

**Abdul Rehman Khan**

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**PROFESSIONAL SUMMARY**

Dynamic and results-oriented professional with over 16 years of experience in Building Management Systems (BMS) and KNX programming, testing, and commissioning. Proven track record in project management, technical support, and design engineering, delivering high-quality outcomes through effective leadership and teamwork. Proficient in utilizing technical documentation, conducting quality assurance, and providing exceptional client service.

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**WORK EXPERIENCE****Senior AutoCAD/Support Engineer**

*Sela for Power, Automation, and Safety System*

Dec 2007 – Jan 2019

- Developed designs for HVAC controls and BMS utilizing KNX protocols and smart building technologies.
- Executed project submissions by preparing detailed bills of materials and technical documentation.
- Employed AutoCAD and Microstation to create precise engineering drawings, ensuring adherence to client specifications.
- Conducted thorough reviews and revisions of system designs, enhancing project quality.
- Managed and updated project documentation, ensuring integrity and accessibility of drawing archives.
- Prepared cost-benefit analyses and assembly drawings, aligning project goals with client expectations.

**Project Coordinator**

*Gulf Advanced Control System (GACS ARABIA)*

Jan 2019 – April 2019

- Analyzed project data to drive process improvements and enhance project efficiency.
- Facilitated contract negotiations with vendors to maximize budget efficiencies.
- Managed project timelines and milestones through comprehensive documentation and project management software.

- Coordinated all project logistics, including quality assurance tests during various project phases.

### **Project Estimator**

*Saudi American Glass Company*

April 2019 – April 2024

- Created and submitted detailed bid packages while maintaining transparency with clients.
- Collaborated with management to identify financial risks, providing proactive solutions to mitigate costs.
- Effectively utilized estimation software for accurate project cost forecasting and inventory tracking.
- Ensured financial compliance by valuing completed work and overseeing supplier payments.

### **Project Manager / Logistics Support**

*Premmiers*

April 2024 – July 2024

- Developed and executed comprehensive project plans, including scope, timeline, and resource allocation.
- Fostered open communication through regular team meetings and stakeholder updates, enhancing collaboration.
- Conducted risk assessments and implemented mitigation strategies to ensure project success.
- Oversaw project performance evaluations, enabling effective identification of risks and opportunities.

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### **KEY SKILLS**

- Building Management Systems (BMS) Design & Implementation
  - KNX Programming and Commissioning
  - Project Management and Coordination
  - Advanced AutoCAD & Microstation Expertise
  - Technical Documentation and Quality Assurance
  - HVAC Design and Control Systems
  - Cost Estimation and Budget Management
  - Client Relationship Management
  - Strong Analytical and Problem-Solving Skills
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## **ACADEMIC QUALIFICATIONS**

- Diploma in Associate in AutoCAD and Project Engineering Design.

## **PROFESSIONAL & TECHNICAL QUALIFICATIONS**

- Project Management Professional (PMP), Saudi Arabia
- Certificate in Information Technology (CIT), Pakistan
- Programmable Logic Controller (Training), Pakistan

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## **SOFTWARE PROFICIENCY**

- AutoCAD, Microstation, Revit
- ERP Epicor
- MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Eplan, Corel Draw, Photoshop

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## **LANGUAGE SKILLS**

- Fluent in English
- Advanced in Arabic
- Native in Urdu

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## **PERSONAL INFORMATION**

- Date of Birth: December 3, 1984
- Nationality: Pakistani
- Transferable Iqama: Yes
- Marital Status: Married