Tahir Ayub Khan
Address: P.O.Box 128079 Jeddah 21362
Mobile: + (966) 054 057 4928; **Email:** tahirk_1@hotmail.com

Contract/ Commercial Manager / Project Manager - Real Estate / Construction

- **Versatile and accomplished Executive Management Professional** offering over **15 years'** experience in the areas of Project Management, Contract Management, Contract Negotiation, Cost Management,Construction Management, Strategic Planning, Relationship Management and Quality Assurance in the Construction, Commercial and Real Estate Projects
- **Member of RICS (Royal Institute of Chartered Surveyors), ASCE (American Society of Civil Engineers) and AACE (American Institute of Cost Engineers)** with extensive leadership & management skills and rich exposure to modern Construction Methodologies in accordance with the quality standards
- **Skilled in leading Project Transformations and utilizing Engineering Knowledge, Strategic Insight and Sharp Planning Skills** to manage Site Operations and meet top line and bottom line objectives
- **Outstanding track record in** managing and executing numerous projects distinctively and capable of sequencing assignments to maintain existing operation
- **Recognized for hands-on experience in** strategic planning, executing construction contracts, project budgeting and cost analysis and management with vast experience in bidding and contracting construction work
- **Implementing and executing** successful strategies leading to effective operational excellence and improved work ethic & performance
- **An excellent communicator and a top negotiator** with the ability to work under pressure in fast-paced, time sensitive environments. Proven ability to interact effectively with people of diverse nationalities and comfortable working in a multi-cultural set-up

Core Competencies

Project Management, Project Budgeting, Cost Analysis, Contract Management, Cost Management, Contract Negotiation, Contract Administration, Contract Execution, Construction Management, Site Management, Strategic Planning, Resource Deployment, Vendor Management, Quantity Surveying, Client / Consultant Liaison, Relationship Management and Quality Assurance

Key Projects across Career Span

- Successfully executed Residential Contracts amounting around **5 Billion SAR** for Emaar - Jeddah, KSA
- Successfully executed Infrastructure Contracts amounting **1 Billion SAR** for Emaar - Jeddah, KSA
- Successfully executed Commercial Contracts amounting **2 Billion SAR** for Emaar - Jeddah, KSA
- Successfully executed Jeddah Gate for Emaar amounting **10 Billion SAR** while working with Zuhair Fayez Partnerships - Jeddah, KSA
- Successfully Project Managed **250 Residential Villas** amounting **400 Million SAR** while working with Traco Engineering & Contracting - Jeddah, KSA

Technical Expertise

Project Tools **:** Primavera, M.S. Project (For Project Management)
Designing Tools **:** Staad – 3 (Structural Design), AutoCAD (Rel –2010), PhotoShop
Package **:** Oracle Contracts Module, ERP, Primavera Contracts Management, M.S. Office-2000

Career Progression

Contract /Commercial Manager **March 2014 – Present**
Leman Arabia

Managing Contracts and Commercial aspects of the Projects in hand , Prequalification, tendering , evaluations, recommendations , payment process , Cost Control , Payment tracking, Bonds Management , insurances all processes related to Contract and Commercial management with an ambition to minimise the risks and manage the time and cost.

Contract Manager **Nov 2009 – March 2014**
Ewaan Global Residential Company, Jeddah KSA

Aim to convey craftsmanship in projects by developing affordable houses with integrated facilities

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- Spearheading Contracts department aiming to create policies and procedures in line with company strategy and vision
- Responsible for the entire Process Management starting from Procurement Strategy till the Contracting Strategy and Pre-Administration of Contracts till the Project Completion
- Serve as the point of contact for Contractors on contractual matters. Act as contractual "middleman" between the employer and the contractor, ensuring timely review and approval / reconciliation of variations or any other potential claim
- Coordinating with consultants and identifying potential problems during the time of design and later in the construction stage for timely completion of the document
- On all standard and nonstandard contracts, provide redlined recommendations and often negotiate with the contractor to finalize the proposal
- Evaluating contractor's bids, techno-commercial discussion and finalising project contract schedule
- Preparing contract budgets & ensuring that the same is not exceeded

Assistant Contract Manager **Mar 2007 – Nov 2009**
Emaar, Jeddah KSA

Master planning and Development of mixed-use developments including residential, commercial, retail, hotels, industrial, schools, infrastructure, etc

- Reporting to the Director Contracts and maintained contractual records and documentation such as receipt and control of all contract correspondence, contractors & consultants' contact information sheets, contractual changes, status reports, payments and other documents for all projects
- As needed, provided guidance on contract matters to project managers or other operational staff, including training to new project managers and other employees in contracting practices and procedures
- Monitored compliance by company employees with established procedures. Identified areas of recurrent pressure

Project Engineer **Jun 2006 – Mar 2007**
Zuhair Fayez Partnerships, Jeddah KSA

One of the leading and most established Architectural, Engineering, Project Management, Construction Management and Information Technology Consultants in the Kingdom of Saudi Arabia

- Monitored the whole cycle of the project for the best optimisation of cost and resources and managed the available resources to get the best outcome
- Coordinated with external agencies for techno-commercial negotiations, preparation of contract documents, cost estimates, including billing, variation / deviation proposals, claims, etc
- Developed and implemented procedures for contract management and administration in compliance with company policy as appropriate, contributed to or influenced company policies

Technical Project Engineer **Mar 2002 – Jun 2006**
Traco Engineering & Contracting, Jeddah KSA

A Leading Engineering & Contracting Corporation

- Implemented Quantity Surveying services; inspected field sites to observe and evaluated condition and operability of facilities and structures and to collect field survey data and measurements
- Designed and implemented strict systems, detailed design and quality plans / manuals to ensure high quality standards during all the stages of project.

Project Engineer **Jul 1998 – Dec 2001**
Osama Al Kabbani Architect Engineering Consultant, Jeddah KSA

- Worked as a Project Engineer on different Villas Project ,coordinating and resolving all design and site issues among different disciplines (E&M , Architectural etc.)
- Visiting Site and supervised the projects according to the scope and design , implemented policies and check points to minimize delay and to maximize efficiency.

Site Engineer **Sep 1996 – Mar 1998**
Shahzad Associates , Karachi Pakistan

- Was responsible for the Site Supervision of a multi storey building including all liaison with all stake holders, Clients and Contractors.
- Maximised the Resource output , brought the project on track after a serious delay and also tried to minimise the changes .

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Educational Qualifications

- **B.E in Civil** **Nov 1991 – Aug 1996**
  N.E.D. University of Eng. & Technology, Karachi Pakistan

Professional Trainings

Project Management Professional Training By Meirc; Performance Management Training from CIPD; Real Estate Essentials by Mentor Int; Certified Contract Manager from Meirc; Process Mapping & Reengineering from Meirc; Dispute Resolution & Negotiation from Copex; Fidic Middle East Contract User's Conference from IBC; Claims Management and Certified Cost Engineering Certificate Course by AACE. Risk Management by CMCS.

Professional Affilaitions:

Member of RICS
Member of NCMA
Member of ASCE

Personal Details

Date of Birth: 24th July, 1973; **Nationality:** Pakistani; **Marital Status:** Married; **Driving License:** KSA driver's license; **Languages:** English, Arabic and Urdu

References available upon request

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