|  |
| --- |
| **Rameez Saiyed** Al-Reem Island, Abu Dhabi, United Arab Emirates Email: rameez2103@gmail.com Mobile: +971 (0) 50 434 7860 LinkedIn: <https://uk.linkedin.com/in/rsaiyed>Weblink : <http://mydigitalcv.io/rameez-saiyed/>**Personal Statement**  I see myself as a pro-active, results-driven and ambitious Project Management (PM) professional with a positive attitude and passion for successfully delivering projects. Having had three years of employment experience post-graduation, in both contractor and consultancy environments, I have developed a thorough understanding of the PM role within the built environment and the skills necessary to successfully manage and deliver construction projects. I understand the importance of teamwork and am also acutely aware of the leadership characteristics required to lead and direct teams towards successful delivery. **Employment History**  **Employer: Turner and Townsend International LLC – United Arab Emirates**  **Date: April 2018 – Present**  **Job Title: Project Manager**  **Sector/s: Government, Sport & Leisure, Commercial Office Fit-Out** **General Duties/Responsibilities:** * Organising, chairing and attending meetings including producing agendas and meeting minutes
* Developing Project Execution Plans (PEPs)
* Design Team Management
* Programming & Planning
* Change Management
* Monthly Reporting
* Stakeholder Management
* Risk Management
* Contract Administration

 **Employer: Aecom (Program, Cost, Consultancy – Buildings & Places)**  **Date: November 2017 – Present**  **Job Title: Project Manager**  **Sector/s: Education, Commercial Fit-Out**  **Project/s: Public Sector – Priority / Free Schools Building Programme**  **Employer: Academy Consulting**  **Date: February 2017 – November 2017**  **Job Title: Assistant Project Manager**  **Sector/s: Private Healthcare**  **Project/s: Private Hospital Refurbishments ranging from £2M to £60M**  |
|  **Employer: Aecom (Program, Cost, Consultancy – Buildings & Places)**  **Date: June 2015 – Feb 2017**  **Job Title: Graduate Project Manager** **Sector/s: Commercial Office Fit-out, Private Healthcare, Government - Education Project/s: Private Hospital Refurbishment (£60M), Data Centre fit-out (£5M)**   **Employer: Wates Group Ltd: Wates Living Space London & South**  **Date: Sept 2014 – June 2015**  **Job Title: Production Management Trainee**  **Sector/s: Social Housing**  **Project: Local Authority Planned Maintenance Programme (£160M)** **Education & Qualifications**   2010-2014 BSc (Hons) Project Management for Construction, University College London  RICS & CIOB Accredited Course  Grade: 2.1  2008-2010 BTEC National Diploma, Construction Management, South Birmingham College Grade: Triple Distinction   2002-2007 Golden Hillock School, Birmingham. 9 GCSE’s at grades A - C **Professional Qualifications/Certifications**  APM Project Management Qualification (APMP) Achieved August 2016  Royal Institution of Chartered Surveyors (RICS) Assessment of Professional Competence (APC): Graduate Route 1 Expected November 2018 **Other Skills**   IT skills Competent in Microsoft Office Packages including Excel and MS Project Language Fluent in Urdu/Hindi Other Full Driving License **Notable Voluntary Activities**  2012 A project in Mombasa, Kenya where I assisted teaching and counselling young street children to help get them off the street and provide them with a better quality of life. **Interests**  Regularly play club cricket; enjoy reading, travelling and experiencing different cultures. **Referees**  Available on Request  |