

CURRICULUM VITAE

Personal Information

Raja Muhammad Saeed

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Academic Record:

S. No.	Qualification	%age	Board/University	Year
1.	B.Sc. (Civil Engg.)	68	N-W.F.P. UET, Peshawar	2001
2.	HSSC (Pre Engg.)	78	BISE Abbottabad	1995
4.	SSC (Science Group)	80	FBISE Islamabad	1993

Professional Affiliation:

1. Registered with Pakistan Engineering Council as a Professional Civil Engineer under Registration No. Civil 21751.
2. Member of Association for Project Management (APM), UK under No. R54838.
3. E-affiliate Member of Earthquake Engineering Research Institute (EERI) California, USA.

Experience:

1. Currently serving at **Deputy Project Director/Superintending Engineer** of two Projects; being executed with the financial assistance of Islamic Development

Bank under Elementary & Secondary Education Department of AJK Government
July 01, 2015 to date.

Major Responsibilities:

- a. Leading the civil works under the Project “Basic Education for All (BEA)” which will construct 60 new primary school buildings, provision of furniture, other facilities and capacity development of teachers in 10 districts of AJK.
 - b. Responsible for executing the civil works under the Project “Support to Basic Education Development (STBED)” which would benefit about 52,000 students and 2,500 teachers and staff, and involves reconstruction of 277 flood damaged schools.
 - c. Planning, designing, execution and procurement of services, works and goods related to the above mentioned two projects.
 - d. Administering the consultancy contracts and procurement of consultants.
 - e. Coordinate and had lead role in the financial matters, disbursements, overall administration, correspondence with the departments, consultants, donor i.e., IDB and other stakeholders.
 - f. Working as counterpart for the consultants employed for the designing and supervision of civil works of the aforementioned projects and the consultant engaged for designing the web based Educational Management Information System.
2. Served as **Executive Engineer** of **Buildings/Reconstruction Division** of the **Public Works Department** of the GoAJK since **October 26, 2011 to date**. Duties included planning, designing, supervision and procurement of services, works and goods of different Civil Engineering Projects and the main projects are:
- a) Reconstruction of 735 buildings of Education, Health, Governance, WATSAN, Livelihood and Agriculture Sector in Muzaffarabad and Hattian District of AJK, affected by the earthquake of October 2005.
 - b) Construction of
 - i. 03 Rest Houses of Tourism Department.
 - ii. 20 buildings of Electricity Department.
 - iii. Mosque at DHQ Muzaffarabad
 - iv. Office Building for Central Design Office
 - v. Directorate General of Civil Defense.
 - vi. State Guest House Muzaffarabad and Chinari Rest House.
 - vii. 12 Residences for Ministers at Muzaffarabad.
 - viii. Residential Colony for Government Officers at Muzaffarabad.
 - ix. Block No 05 & 12 at New Civil Secretariat Muzaffarabad.
 - x. Community Hall at Hattian Dupatta
 - xi. District Headquarter Hattian Bala.
 - xii. Retrofitting of Supreme Court and High Court Building at Muzaffarabad AJK.
 - xiii. Vocational Training Institute at Muzaffarabad
 - xiv. Tourism Complex at Muzaffarabad
 - xv. Central Jail Building at Rara Muzaffarabad.
 - xvi. Directorate General of Agriculture at Muzaffarabad.
 - xvii. Retrofitting of Neelum Special Education at Muzaffarabad.
 - xviii. Retrofitting of Sports Stadium Muzaffarabad.

- xix. Construction of Directorate General Office and Research Laboratory for Agriculture Department.
 - xx. Construction of Custodian Building at Muzaffarabad.
 - xxi. Construction of Directorate of Sericulture at Tehsil Naseerabad Muzaffarabad.
3. Worked as **Deputy Project Coordinator** of Earthquake Additional Financing Project, which is a development project under the Planning & Development Department of AJK Government with the funding of the World Bank since **December 01, 2008 to October 26, 2011 (03 Years 11 Months)**. Also held the charge of the post of **Executive Engineer**.

