

Mostafa Talab |Civil Engineer
Lebanese - 17 April,1995
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Riyadh, KSA

PROFILE

As a highly motivated Civil Engineer with seven years of experience, I am dedicated to pursuing opportunities within a professional engineering environment that fosters continuous growth, skill development, and impactful contributions. I thrive in challenging projects where I can apply my expertise in Civil engineering principles. My adeptness in areas such as design, analysis, and project management enable me to deliver exceptional results while adhering to strict quality standards.

PROFESSIONAL EXPERIENCE

- ❖ **Company: Gulf Pioneer Contracting Co.**
 - **Duration: Nov 2024-Present**
 - **Location: Riyadh, Saudi Arabia**
 - **Job title: Civil Estimation-Tendering Engineer**

KEY RESPONSIBILITY:

- Review and analyze tender documents (drawings, BOQs, specifications).
- Prepare technical and commercial bids in accordance with client requirements.
- Conduct site visits to assess project scope, logistics and constructability.
- Coordinate with procurement and vendors for cost inputs and quotations.
- Perform quantity take-offs from drawings and specifications.
- Develop cost estimates based on current market rates, supplier/subcontractor quotes, and historical project data.
- Ensure timely submission of tenders with all required documentation.

- Awarded projects:

- Project Name: WRR Gyrotory Client Nesma & Partners (Infrastructure-excavation of tunnels worth 12M SAR)
- Project Name: Construction and finishing works of Dialysis Hospital Client King Saud Medical City (Construction work worth 59M SAR)

- ❖ **Company: FFI Fathi Fouad Itani Contracting Co.**
 - **Project: Riyadh Mobily Data Center- Tier III**
 - **Duration: May 2023-Oct 2024**
 - **Location: Riyadh, Saudi Arabia**
 - **Job title: Project Civil Engineer**

KEY RESPONSIBILITY:

- Conducted quality assurance checks and inspections to ensure compliance with design and safety standards.
- Prepare and review the method of statement for each activity to ensure that it aligns with project requirements.
- Conduct regular inspections of materials, workmanship, and construction activities to ensure compliance with quality standards and specifications.
- Perform testing and analysis of materials and components to verify their quality and suitability for use in the project.
- Site walks with the assigned engineers / consultants / client to validate the installation as per method statements.
- Provide BOQ reports.
- Review and analyze contract terms and conditions related to contractual obligation, cost and payment provisions, prepare and issue interim valuations and progress claims, and manage variations / change orders.
- Review and confirm all sub-contractor invoices and payment requests and forward to the Project Manager for final approval.
- Identify and calculate all variations, prepare variation reports and claims for management.

❖ **Company: H&K Group**

- **Project: Agri-SERV Offices**
- **Duration: Nov 2022- May 2023**
- **Location: Riyadh, Saudi Arabia**
- **Job title: Fit-out Project Engineer**

KEY RESPONSIBILITY

- coordinate activities, and monitor progress coordinate and supervise all on-site construction activities, including site preparation, demolition, installation of partitions, ceilings, flooring, fixtures and finishes, to ensure compliance with design specifications, quality standards, safety regulations, and to ensure the timely completion of the project according to agreed timelines.
- Manage day-to-day operations on-site, including labor allocation, material delivery, equipment usage, and site logistics, to ensure efficient workflow and timely completion of work.
- Implement quality control measures to ensure that materials, workmanship, and installations meet specified standards, codes, and client requirements, conducting inspections and tests as necessary.
- Monitor and track progress on-site, including work schedules, milestones, and productivity, reporting progress to project management, and addressing any delays or issues that may arise.
- identify and resolve technical issues, design discrepancies, and construction challenges encountered on-site, proposing solutions, and implementing changes as necessary to keep the project on track.
- Shaping the interior similar to the approved 3 D

❖ **Company: DEVELOPMENT KEYS ENGINEERING CONSULTANTS**

- **Project: Renovation of Al Rakah Compound (537-villa, Admin building, Nursery, Clinic, Sewage treatment plant, RO plant & 7 Courts)**
- **Duration: Oct. 2021- Dec. 2022**
- **Location: Al Khobar, Saudi Arabia**
- **Job title: Quantity Surveyor - Site Engineer – Consultant**

KEY RESPONSIBILITY

- Prepare weekly and monthly reports
 - Calculate percentage of executed work for MEP, Civil, Landscape and Finishing works
 - Review and confirm all sub-contractor invoices and payment requests and forward to the Project Management for final approval. Check contractor's invoices to submit to client for approval
 - Inspect civil, finishing works and specs to ensure work is done as per specifications and quality standards
 - Prepare the snag lists for initial and final handing over for project with related inspections
 - Check, evaluate and recommend the validation of contractor's Variation claims
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- **Project: Ministry of Industrial and Mineral Resources Offices**
 - **Duration: Aug.2021-Oct.2021**
 - **Location: Riyadh, Saudi Arabia**
 - **Job title: Site Engineer – Consultant**

KEY RESPONSIBILITY

- Site Mobilization and demolishing of unneeded disciplines
 - Monitoring the installation of partitions (Block, Gyps, Glass), Ceiling, Plastering, paint and many types of internal Cladding.
 - Compute the executed works done by every Sub-contractor
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- ❖ **Company: Private Project**
- **Project: Residential Building**
 - **Duration: Jan. 2019- Dec. 2020**
 - **Location: Jezzine, Lebanon**
 - **Job title: Civil Site Engineer**

KEY RESPONSIBILITY

- Execution of the shop drawing and maintain the method of statement for each activity
- Examined the site and ordered the Necessary Materials
- Checked if the received Materials match with purchase order
- Coordinate and lead the manpower to accomplish work on time and in good quality
- Handled the Financial transactions with suppliers and Sub-contractors

Education

BE in Civil and Environmental Engineer (*ABET Accredited*)

Beirut Arab University

2013 – 2018

Key Skills

- Ability to work individually & in a team
 - Ability to learn new procedures quickly
 - Site Planning and Development
 - AutoCAD
 - Microsoft office
 - Construction Management
 - Team Leadership and Collaboration
 - Problem-solving and Decision-making
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Certificate

- ECDL Certified
 - Member at Saudi Council of Engineers # 1046775
 - Member at the Lebanese Syndicate of Engineers & Architects - # 58813
 - Driving license – Lebanese and Saudi Arabian
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Languages

- English: Full Professional Proficiency
 - Arabic: Native or Bilingual Proficiency
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