

MERNA ODEH

CIVIL ENGINEER

Jordanian | Riyadh, Saudi Arabia | Mernaodeh1995@gmail.com

SUMMARY

Civil Engineering graduate seeking to enhance skills and gain valuable experience in the construction industry. Looking for an entry-level position to develop professionally and contribute to team-based engineering projects. Skilled in AutoCAD and Civil 3D, with a strong ability to collaborate within multidisciplinary teams. Dedicated to continuous growth and achieving optimal results in every project.

EXPERIENCE

Technical Office Engineer , AI – Bassami Group Co.

Aug 2021 – Sep 2023

King Salman Air Base Project, Riyadh

- Calculating excavation, backfilling, and stockpiles quantities using **Civil 3D**.
- Tracking and documenting quantities of work completed on-site.
- Preparing daily reports on the work completed on-site.
- Preparing IR (Inspection Requests).
- Studying and referring to the project specifications to ensure compliance with technical standards

Procurement Engineer, Dar Abaad Contracting Est.

Apr 2021 - Aug 2021

- Preparing **RFQs** (Request for Quotations) to request price quotations from suppliers.
- Preparing purchase orders for required materials.
- Monitoring material quality before and after delivery to ensure compliance with specifications.
- Requesting samples from suppliers based on the required specifications and preparing Material Submittal Forms for approval.
- Negotiating with suppliers to obtain the best prices and terms.
- Ensuring timely delivery of materials with the required quality.
- Coordinating with project teams to ensure material availability on time.

Project Coordinator – Office-Based (Transportation Engineering)

Jun 2019 - Jun 2020

- Organized and tracked incoming emails in a follow-up table, ensuring the progress of works was properly monitored.
- Reviewed and verified invoices to ensure they accurately reflected the completed work and complied with the project's specifications and requirements.
- Used AutoCAD and Civil 3D for quantity take-offs and extracted quantities from engineering designs.
- Reviewed quantities for concrete, steel, and culverts and ensured they matched the engineering plans.
- Managed project schedules and ensured adherence to agreed-upon delivery deadlines.
- Updated and modified technical documents related to the projects.

SKILLS

- AutoCAD
- Civil 3D
- Revit
- MS Office (Word, Excel, PowerPoint)
- Quantity Surveying
- Project Scheduling
- Teamwork
- Hard Work and Dedication
- Communication Skills
- Attention to Detail

EDUCATION

Bachelor degree of Civil Engineering
Mutah University

Sep 2013 - Aug 2018

ADDITIONAL INFORMATION

- **Languages:** Arabic ,English

- **License & Certifications:**

Saudi Council of Engineers membership certificate (SCE), Jordan Engineers Association
membership Certificate (JEA)

Driving License