Major Responsibilities:

- a) Planning, designing, execution and procurement of services, works and goods of the development schemes.
 - b) Administered the consultancy contracts and procurement of consultants.
 - c) Coordinate and had lead role in the financial matters, disbursements, overall administration, correspondence with the departments, consultants and the World Bank.
 - d) Construction of 102 Primary School Buildings in earthquake affected areas of AJK through conventional and pre-engineered construction through contracts employed by adopting International and National Competitive Bidding Procedure of the World Bank.
 - e) Construction of 99 conventional Primary School Buildings in earthquake affected areas of AJK through community participation.
 - f) Construction of Government Office Buildings in earthquake affected areas of AJK including 02 police stations, 02 Vocational Training Colleges, 01 Police Post, 25 Local Government Offices and 04 Secretariat Blocks at Muzaffarabad.
 - g) Remained counterpart for of the International consultants for Vulnerability Assessment and Designing of Retrofitting of State Buildings of AJK and national consultant for the material testing of these buildings.
 - h) Worked as counterpart for the consultants employed for the social mobilization of communities involved in reconstruction of primary schools and another consultant responsible for the technical third party validation of 99 primary school buildings.
4. Worked as **Executive Engineer** in a World Bank assisted Project under Planning & Development Department/Public Works Department AJK Government from **23rd October 2007 to 30th November 2008 (01 year 01 month)**.

Major Responsibilities:

The major responsibilities included planning, designing, supervision and procurement of services, works and goods of different Civil Engineering Projects and the main projects are:

- b) Construction of Primary School Buildings in earthquake affected areas of AJK through conventional and pre-engineered construction.
- c) Construction of Government Office Buildings in earthquake affected areas of AJK.
- d) Construction of 04 Nos. Office Blocks at Muzaffarabad

- e) Rehabilitation and re-conditioning of rural roads in earthquake affected areas of AJK.
 - f) Retrofitting of Secretariat Buildings in Muzaffarabad
 - g) Remained counterpart of the Consultants for the Vulnerability Assessment Study and Designing of the retrofit works
5. Served as **Sub Divisional Officer/Assistant Engineer** in Public Works Department AJK Government Muzaffarabad from 1st April 2004 to 22nd October 2007 (**03 years 07 months**).

Major Projects:

The main responsibilities were Planning, Designing & Supervision of the following major Projects were executed during the time:

- a) Construction of Tehsil Headquarter Hattian Bala, Muzaffarabad
 - b) Construction of 46 High Schools in District Muzaffarabad
 - c) Construction of 32 High Schools in District Muzaffarabad
 - d) Construction of Jail Building at Rara, Muzaffarabad
 - e) Construction of Cadet College at Chatter Kalas, Muzaffarabad
 - f) Construction of 65 Pre-Fabricated Housing Units at Muzaffarabad
6. Remained as **Environmental Officer** in CISP, a World Bank assisted Project under Local Government & Rural Development AJK Government from 24th Feb. 2003 to 31st March 2004 (**01 year 01 month**). Also held the additional responsibilities of **Assistant Engineer** of CISP for the Municipal Areas of Muzaffarabad and was responsible for the planning, designing and execution of civil engineering schemes.
7. Served as **Assistant Engineer** in an international NGO Medecins sans Frontieres (MSF) from 1st April 2002 to 31st May 2002 (**02 months**).

Major Responsibilities:

Logistics, Planning, Designing, Procurement and Supervision of civil engineering projects. The major project executed was the housing, sanitation and clean drinking water facilities for IDP's at Garhi Dupatta and Hattian Bala Muzaffarabad.

8. Remained as **Assistant Engineer** in Central Design Office of Public Works Department AJK Government from 1st July 2001 to 23rd February 2003 (**01 year and 09 months**).

Major Responsibilities:

Nature of job was the structural design of different civil engineering projects mainly buildings and water storage tanks. The major projects designed were:

- a) Tehsil Headquarter Hospital, Trarkhal
 - b) Extension with the High Court at Muzaffarabad
 - c) Construction of KG School at Muzaffarabad
 - d) Underground water storage tank of 20,000 gallons at Muzaffarabad
9. Worked as **Assistant Engineer** for planning, designing and supervision of Civil Engineering Projects in Public Works Department (Highways) of AJK

Government at Muzaffarabad from 27th January 2001 to 30th June 2001 (**05 months**). Major projects includes:

- i. Stabilization of Landslides at Kohala
- ii. Up gradation of Garhi Dupatta-Muzaffarabad Road

10. Served as **Trainee Engineer** in Public Works Departments (Highways) Muzaffarabad Division from June 14, 2000 to January 26, 2001 (**07 months**) and got acquainted with drawings, estimation, PC-1 preparation, BoQs compilation and site supervision techniques.

