



TARIQ IBRAHIM AL OTAIBI

Projects Coordinator

D.O.B : 06 February 1978

Nat. : Jordanian

Marital Status:

Married

Phone : +966 55 937 3070

E-Mail : eng.tariqibrahim@gmail.com

EDUCATION : February 2004 **APPLIED SCIENCE UNIVERSITY - Amman-Jordan - Bachelor of Science Degree in Electrical Engineering>**

OBJECTIVE

Experience of around 21 years in Electrical and Lighting Engineering, Project Management, technical. Seeking a challenging and demanding position in well-reputed organization, to match, improve my skills , past and current work experience and knowledge such as a Senior Electrical Engineer, Project Coordinator ,Operation & Maintenance, with strong field and Projects management experience and the ability to manage subcontractors and equipment with the assurance of a safe and quality.

WORK EXPERIENCE

* Oct. 2014 - up to date

German Technical Services Co. - GTS

Current : Projects Coordinator - Management Department.

Duties and Responsibilities:

1. Track project progress and identify potential roadblocks, This involves monitoring deadlines, deliverables, and resource allocation to ensure the project stays on track.
2. Facilitate communication and collaboration among team members, Effective communication is crucial for project success.
3. Coordinate acts as a central point of contact, ensuring that information flows smoothly between team members, stakeholders, and other relevant parties.
4. Organize meetings, facilitate discussions, and resolve conflicts to maintain a productive and collaborative work environment.
5. Maintain project documentation, information, meeting and ensure timely reporting.
6. Responsible for keeping accurate and up-to-date records of project activities, including meeting minutes, progress reports, and other relevant documentation.
7. Responsible for preparing regular reports for stakeholders, summarizing project progress, and highlighting key achievements and challenges with high management.



WORK EXPERIENCE

* March 2020 -Oct. 2024

KMC (KHALEEJI MANAGER COMPANY FOR ENGINEERING PROJECTS)

Current: Lighting Department Position held: Senior Electrical Engineer

Project: Hilton (Riyadh –Olyah)

Duties and Responsibilities:

- Responsible about all the installation of lighting in HILTON



- Prepare the LUX calculation for all the lights and submitted to the consultant for approvals.
- Responsible about Load and Power calculations, Panel board Schedules, Power Riser diagram, Low Current system riser diagrams, Fire alarms, Data/Telephone/Intercoms and MATV system, IPCCTV system, Public Address system, Access Control system, Building Management system (BMS), Earthing and Lightning Protection system.
- Medium Voltage and Low Voltage electrical systems experience.
- prepare Bills of Quantity, Electrical Specifications, Short Circuit calculation, Voltage drop calculation, Transformer and Generator sizing, Dialux lighting software for design layout and lighting calculation.
- Site supervision and checking shop drawings and as-built plans.
- Coordinate with Electrical Contractors and Project Manage

* August 2014 - March 2020

PARSONS (SAPL)

Current: Engineering Department (Lighting Department) Position held: Senior Electrical Engineer

PARSONS

70 YEARS OF EXCELLENCE

Duties and Responsibilities:

Operation and Maintenance & CMS Project Jeddah Municipality Project:

Working with SAPL for O&M Project of Jeddah Municipality for street lighting Maintenance.

* Conduct all the lighting activities to ensure compliance and Make sure that they conform to the specifications and standards.

* Supervising the maintenance and installation of street lighting in all areas of Jeddah.

* Project managing the implementation of technical solutions.

* Troubleshooting engineering and technical faults.

* Conducting site visits and researching technical processes.

* Maintaining strong client relationships.

* Follow up maintenance contractors.

* Follow up on new installations for street lighting fixtures and poles

* December 2013 – August 2014

SOFCON – Al Khobar -Saudi Arabia Current : Engineering Department

Position held : Senior Electrical Consultant Engineer

SOFCON
Your Partner Of Choice In Building The Future

Project: King Abdullah Civic Centre

The project is huge and contains several parts, such as hotels and halls, galleries, museum Marina nautical and the other from the other components.

Main Duties:

1- Study all the electrical submittals from suppliers and Make sure that they conform to the specifications and standards.

2- **Design** of lighting system, Tasks included Infrastructure, Street and decorative Lighting pole & Utility Building Calculations.

3- Coordinating Drawings with other disciplines (Architectural, Civil, Mechanical, and HVAC)

* October 2012 – December 2013

(FEMCO) FAISAL ELECTRO MECHANICAL CO LTD– Al Khobar -Saudi Arabia

Current: Engineering Department Position held: Senior Electrical Engineer

Project: Dammam University Main Duties:

1- Coordination with Consultant for the planning of Electrical Systems, Utilities and machineries.

