# ZAID ISMAIL

Project Manager | NEC3 and NEC4 ECC Option C | APM PFQ & PMQ | Power BI and Data Reporting

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## PROFILE

Project management professional with four years delivering capital infrastructure, commercial and digital transformation work across rail, aviation, telecoms and urban regeneration, gained client side and in consultancy. APM PMQ and PFQ qualified, administering NEC3 and NEC4 ECC Option C target cost contracts with tier one contractors on a live London Underground power upgrade, and appointed risk and opportunity champion for that programme. Track record of protecting client value through disciplined contract administration, evidenced entitlement positions and reporting that senior leadership uses to make decisions. Comfortable holding a contractual position with a contractor on the evidence while keeping the working relationship intact.

## CORE COMPETENCIES

**Contract Administration -** NEC3 and NEC4 ECC Option C target cost, compensation events, quotation and defined cost assessment, early warning notices, project manager instructions, works information interpretation

**Programme and Cost Control -** Primavera P6 progress and period reporting, milestone and baseline tracking, budget management, cost variance analysis and forecasting, change control

**Risk and Assurance -** Risk register ownership, risk reduction and review meetings, mitigation tracking, CDM 2015 duties, competency assurance, audit readiness

**Delivery and Site Interface -** Engineering access and possession planning, temporary works coordination, asbestos and substation work, utility and DNO diversions, tier one contractor and subcontractor management

**Commercial Management -** Fee and revenue forecasting, invoicing and valuations, margin control, contract staff onboarding, rates and utilisation, quotation and tender evaluation

**Digital and Data -** Power BI dashboards, advanced Excel automation, SQL and Python, generative AI tooling applied to bid writing and document review

## PROFESSIONAL EXPERIENCE

**Transport for London** **Feb 2026 - Present**

*Associate Project Manager*

**Piccadilly Line Upgrade, High Voltage Power Programme and Frustrated Access**

- Administer NEC Option C target cost contracts with tier one contractors across a multi-site power upgrade, using the works information to settle scope and responsibility disputes before they become claims
- Assess compensation event quotations and contractor variations against issued scope, challenging duplicated labour, preliminaries and management cost and securing contingency items as separately priced options
- Issue early warning notices covering access disruption, design delay and contractor underutilisation, framed around consequence, likelihood and the mitigations taken to risk reduction meetings
- Own the frustrated access record for the programme, reconciling planned possession shifts against site logbooks to evidence lost productive time and defend the client position on entitlement

**Hatton Cross Substation, Asbestos Removal and Refurbishment**

- Manage the package from design submission through to site mobilisation, coordinating temporary works design, scaffolding, temporary power, welfare, fencing and induction against a fixed start milestone
- Escalated the design submissions and approvals placing the start date at risk, holding the contractor to the programme without conceding contractual ground
- Introduced a multi tab action tracker with RAG reporting and issue the formal progress minutes, giving the package team one agreed record of actions, owners and dates

**Hatton Cross, Distribution Network Operator Diversion**

- Took over the utility interface at short notice and sequenced the exposure, isolation and removal of a redundant low voltage supply to release the site for the substation extension
- Secured firm jointing dates and a programme window from the network operator, its contractor and the internal delivery team, keeping the enabling works aligned to the wider schedule

**Programme Risk and Opportunity**

- Appointed risk champion, re-establishing the risk review cycle after the previous risk lead left, chairing sessions in the interim and onboarding the incoming risk manager
- Own the programme risk register and built automated Excel and Power BI risk reporting, giving management sight of exposure and mitigation status between formal reporting periods

- Produced competency and assurance records supporting CDM 2015 compliance, improving audit readiness across the team

**Bovis Consulting (formerly Lendlease Consulting Europe)** **Jan 2024 – Feb 2026**

*Associate Project & Commercial Manager*

**Manchester Airports Group and Network Rail Telecoms, Account Commercial Management**

- Ran the commercial side of aviation and telecoms client accounts, covering fee forecasting, invoicing, revenue recognition, cost control and change
- Managed contract staff across accounts from onboarding and rate agreement through to timesheets and utilisation, keeping teams resourced against client commitments

**Piccadilly Line Upgrade, Client-Side Depot & Commercial Support**

- Supported client-side governance, financial modelling, and baseline tracking for early contractor involvement (ECI) and enabling works at Cockfosters Depot to prepare maintenance facilities for the 2024 Stock fleet.
- Acted as a key interface during weekly technical progress meetings, managing cost variance, budget tracking, and change control to safeguard client value through early-stage package delivery
- Built the financial reporting and forecasting models used for budget variance tracking and risk analysis on the programme

**Portfolio Commercial Reporting and Business Intelligence**

- Managed commercial performance across eight engagements worth over 6 million pounds, holding a consistent 20 percent gross margin
- Replaced the spreadsheet reporting the business ran on with Power BI dashboards covering margin, cash flow, utilisation and project KPIs, cutting the effort behind month end reporting for the leadership team

**Generative AI Bid Support Tooling**

- Built AI agents that draft tender responses from the company knowledge base, freeing bid managers to focus on win themes and improving bid turnaround
- Supported launch of a new digital services offering with the sector leads, building client relationships across public and private sectors

**Lendlease Development** **Dec 2022 - Jan 2024**

*Assistant Social Impact Manager*

**Silvertown and Stratford Cross Regeneration**

- Delivered project reporting and data collection across two major East London regeneration schemes, standardising templates and performance metrics for the delivery teams

**Reporting Digitalisation and Stakeholder Engagement**

- Migrated financial and KPI reporting from spreadsheets to Power BI with SQL based automation, improving data accuracy by over 40 percent and removing manual work from the monthly cycle
- Managed relationships with the company board, the Mayor of Newham and the Greater London Authority, and judged a joint GLA and Microsoft education programme alongside the Mayor of London

**London Legacy Development Corporation** **Mar 2023 - Dec 2024**

*Elevate Board Member*

- Developed a business plan with external consultants and the board that secured over 100,000 pounds for youth projects in Queen Elizabeth Olympic Park
- Produced the annual report and board presentation, and led community initiatives for local young people

## PROFESSIONAL QUALIFICATIONS

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| APM Project Management Qualification (PMQ) | **2024** |
| APM Project Fundamentals Qualification (PFQ) | **2023** |
| Power BI Desktop for Business Users, QA | **2023** |
| Excel Basics for Data Analysis, IBM | **2022** |

## EDUCATION

**University of Westminster** BSc (Hons) Business Information Systems, Upper Second Class (2:1), 2019 to 2022

Languages: English (native), Gujarati (native)