Training Courses

S. #	Description
1.	Attended One Week Training Program on Sustainable Environmental Management-Concept and Prospects in NCRD Islamabad
2.	Attended Two Days Training Workshop on Design of Water Supply System Using EPA-Net Computer Software under WASEP (Aga Khan Building & Planning Service, Pakistan)
3.	Attended Three Days Training Workshop for Master Trainers on School Sanitation and Hygiene Education under UNICEF.
4.	Attended Two Days Training program on Bacteriological Examination of Drinking Water under WASEP & UNICEF.
5.	Attended One Day Workshop on Project Proposal Development in the Context of NEAP-SP under UNDP.
6.	Attended Two Days Workshop on Drinking Water Quality Monitoring under IUCN.
7.	Attended Ten Days Training Program on Safe Drinking Water & Liquid Waste Management in NCRD, Islamabad
8.	Attended Three Days Training Workshop on Earthquake Resistant Design & Construction of Buildings under NSET-Nepal.
9.	Attended Two Days Training Program of Training of Trainers under NSET-Nepal.
10.	Attended Five Days Training Course on Seismic Analysis & Design in NED University of Engineering & Technology Karachi
11.	Participated in Two Days Training Workshop on Use of Seismic Hazard Analysis in Engineering Design under N-W.F.P UET Peshawar and University of Illinois USA in Higher Education Commission Islamabad
12.	Attended One Day Workshop on Effective Presentations Skills under the Professional Development Center of National University of Sciences & Technology, Pakistan.
13.	Attended Two Days Workshop on Writing PC-I for Public Sector Development Projects under the Professional Development Center of National University of Sciences & Technology, Pakistan
14.	Attended Five Days Training on Accredited Project Management Professional under Project Management Informed Solutions-Oxford United Kingdom.
15.	Attended One Day Training Workshop on Environmental Impact Assessment under Pakistan Engineering Council at Islamabad.

S. #	Description
16.	Attended Three Days Training Workshop on Seismic Vulnerability Assessment of Critical Buildings and Infrastructure under NED University of Engineering & Technology Karachi at Muzaffarabad
17.	Attended One Day Short Course on Project Procurement and Contract Management under Pakistan Engineering Council at Islamabad .
18.	Attended One Day Short Course on Building Code of Pakistan-Seismic Provisions under Pakistan Engineering Council at Muzaffarabad .
19.	Attended One Day Short Course on Building and Road Structure (Seismic Provisions) under Pakistan Engineering Council at Muzaffarabad .

Resource Person:

S. No.	Description
1.	Served as a Resource Person for various Mason's & Self Builders Training Programs conducted in February-March 2006
2.	Remained as a Coordinator for various Training Programs for Engineers, Sub-Engineers, Self Builders and Masons undertaken by PWD & UNDP with the technical support of NSET-Nepal from December 2005 to March 2006.
3.	Conducted Three Days Training Workshop for the Engineers on Monitoring, Supervision and Environmental Assessment of Building Works

Foreign Visits:

1. **Turkey**

Visited Turkey from 8th to 15th April 2008 and got orientation on retrofit works, disaster management and use of advanced material in building works. Prepared and submitted a comprehensive report on the said visit.

2. **Thailand**

Visited Thailand from 22nd to 26th September 2008 for inspecting non-asbestos Cellulose Cement Fiber Board.

3. **United Kingdom**

Visited United Kingdom from 13th to 23rd November 2009 and attended training course on Accredited Project Management Professional under Project Management Informed Solution at Oxford United Kingdom.

4. **Turkey**

Visited Turkey from July 25-August 01, 2010 on a study tour regarding Disaster Management, Reconstruction post Disaster and Psycho-Social Rehabilitation.

Computer Applications:

S. No.	Description
1.	Successfully completed Eight Weeks Course of Office Automation & Software Tools in UBL Computer Training Institute Muzaffarabad
2.	Completed One Month English Typing Course in Institute of Computer & Professional Studies, Muzaffarabad

Communication Skills:

English	Fluent in Speaking, Listening, Reading & Writing.
Urdu	Fluent in Speaking, Listening, Reading & Writing.
Potohari	Fluent in Speaking & Listening.
Hindko	Fluent in Speaking & Listening.
Pushto	Fluent in Speaking & Listening.