2- Coordination with Consultant for the tendering and finalization of the contracts for Electrical System.

3- Reviewing and reporting of the project status.

4- Execution of the project engineering involving Installation, commissioning & testing of electrical equipment's such as:

-HT switchgears consist of VCB breakers, PMCC/MCC, HT/LT Motors with HT cable (22kv, 6.6kv) 22/6.9 kV & 6.9/0.433 kV Power/Distribution Transformers.

-UPS, Battery charger, UMPS, VFD with battery bank.

5- Troubleshoots electrical problems to determine their cause and recommends options for eliminating such problems. Includes carrying out tests on equipment.

6- Daily Power monitoring, calculations and reporting at monthly basis.

FEMCO ف.م.ك.و

* March 2004 – September 2012

KARIM SAID AL-AJOU TRADING CORPORATION Part of Said Ahmad Alajou Group Jeddah –
Al Khobar -Saudi Arabia



Current: Engineering Department Manager Western Region Position held: Project Manager (Western Region and Eastern Region) Project 1: Saving Energy for Lighting Pole in : Jeddah, Makah, Madinah and Dammam

The project is a new Italian technology for saving energy called (Minos System) the Minos System is solution to make the management of the public lighting systems really smart by joining quality of service, energy saving, protection of the environment and safety of the citizens. The management of street lighting systems constitutes one of the most important voices in the budget of a municipality. It is possible to achieve savings up to 45% on electricity consumption and all maintenance costs.

Main Duties:

- Developing a timetable and start and end date for each performance component. Include milestones with accompanying timeframes, and monitoring and reporting requirements.
- Monitoring contractor activity on a specified frequency to identify problem areas.
- Meeting with the subcontractor on a regular basis to review progress, discuss problems and consider necessary changes.
- Establishing scope of authority, clear lines of communication and reporting and specific individuals who will interact directly with the contractor.
- Establishing control of correspondence, data and reports.
- Identifying potential problems and solutions.

Project 2: King Abdullah Economic City (Jeddah)

Working as subcontractor for electrical work installations for 350 Villa.

Main Duties:

- 1- Managed the project team including any subcontractors
- 2- Coordination with municipalities to develop a plan for energy saving system installations in lighting poles and Preparing Project Initiation documentation.
- 3- Identifying, costing and processing any contract variations.
- 4- Organizing and facilitating Project Steering / Operating Committees meetings

TRAINING & CERTIFICATES

*** 2014 PARSONS UNIVERSITY ONLINE**

Certificate on CMMS & Walking/Working Surfaces. - Defensive Driving. - SH&E Training Procedure. - SH&E Management System.



*** 05-01-2011 – 03-02-2011 UMPI Electronic in ITALY (Cattolica)**

Training Course on PMP and product marketing



*** 12-03-2006 – 10-05-2006 UMPI Electronic in ITALY (Cattolica)**

Wireless control system, GSM modems, configuration of GSM modems, indoor and outdoor lighting control system.



*** 25/08/2001 – 23/11/2001 Jordan Telecommunications (J.T.C.)**

Electronic cabinets' installation, Transmission: Synchronous, Asynchronous, Switching, Leased Lines, and internet subscriptions.



*** 15/07/2001 – 14/08/2001 Power and Electrical Company in Egypt**

Transformers, Transmission Line for High Voltage, and power systems



SKILLS

- Good knowledge of various CAD program.
- Good knowledge and understanding of construction and issues such as building regulations and planning.
- Commercial awareness.
- Good organisational skills and the ability to manage multiple projects.
- Ability to establish and maintain good working relationships.
- Strong maths and IT skills.
- Good budgeting skills.
- The ability to work both on my own and as part of a team.
- The ability to work to deadlines.
- Good problem-solving skills.
- Excellent communication, presentation and negotiating skills.
- Excellent knowledge of health and safety issues.

OTHER SKILLS

- Oversee on-site project activities to ensure projects are completed on schedule, within budget, and in accordance with engineering design.
- Perform inspection of construction field to ensure conformance with approved designs/plans.
- Coordinate and communicate between contractor, designers and client.
- Obtain approvals and permits for new jobs.
- Approve sub-contractor and vendor invoices.
- Ensure that construction plans meets customer expectations and identify points at which contractual obligations have been met.
- The ability to take corrective actions as needed during execution of projects according to consultant engineer recommendation.
- Oversee the performance of subcontractors, vendors and suppliers
- Prepare site inspection reports documenting the flow and progress of the project.
- The ability to scheduled inspections.
- Coordinate proposed changes in design by consultants while maintaining schedule and budget.
- Estimate projects budgets.
- Manage third party contractors including safety procedure, compliance with environmental design
- Review engineering designs, drawings, blueprints, and other related engineering documents to identify potential