



✉ alaa.assaf@hotmail.com
🏠 Jeddah / Al Azizya
📄 Jordanian
☎ 054 684 9117

Languages

Arabic

English

Skills

Management skills, PMP certified
, Team work

ALAA ASSAF

CIVIL ENGINEER

PMP®, Seeking a career that is challenging and interesting, and allows me to work in the cutting-edge areas of technology; a job that provides opportunities to learn, innovate, and enhance my skills and strengths.

Education

● Bachelor of Civil Engineering

From 2011 to 2016 **Applied Science University** Amman, Jordan

Work experience

● SENIOR CIVIL ENGINEER

Since February 2024 **SA BAYTUR** Makkah, Saudi Arabia
The MASAR Package "B" Buildings Project is approximately 285,025-square-meter,, mixed-use development sited at the threshold between the Masjid Al-Haram (Grand Mosque) and the vast MASAR urban development project in Makkah.

Main Responsibilities:

- Lead the day-to-day on-site operations for the MASAR B Project, ensuring all activities align with project schedules, quality standards, and safety regulations.
- Coordinate with project managers, subcontractors, and site teams to ensure seamless execution of construction and maintenance tasks.
- Supervise and monitor all site activities, including earthworks, foundation construction, structural improvements, and infrastructure enhancements.
- Ensure that all work is carried out according to engineering drawings, project specifications, and relevant codes of practice.
- Conduct regular site inspections, quality audits, and testing to verify compliance with project requirements and identify any potential issues.
- Conduct safety briefings, toolbox talks, and regular safety audits to minimize risks and ensure compliance with occupational health and safety regulations.
- Oversee the procurement, delivery, and storage of materials on-site, ensuring that all resources are available when needed and that materials are handled and stored properly.
- Manage the allocation and utilization of manpower and equipment to optimize productivity and meet project milestones.
- Prepare and submit detailed daily, weekly, and monthly progress reports to project management, highlighting achievements, issues, and any deviations from the project plan.
- Manage inspections and approvals from regulatory authorities, ensuring that all necessary permits and certifications are obtained.
- Liaise with clients and consultants during site visits, addressing their concerns and ensuring that their expectations are met.

Work experience

CIVIL ENGINEER

From July 2021 to February 2024 SA Baytur .

Consolidated Job Experience:

1.(HBRP Project) Engineering, Procurement, Rectification and Rehabilitation of 65 Town Center buildings , King Abdullah University of Science and Technology (KAUST);

2.(CVH Project) Construction Village Housing Expansion Infrastructure work Project, awarded by the REDSEA Global, Umluj, Saudi Arabia

Responsibilities:

- Compiled detailed reports for the Handover Manager to track project progress transparently.
- Created comprehensive Operations & Maintenance Manuals for project systems.
- Coordinated with Quality Control for precise snag list completion, meeting project standards.
- Liaised among technical, procurement, and site teams for smooth client handover.
- Resolved on-site challenges collaboratively and ensured safety protocols.
- Managed key handover processes and addressed post-handover maintenance promptly.

SITE ENGINEER

From March 2017 to June 2021 HUTA GROUP .

Consolidated Job Experience:

1.King Abdul Aziz Airport Project (KAIA) , Jeddah, Saudi Arabia

2.Coastal Village Land Raising (CVLR) , Umloj, Saudi Arabia

Responsibilities:

- Supervised site infrastructure, documenting progress meticulously.
- Coordinated handovers with consultants and initiated new project phases.
- Reviewed Daily, Weekly, and Monthly progress reports for alignment.
- Ensured timely submission of project deliverables per contract terms.
- Conducted inspections with Survey and Quality departments to maintain standards.
- Enforced stringent safety measures for a secure working environment.

SITE ENGINEER

From June 2016 to February 2017

AMATHIA CONSTRUCTION COMPANY Jeddah, Makkah & Al Medina Al Munawara



THIS IS TO CERTIFY THAT

Alaa Assaf

HAS BEEN FORMALLY EVALUATED FOR DEMONSTRATED EXPERIENCE, KNOWLEDGE AND PERFORMANCE IN ACHIEVING AN ORGANIZATIONAL OBJECTIVE THROUGH DEFINING AND OVERSEEING PROJECTS AND RESOURCES AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

Project Management Professional (PMP)[®]

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE

A handwritten signature in black ink, reading 'Jennifer Tharp'.

Jennifer Tharp | Chair, Board of Directors



A handwritten signature in black ink, reading 'Pierre Le Manh'.

Pierre Le Manh | President & CEO

PMP[®] Number: 3695548

PMP[®] Original Grant Date: 25 October 2023

PMP[®] Expiration Date: 25 October 2026

