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| ALIALKHATEMM.Eng., CCP, CCC |

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 Nationality: Saudi |

#  Profile

**Highly effective and meticulous engineer with extensive experience in procurement, cost engineering, project management, and contract management.**

Proven ability to build strong relationships with subcontractors, senior management, and vendors. Adapt to maintain strict adherence to budgetary guidelines, quality and safety standards, and frequent changes in priorities. Strategic problem-solver that envisions intelligent solutions and executes with urgency across all levels of the organization. Skilled in negotiating partnerships and alliances with a keen ability to capture opportunities and catapult new ventures.

# Areas of Expertise

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| --- | --- |
| * Strategic Analysis/Planning
* Project Management
* Cost Management
* Project Estimation
* Contract Procurement
 | * Project Execution
* Team Leadership/Motivation
* Vendor Relations Management
* Effective Communications
* Continues Improvement
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# Experience

### DEC 2022 – Present

## Senior Cost Engineer / Parsons Corporation

## Project: Enterprise Project Management Office (EPMO) in Ministry of Municipality, Rural Affairs & Housing

## Key Responsibilities:

* Provides guidance, direction, and specialized assistance for the resolution of difficult and complex project control problems.
* Interfaces with clients, attends regular meetings, and provides statistical reports.
* Provides project and company management with the necessary tools for project cost control.
* Development of the work breakdown structure, interfacing with all affected departments.
* Analysis, evaluation, forecast, and reporting of schedule status against an established baseline
* Analysis, evaluation, and forecast project costs and performance.
* Coordinates staffing requirements, assigns and supervises project work activities, and trains personnel.
* Completes performance reviews and provides personnel development for the assigned employees.
* Accumulates and accesses historical data, such as performance experience, for use in maintaining a realistic basis for future planning and forecasting.
* May lead a staff qualified to assess the impact(s) of design/construction changes and schedule slippages.
* Develops or maintains an established system to show the hierarchy of plans and schedules; keeps project and company management fully informed.
* Customizes project control systems to meet specific project requirements.
* Performs other responsibilities associated with this position as may be appropriate.

### Nov 2021 – Dec 2022

## Senior Procurement Engineer / SEC-National Grid SA (PMSS contract with SEGI)

## Accomplishments:

* Appreciation and Thanks Certificate for my career journey service at NG SA.

## Key Responsibilities:

* Administer telecom project contracts (Pre-award Process)
* Prepare RFI, RFP & RFQ
* Review the Scope of Work (SOW) and cost estimation of projects.
* Prepare Schedule-B (summary for the SOW), Schedule-C the breakdown for the BoQ, the bid package, and the shopping cart.
* Perform a high level of cost estimate analysis.
* Work closely with the contracting department for completing the requirement and attend the Job-Ex and bid opening (if required).
* Follow up the contracts lifecycle with the engineering, contracting, and project departments.
* Managing and following up the change orders, managing and following up dispute resolution, in addition to monitoring the contract performance (KPIs) and obtaining contract closeout
* Maintain an excellent and flexible relationship between the contact parties to ensure smooth contract implementation.
* Oversee and coordinate contractual information flow, and periodic risk assessment regarding the related contact.
* Responsible for the Stage Gates approvals.
* Control the CAPEX and OPEX projects budget.
* Member of an evaluation and improvement studies team in the department study team in the department
* Leading in the initiative program “Implement Lesson Learned in Department”
* Play a vital role in studying, assessing, and optimizing the contract procurement process.
* Participate in the prequalification of Telecom and SAS equipment, Manufacturers, and Contractors.
* Play a vital role in Telecom Master Plan
* Play a vital role in Common Knowledge Development Program

### sep 2020 – Oct 2021

## Manager (Volunteer) / Muhammed S. Al-Khatam Kitchen & Carpentry Est.

## Key Responsibilities:

* Support family business
* Manage all project and operation activities to meet the target time, cost, and quality.
* Improve the relationship with suppliers and customers.
* Manage all government requirements regarding manpower, permits, and licenses.

## Aug 2017- Aug 2020

## Group Leader / Saudi Aramco (SMP contract with SRACO)

**Accomplishments:**

* Appreciation certification of my career journey for eight years of service at Saudi Aramco.
* Established the KPI Weekly Dashboard of Abqaiq Community Maintenance Div.
* Revised the workflow process of maintenance notification to minimize the delay time by 70%
* Participated in converting the workflow process to a paperless system
* Modified screening of notification procedures and tracking system to reduce the rework time by 80%.
* Set guidelines of estimation method to complete the estimate with minimum cost and time.

**Key Responsibilities:**

* Lead group of 5 cost estimator/cost engineers, contract administrator, and 2 planners’ members.
* Support and assist the Work Control Unit Supervisor
* Provides all cost engineering expertise and coordinates activities as a group leader as required in the preparation of the cost portion of the engineering, procurement, and construction contracts.
* Review and sign the estimated cost, materials, and scope of work before forwarding it to the Supervisor/Lead Engineer to view and Sign the Release Purchase order.
* Set plan to minimize the delay of notification and work order
* Cost optimization
* Monitor and advise management of all work orders and projects regarding time delay and cost-over run
* Developed training program for work control unit staff and cost engineers
* Coordinate with all the proponents regarding the notification estimation.
* Coordinate with the vendors for the direct charge and local purchase materials.
* Collects, monitors, analyzes, and reports all cost information as required.
* Review and analyze all claims and Change Orders.
* Forecast the project's budget to/at completion.
* Ensure that all purchase requisitions are for goods or services that are within the Project Scope, that the proper Budget and cost code have been assigned
* Review the Release Purchase Orders

## feb 2012- jul 2017

## Cost Engineer / Saudi Aramco (SMP contract with SRACO)

**Accomplishments & Highlight:**

* Received Certificate of Appreciation for Contractor of month June 2013 for outstanding service and significant contribution at Abqaiq Community Maintenance Div.

