

# AMINA AMIRJAN

## PROJECT PLANNING & CONTROLS ENGINEER

| Phone: +971 566722456 | Email: aminaamirjan@gmail.com | Location: Dubai, UAE |  
[www.linkedin.com/in/amina-amirjan-84b765224](https://www.linkedin.com/in/amina-amirjan-84b765224)

### Summary

**Years of Experience** 12+

#### Project Types / Sector Experience

- Military Installations / Bases
- Port Facilities
- Roads & Highways
- Infrastructure Development (Utilities, Drainage, etc.)
- Residential Buildings
- Hospitality Facilities
- Healthcare Facilities
- Government Buildings / Public Sector Projects

#### Areas of Expertise

- FEED & EPC Projects
- Project Planning & Controls (Primavera P6)
- WBS Development & Execution Planning
- Tendering & Baseline Scheduling
- Earned Value Management (EVM)
- Progress Reporting & Dashboarding (Power BI, Excel)
- Risk & Scenario Planning
- Delay Analysis & Claims
- Client & Stakeholder Coordination

#### Languages

- English
- Malayalam
- Hindi
- Tamil

#### Personal Info

Nationality : Indian  
Marital status : Married  
Driving License : UAE, India

### Professional Summary

Project Planning & Controls Engineer with 12+ years of experience in planning, scheduling, cost control, and design coordination across major infrastructure and building projects in India and Qatar. Skilled in FEED and EPC project delivery using Primavera P6, with expertise in EVM, risk analysis, and stakeholder management. Proven track record of delivering complex programs on time and within budget

### Education

- Completed Master's in **Geomechanics and Structures from Mahatma Gandhi University, Kottayam, India** in the Academic year 2011–2014.
- Completed Bachelor's in **Civil Engineering from Mahatma Gandhi University, Kottayam, India** in the Academic year 2005–2009.

### Membership and Certifications

- Certified **Project Management Professional (PMP)**, Project Management Institute (PMI), USA | **Credential ID: 2979934** | **Valid till Feb 2027**.
- **Professional Engineer (MIEAust)** member of Engineers Australia with qualification and experience assessed at Master's level on Oct 2025 (**EA ID: 10096376**)
- MMUP Registered Engineer, Qatar | ID: 28735649487
- IELTS Accredited: Expert USER. (Band-7.5) (Jan 2025)
- Primavera Risk Analysis course certificate from Planning Engineer Institute.

### Software/Skills

- Primavera P6
- MS Project
- MS Office Suite
- Primavera Risk Analysis
- BI Primavera Dashboards.
- Auto Cad
- Staad Pro and Tekla

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## Experience

**Employer - United Construction Establishment, Qatar**

**Planning and Project Controls**

**April 2017 to July 2025**

Led planning and project controls for multidisciplinary EPC/FEED infrastructure and building projects in Qatar. Oversaw scheduling, cost control, risk analysis, progress monitoring, and reporting in alignment with project and contract requirements.

### Key Responsibilities:

- Developed and maintained project schedules using Primavera P6, including baseline, look-ahead, recovery and handover plans.
- Created Schedule Basis Memorandum (SBM), defined WBS/activity codes, and conducted critical path analysis and mitigation planning.
- Led resource and cost loading, created S-curves, resource histograms, and progress forecasts to ensure budget and timeline compliance.
- Implemented and monitored Earned Value Management (EVM) systems, tracked performance indices (CPI/SPI), and issued performance reports.
- Reviewed contractor and subcontractor schedules, performed schedule variance analysis, benchmarking, and delay analysis (TIA, EOT, claims).
- Conducted risk workshops, maintained risk registers, and performed risk analysis (using Primavera).
- Supported bid/tender stage - prepared L1–L3 schedules, scope summaries, and resource estimates, coordinated with proposal/marketing teams.
- Defined and issued Project Control Procedures, including progress measurement systems, weightings, milestones, KPIs, and reporting structures.
- Led progress measurement setup for EPC phase, tracked discipline-wise progress and reported look-ahead, exception, and milestone reports.
- Managed vendor schedules and licensor deliverables, reviewed supplier progress (pre/post order) and maintained procurement progress tracking.
- Coordinated closely with engineering, procurement, and execution teams to optimize resources and monitor productivity vs. planned output.
- Created and maintained detailed project dashboards, delay logs, and contract variation reports, assisted in claim preparations and client correspondence.
- Engaged with stakeholders, clients, and PMTs for regular schedule reviews, risk discussions, and technical issue resolution.

### Major Projects

1. Roads and Infrastructure in Wakra West (PH 2, PKG 14)- PACKAGE 02  
**Cost:** USD 55.8 Million  
**Client:** Public Works Authority of Qatar (Ashghal)

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### **Scope:**

Brownfield infrastructure upgrade project in the Wakrah West area, involving construction and rehabilitation of roads, drainage networks, utilities, street lighting, intelligent transportation systems (ITS), and landscaping. The project includes an internal and perimeter road network with corridors of varying widths (16 m, 20 m, and 24 m), integrated within a developed urban environment.

### 2. Al Waab Dialysis and Diabetes Center

**Cost:** USD 59.5 Million

**Client:** Hamad Medical Corporation, Qatar

### **Scope:**

Construction of a specialized healthcare facility comprising a basement, ground floor, and two upper floors, with a total built-up area of 20,802 square metres. The scope included all civil, architectural, MEP, and external works, excluding medical equipment supply and installation.

### 3. USACE Project Falcon 3-Facilities and Infrastructure Phase 1 and Phase 2-Al Udeid Air Base

**Cost:** USD 50.8 Million

**Client:** State of Qatar - Ministry of Defence

### **Scope:**

**Phase 1** involved site grading, construction of earth berms, and infrastructure works including pavements and utilities. The phase also included the construction of specialized munitions storage structures such as Earth-Covered Magazines (ECMs) and Above-Ground Magazines (AGMs), along with support buildings.

