

NABEEL ABDUL RAZAK, PMP

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PROFESSIONAL SUMMARY

A results-driven **PMI-PMP certified Project Manager** with over 13 years of experience in managing commercial, industrial, and large residential projects. Skilled in overseeing MEP project execution, ensuring timely delivery within budgetary constraints, and fostering client relationships. Expertise in leading cross-functional teams, value engineering, and monetary management, with a proven record of managing multi-million Riyal projects.



WORK EXPERIENCE

MEP Project Manager **Hani Ashoor Est. for Contracting, Jeddah** **March 2021 – Present**

- Managed multiple projects with a combined value exceeding 4 million SAR.
- Oversaw all aspects of MEP work, including planning, documentation, and engineering.
- Monitored project progress, ensuring compliance with contracts and timely delivery.
- Prepared financial reports and maintained positive cash flow through regular payment applications.
- Maintained client relationships and developed high-performing project teams.

MEP Project Manager **Taha Al-Sabban Est. for Contracting, Jeddah** **February 2016 – February 2021**

- Delivered multiple MEP projects valued at 5 million SAR.
- Administered all project stages, from contract management to client handover.
- Improved profitability through value engineering, design optimization, and material selection.
- Ensured all work complied with safety standards and client requirements.

MEP Assistant Project Manager **Taha Al-Sabban Est. for Contracting, Jeddah** **June 2011 – February 2016**

- Assisted in managing residential, commercial, and industrial projects.
- Managed key administrative tasks such as drafting contracts, tenders, and payment certificates.
- Used AutoCAD and performed load calculations to prepare B.O.Q and Offers.
- Managed company accounts and payrolls while maintaining supplier and client communication.

SKILLS

- Project Management: Team leadership, Client relations, Project documentation, Budget control, Technical Expertise, Communications, Problem Solving.
- Technical: AutoCAD 2018, MS Word, Excel, PowerPoint.
- Languages: Fluent in English, Urdu, Hindi, and Arabic.
- Other: Excellent typing speed (50 WPM).

PERSONAL ATTRIBUTES

Strong communication and team collaboration skills.

Ambitious, self-motivated, and able to work in bilingual, multicultural environments.

Adept at meeting deadlines and managing multiple responsibilities simultaneously.

INTERNSHIP EXPERIENCES

Bond Contracting Co., Dubai (Project Management) – June – July 2010

Trane, Jeddah (Technical Sales) – June – August 2009

EDUCATION

BBA, Sikkim Manipal University

2014 – 2016

Graduated with 72.6% (Grade A, 3rd Rank).

Conducted research on inventory management techniques, proposed and oversaw an ERP software implementation for the company I worked in, TAHA AL-SABBAN EST.

B.E in Electronics and Instrumentation, Birla Institute of Technology and Science Pilani, Dubai

2007 - 2010

(Attended six semesters)

**Certifications: Project Management Professional (PMP) (2024)
certified by Project Management Institute (PMI)**