**Key Responsibilities:**

* Develop the class III cost estimates for all new concept project
* Define the Statement of Work and Specifications for the requested goods and services.
* Maintain an open and effective communication channel with stakeholders
* Acting as Package Verifier
* Develop cost estimates for cost analysis, labor, equipment, and materials for notification and work orders
* Coordinate with the vendors for the direct charge and local purchase materials.
* Request RFQ and prepare PR.
* Responsible for selecting the source type of material/services: built-in, in-source, or out-source.
* Process and follow up direct charge purchase and labor purchase
* Performs as material expeditor by SAP system on availability of materials on all yard of Saudi Aramco material stock number and material description
* Cost optimization
* Review and sign the estimated cost, materials, and scope of work before forwarding it to the Supervisor view and Sign the Release Purchase order.
* Manage the stakeholders' requirements and ensure that these requirements are not conflicting with other requirements
* Conduct fieldwork to inspect the extent of work to be done before the development of estimates

## May 2011- Jan 2012

## Procurement QC Supervisor / Al Muhaidib Contracting, Dammam, Saudi Arabia

**Key Responsibilities:**

* Review purchase requisitions and purchase orders for compliance with contract requirements
* Review of sub-vendors quality procedures
* Establish a plan for pre-inspection meetings
* Ensure inspection assignment packages are correctly distributed
* Prepare the spare parts to purchase order in line with the items purchase order to provide the necessary spare parts that support those items in accordance with the Technical Manager, finance department, and the purchasing department.

## feb 2009- Jan 2011

## Industrial Engineer / Saudi Railways Organization, Saudi Arabia

**Member of Expansion Team and main concern projects: the Haramain High-Speed Rail (HHR), the Saudi Land-bridge, and Railways Commission.**

**Key Responsibilities:**

* Play a vital role in studying the feasibility and evaluating the proposal of railways projects.
* Play a vital role in managing all bidding activities including pre-bidding, bidding process, technical and financial evaluation, negation, and post-award.
* Assessing organizational needs to effectively manage various projects, ensuring efficient/cost-effective project completion within agreed time frames.
* Review and validate baseline schedules with the Expansion Projects Teams to ensure acceptance of the program/ project schedule, and budget, and work on a breakdown structure.
* Review all bidding queries from bidders
* Review change request/claims
* Regularly keeping the upper management up-to-date on the status of assigned projects, focusing on the overall project schedule, budget, and resolution of project issues.
* Monitor, track, and control outcomes to resolve issues, conflicts, dependencies, and critical path deliverables.
* Maintain an open and effective communication channel with stakeholders

## Mar 2007 - FEB 2009

## Inspection Engineer II / Saudi Aramco (SMP contract with Al-Hugayet)

**Accomplishments:**

* Received Certificate of Appreciation for outstanding contribution in Juaymah Expansion Project NGL Saudi ARAMCO.

**Key Responsibilities:**

* Played a pivotal role in evaluating and developing inspection procedures, stipulations and requirements as well as instigating appropriate remedial action for any non-compliance with the company rules.
* Executed an array of activities pertaining to inspection of various materials and equipment's and conducted tests to ensure compliance with standards and project specifications.
* Oversaw preparation of purchase requisition/orders to ensure inclusion of all company specifications and inspection requirements.
* PMCC/MCC walk-through to create exception items prior to sign off project mechanical completion certificate.

## Jul 2006- FEB 2007

## Systems Engineer / Haif Company, Khobar, Saudi Arabia

**Key Responsibilities:**

* Performed regular system checks and preventive maintenance to ensure optimum system performance.
* Provided technical support and steered fact-based decisions with a clear understanding of the total product, project, users, and business impact.

# Education

### Dec 2020

## Master's degree in Engineering Management

## King Fahd University of Petroleum and Minerals, Saudi Arabia, CGPA 3.9/4

Master Engineering Report Topic: Supplier Evaluation and Selection Model Using a Hybrid AHP and Taguchi Loss Function

### Feb 2006

## Bachelor's degree in Industrial and Systems Engineering

## King Fahd University of Petroleum and Minerals, Saudi Arabia

# Professional Certification

* Certified Cost Professional (CCP) from AACE International, 2022
* Certification in Cost Engineer/ Consultant Course (CCC) from AACE International, 2008

# Professional Training

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| * FIDIC Contract Module 1
* FIDIC Certified Adjudicator
* MRICS-APC Preparation Course, Project Pros
* Value Methodology Fundamentals 1 (VMA1)
* The Future of Work Fundamentals, Udacity
* Project Management with Primavera P6, Udemy
 | * Contracts & Tenders Administration: Services Prior to Project Execution, SCE
* Certified Six Sigma Yellow Belt Training online, Udemy
* PMP® Exam Preparation Workshop, Al-Jehat
* Cost Engineering Course (40 hours), AACEI
* Agile Project Leadership, PMI
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# Membership

* Saudi Council of Engineers (SCE)
* Association for the Advancement of Cost Engineering (AACE International)
* Construction Management Association of America (CMAA)