**Phase 2** included grading, drainage works, airfield pavements, taxiways, aircraft shelters, Pilot Readiness Building, munition storage and loading/protection structures, and associated utility and support facilities.

### 4. Access Road to Ras Bu Abboud Stadium Project for FIFA2022

**Cost:** USD 19.7 Million

**Client:** Public Works Authority of Qatar (Ashghal)

### **Scope:**

Construction of a new temporary access road to serve Ras Bu Abboud Stadium and the adjacent Naval Base, including associated utility works and infrastructure required for safe and efficient access during the FIFA World Cup 2022.

### 5. LPS04- Residential Building (3B+G+7)

**Cost:** USD 47.7 Million

**Client:** Mohammed Hamad Al Mana

### **Scope:**

The project consists of (3) Basements, Ground Floor, 7th floor and Roof. The facility has an approximately Built-Up Area of 14,371 m<sup>2</sup> for (3) basements and 25,427 m<sup>2</sup> for the super structure.

### 6. NPP0057 – Port Buildings and Infrastructure (JV with Sinohydro Group)

**Cost:** USD 424.2 Million

**Client:** New Port Authority

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### Scope:

The scope includes design coordination and construction of approximately 60 port buildings across five operational zones within the New Port development, with a total gross floor area of 78,000 m<sup>2</sup>. The buildings included facilities for the Coast Guard Terminal, Port Administration, Port Marine Unit, and Entrance/Exit Gate complexes.

The project also included associated infrastructure works, such as internal roads, drainage, utility networks, and a land-based fuel system for pontoons.

### Employer - 4D Architects and Consultancy, India

### Structural Design and Project Execution Planning

Jan 2014 - Feb 2017

### Key Responsibilities:

- Coordinated structural design development with in-house architecture and MEP teams to ensure alignment with construction feasibility and project timelines.
- Reviewed and validated structural drawings, BOQs, and construction documents for accuracy and constructability.
- Participated in design review meetings with consultants, vendors, and site execution teams to resolve technical issues and design conflicts.
- Assisted in developing project schedules during pre-construction phase.
- Supported the preparation of project cost estimates, budgets, and material take-offs (MTOs).
- Monitored actual site progress and updated project schedules accordingly.
- Supported change management and cost impact analysis for variations during construction.
- Ensured compliance with project specifications, structural safety standards, and quality benchmarks.
- Liaised between design and site execution teams to ensure smooth workflow and minimal rework.
- Contributed to value engineering proposals during both design and construction phases.

### Major Projects

1. Parathuvayalil wellness center

**Cost:** USD 0.72 Million

**Client:** Pathrose Parathuvayalil

### Scope:

Design and construction of a wellness retreat comprising 12 independent cottage-style rooms and a three-storeyed main building, located in Perumbavoor, Kerala. The project included civil, architectural, structural, and MEP works, along with site development and landscaping. The facilities were designed to blend traditional Kerala architectural elements with modern wellness infrastructure, providing spaces for consultation, therapy, accommodation, and recreation. Coordination with medical planners and integration of non-invasive wellness systems were also part of the delivery scope.

2. Aptin crown Apartment, Velankanni

**Cost:** USD 1.2 Million

**Client:** Aptin crown Builders

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### Scope:

Design and construction of a five-storeyed residential apartment complex comprising 60 units, located in Velankanni, Tamil Nadu. The project included complete architectural, structural, and MEP (Mechanical, Electrical & Plumbing) design; civil works; and execution of all finishing and external development activities. Scope also covered the provision of common amenities such as passenger lifts, power backup, water supply and sanitation systems, fire safety provisions, and parking facilities.

### 3. Commercial Complex Koothattukulam

**Cost:** USD 0.72 Million

**Client:** Mr. Markose Jose

### Scope:

Design and construction of a three-storeyed commercial building with a total built-up area of approximately 10,000 sq.ft, located in Koothattukulam, Kerala. The scope included complete architectural, structural, and MEP design, civil construction, and finishing works tailored for mixed commercial use.

## Employer - Associated Structural Consultancy, India

### Structural Engineer

**Dec 2012 - Feb 2013**

#### Key Responsibilities:

- Reviewed and interpreted Geotechnical Investigation Reports (GIRs) to assess soil conditions, bearing capacity, and recommend suitable foundation systems.
- Assisted in the structural analysis and design of RCC and steel-framed buildings using STAAD. Pro in accordance with IS codes and project specifications.
- Prepared design calculations, load combinations, and analysis models under guidance of senior structural engineers.
- Supported the preparation of structural drawings and design documentation in coordination with architectural and MEP teams.
- Verified member sizing, reinforcement detailing, and connection design for structural elements.
- Participated in foundation system evaluation, including shallow and deep foundations, based on soil strata and project requirements.

**Project Handled: Design of 3 storeyed building for Saintgits institute for applied science.**

## EMPLOYER - Baslios Mathews II College of Engineering, Sasthamcotta, Kerala.

### Lecturer in Civil Engineering

**Jun 2010 - Aug 2011**

## EMPLOYER - Caarmel Engineering College, Ranni, Perunad, Kerala.

### Lecturer in Civil Engineering

**Feb 2010 - June 2010**

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## REFERENCES

- **Mr. Shaikh Mohammad Sabiullah**, Resident Engineer, DORSCH Qatar – +974 33315822
- **Mr. Mohammed E. Ahmed**, Planning Manager, DORSCH Qatar – +974 74745549
- **Mr. Ghassan Khawash**, General Manager, UCE Qatar – +974 55362860