



Mohamed Fekry

Projects Coordinator/Engineering Lead/Associate Project Manager
PMP/MBA Candidate

📍 Riyadh, Saudi Arabia

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Professional Summary

Highly organized and results-driven Projects Coordinator with expertise in project management, tender management, HR coordination, and stakeholder communication. Skilled in streamlining project workflows, managing documentation, and ensuring seamless coordination between internal and external stakeholders.

Work History

12.2023 - Current

Projects Coordinator

Soliman Bin Saleh Al Mohileb & Sons Company - Riyadh, Saudi Arabia

1. Project Coordination & Management:

- Assisted project managers and engineering teams in developing and maintaining project schedules, budgets, and documentation.
- Tracked project progress, ensuring adherence to milestones, deliverables, and contractual requirements.
- Maintained and oversaw comprehensive records of contracts, permits, compliance reports, and regulatory documentation.

Project: Back of House Logistics Hub / Main contractor

Client: NEOM

Contract value: 60 MIL SAR

Project: Asas Al Mohileb Mega Batch Plant / Main contractor

Client: NEOM/Asas Al Mohileb

Contract value: 400 MIL SAR

2. Tender Submittals & Bid Management:

- Led the preparation, review, and submission of tender documents, pre-qualification dossiers, and bid proposals.
- Coordinated with procurement, finance, and technical departments to ensure the timely delivery of competitive and compliant bids.
- Managed communication with clients, consultants, and vendors to clarify tender requirements and expectations.

Projects:

1- **Name: Back of House Logistics Hub / Client: NEOM / Status: Awarded.**

2- **Name: Oxagon The Hive / Client: NEOM / Status: Submitted.**

3- **Name: Oxagon Village Offices / Client: NEOM / Status: Submitted.**

- 4- **Name: Sindalah Luxury resort / Client: NEOM / Status: Submitted.**
- 5- **Name: NC2 Dining Building / Client: NEOM / Status: Submitted.**
- 6- **Name: Oxagon Vertical Farm / Client: NEOM / Status: Submitted.**
- 7- **Name: Jadidat Arar Customs / Client: Zakat, Tax & customs Authority / Status: Submitted.**

3. HR & Talent Acquisition Coordination:
 - Identified, evaluated, and facilitated the recruitment of engineers, site supervisors, and specialized personnel aligned with project needs.
 - Collaborated with HR and project leadership to ensure strategic workforce planning and optimal resource allocation.
 - Developed and maintained a database of qualified candidates, subcontractors, and industry partners for streamlined hiring processes.
4. Stakeholder & Communication Management:
 - Served as the primary liaison between clients, subcontractors, suppliers, and internal teams, ensuring alignment of project objectives.
 - Organized and facilitated high-level meetings, site visits, and project progress briefings to maintain transparency and accountability.
 - Established and enforced effective communication protocols to prevent delays and enhance project coordination.
5. Procurement & Logistics Oversight:
 - Coordinated with procurement teams to ensure the timely acquisition and delivery of materials, equipment, and subcontracted services.
 - Helped in issuing the permit of entry of materials and personals.
 - Tracked inventory levels, supplier performance, and contract compliance, proactively addressing logistical challenges.
 - Helped in the submission of vendor/supplier's pre-qualification & material submittals according to client's requirements.
6. Compliance & Quality Assurance:
 - Ensured strict adherence to legal, safety, environmental, and industry regulations, mitigating risks and enhancing compliance.
 - Support the implementation of quality control procedures, audits, and regulatory reporting.
 - Monitored the quality/safety documentation such as the MAT, PQD, ITP, MST, PTW, MIR, WIR.
7. Budget & Financial Monitoring:
 - Assisted in the tracking, analysis, and reporting of project expenditures, ensuring financial efficiency and budget adherence.
 - Identified cost discrepancies, recommend corrective actions, and support financial forecasting efforts.

01.2023 - 12.2023

Technical Office Manager

Soliman Bin Saleh Al Mohileb & Sons Company - Tabuk, Saudi Arabia

Project: Tabuk Valley / Main Contractor / 501 Villas Housing Project

Contract Value: 241 MIL SAR

- Reviewed the preparations of construction method statements with construction and quality personnel.
- Attended progress meetings, discussing and suggesting technical proposals
- Coordinated between the construction and engineering teams ensuring that the construction requirements are conveyed to the engineering teams and that the engineering deliverables satisfy the construction requirements.
- Coordinated with quantity surveyors or payment appreciations and change orders.
- Documented project issues/conditions.
- Maintained organized and detailed records and documents of all projects (i.e. working drawings, quantity surveying, purchase orders ... etc.) and coordinating with different teams to get these documents issued.
- Checked the quality of the work executed.
- Planned and prepared project paperwork and updated it regularly in liaison with the Project Manager.
- Implemented and solved technical problems that arise.
- Controlled and maintained the safe, smooth progress of construction works.

07.2021 - 11.2022

Technical Office Manager

Core Construction & Finishing

12.2020 - 07.2021

Senior Technical Office Engineer

Al-Kashaf International Design & Engineering - Cairo, Egypt

- Study regulations of municipality of Qatar.
- Finish Fit out and modification work to deal with the municipality.
- Develop fire and life safety drawings.
- Co-ordinate with all other disciplines "structure, HVAC, electrical & plumbing".
- Help all other departments to solve any problem causing a delay to finish their work.

09.2014 - 09.2020

Senior Technical Office Engineer

Saudi Binladen Group - Jeddah, Saudi Arabia

Project: King Abdulaziz International Airport "Development Project"

12.2011 - 08.2014

Technical Office Engineer

Al-Omran Design Group - Cairo, Egypt

- Worked in the Field of Shop Drawing & BOQ

Skills

AutoCAD

Very good

MS Office

Very good

Primavera P6

Read

Education

05.2006 - 05.2011

Bachelor of Engineering, Architecture, Al Shorok Academy - Cairo, Egypt

08.1993 - 08.2005

High School, Modern School Ahmed Esmat - Cairo, Egypt

Personal Details

Date of Birth / Age: 14/07/1989

Nationality: Egyptian

Marital Status: Married

Languages

Arabic

Native

English

Fluent

Hobbies and Interest

Reading, Doing Sports

Certifications and Licenses

PMP & MBA Candidate