

Website www.dhacollege.com.pk | Level in EQF EQF level 4

LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

auto cad | Ms Office | Microsoft Word | Microsoft excel | Microsoft Power point | zoom | outlook | Gmail | internet | Costing & budgeting | Project Management

PROJECTS

12/01/2009 – 31/10/2011

Wi-Tribe Telecom Services

1) Wi-Tribe Phase 1 & 2, 40 Sites

- Civil works for the 30m tower installation
- ODU pad civil works for 5 to 20m tower installation
- Supervision of Contract management, documentation and billing department.
- Responsible for the timely delivery of material to sites
- Preparing sites for FAC
- QA/QC of civil works

01/11/2011 – 28/02/2012

GTM 8 Nos Units Miscellaneous Civil Works

GTM 8 Nos Units Miscellaneous Civil Works

- Supervision of labour colony civil works
- Supervision of mill grano flooring works
- Verification of vendor bills as per site execution works

16/05/2012 – 15/03/2016

Primary & Secondary Schools Construction & Maintenance Overall Pakistan Basis

Primary & Secondary Schools Maintenance Overall Pakistan Basis (4 Regions)

- Preparing & approval of school civil works maintenance estimate
- Execution of works as per approved estimate
- Completion of works within the specified timeline
- Preparing Quarterly & Annually reports of School maintained V/s Expenses Incurred V/s Budget Allocated for presentation of Engineering department with CEO
- Annually Engineering Audits

Primary & Secondary Schools Construction Overall Pakistan Basis (4 Regions)

- Preparing & approval of school civil works construction BOQ on item rate basis
- Preparing & approval of school civil works construction BOQ on sqft basis
- Execution of works as per approved estimate
- Completion of works within the specified timeline
- Preparing Quarterly & Annually reports of School maintained V/s Expenses Incurred V/s Budget Allocated for presentation of Engineering department with CEO
- Annually Engineering Audits

Soorty Denim Factory Unit 8, Nooriabad

Construction of Denim & Spinning factory complete in all respect from structural to finishes work and renovation of 2 Weaving buildings with allied facilities including power house, RO plant, waste water treatment facility, accommodation colonies, mosque and office buildings with required external development. The project has an area of above 150 acre with RCC shell and frame structures. The goal is to deliver a green factory unit

- Managing all contractors involved in construction works. (Currently 7 contractors are working)
- Highlighting bottle necks, making effective coordination with Structural engineer (AA Associates), Architect (Nishat Architects) and Technical departments (Electrical, mechanical, safety and admin dept.) and resolving issues, incorporating technical requirements in construction activities.
- QA/QC of all construction activities assuring compliance of codes and specifications.
- Preparation of shop drawings in accordance with machine drawings to get approvals and incorporate in construction.
- Daily progress reporting.
- Evaluation of work progress and taking needful actions to keep the project on schedule with quality and safety.
- Procurement and management of Owner furnished materials to all contractors.
- Verification of IPCs

01/03/2022 – 31/07/2023

PEB Building 1 acre & 2 acre of 12 mtr height

PEB Ware house 1 acre & 2 acre of 12 mtr height

- 1) Streamline & organizing all construction process and document them from inception to completion.
- 2) Conduct Quantity Survey from drawings and confirm them.
- 3) Implement QC documentation & systems.
- 4) Responsible for QA/QC of all sites.
- 5) Weekly site visits to ensure implementation of SOPs
- 6) Assist execution IN charge in procurement & execution as required.
- 7) Assist in drawing coordination of new projects and bring them to execution stage.
- 8) Standardize project reporting and make sure report are received on time and inline with the format.

01/08/2023 – CURRENT

ANAB Sports Complex Project

Olympic Size 50m x 17mtr swimming pool

Managing all contractors involved in construction works. (Currently 3 contractors are working)

- Highlighting bottle necks, making effective coordination with Structural engineer (AA Associates), Architect (Nishat Architects) and Technical departments (Electrical, mechanical, safety and admin dept.) and resolving issues, incorporating technical requirements in construction activities.
- QA/QC of all construction activities assuring compliance of codes and specifications.
- Preparation of shop drawings in accordance with machine drawings to get approvals and incorporate in construction.
- Daily progress reporting.
- Evaluation of work progress and taking needful actions to keep the project on schedule with quality and safety.
- Procurement and management of Owner furnished materials to all contractors.

- 1) Construction of raft and pool decks from excavation to deck slab construction
- 2) Plumbing Works of pool
- 3) PEB structure above pool
- 4) Verification of contractors bills w.r.t to approved BOQ