

CURRICULUM VITAE

MAHMOUD ARFA ABDELMOTALEB

CIVIL ENGINEER – PROJECT MANAGER.

Graduation year : 2011 – Faculty of engineering – minufiyah university (V.Good grade)



Personal Information:


Nationality : Egyptian.
Date of Birth : 11/01/1990 .
Marital Status : Married.

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Place of Birth : EGYPT.
Current Address: RIYADH - KSA

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Objective: *Seeking a challenging and responsible position in a dynamic environment (multi- national company or firm) to:*

Manage Projects within budget and Scope, set time schedule , attain the required quality, manage communications and procurement . Ensure compliance with the OPA , EEF and Client satisfaction.

Highlights of Experience & Skills:

Project Manager, Construction Engineer and Site Engineer contributing over 14 years of experience in construction of (bridges – roads– water– landscape – padel courts – masonry) projects along with proven track records in managing complex design solutions for major projects in Saudi Arabia (minimum 9 years at managerial level). My experience is in (KSA and EGYPT), and has a good ability to adapt to new locations, cultures and environments.

Company Summary:

EGYPT			KSA											
2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
GRADUATION	ARMED FORCES	DOHA CONSULTING OFFICE	EMAAR TECH CONTRACTING CO.					A'amal Alhayfat Contracting co.					Technical Experts & Engineering Consults	
	CONSULTING		CONTRACTING										CONSULTING	

1. Technical Experts & Engineering Consults (KSA):

Evaluating contracts & buildings

from (01/2024) - Till now

Reviewing and evaluating many projects and contracts at Riyadh region

KHIBRAH PLATFORM



2. A'amal Alnayfat Contracting co. (KSA):



Implementation of many padel courts across KSA.

Project manager from (08/2023– 01/2024)

Implementation of padel courts in mashriqiyah.

Project manager from (06/2023) - (08/2023)

- Consultant : National Housing Company.
- The Project budget : four hundred thousands.
- The project contains (General layout – General excavation & embankment – Padel court installation – Managing building).

Technical office engineer:

From (11/2021 – 06/2023) for the following projects:

- Completion of qualifying and providing safety means for the first secondary in gara and executing of sporting hall (ministry of education).
- Removing and executing the fence of Holy Quran complex – girls in uwaiqilah (ministry of education).
- Supplying of lighting poles for the municipalities of turbah (municipalities of turbah).
- Maintenance of general gardens and parks wc in the municipalities of turbah (municipalities of turbah).
- Works of cars shading in laqaiet center at sakaka department (central technical affairs).
- supplying of electrical and plumping parts for civil defense in arar city (central technical affairs).
- supplying of plumping parts for civil defense in northern borders area (central technical affairs).
- Supplying of containers , drums and cleanness bags for the municipalities of turbah (municipalities of turbah).

Implementation of commercial markets (khorma – taif- Makkah Province).

Project manager from (11/2020) - (11/2021)

- Consultant : khorma municipalities .
- The Project Budget : 1.75 million Saudi riyals.
- The project Contains: markets executing – landscape – sky lighting.

Executing of protection of the transmission line from high pressure by implementation of storage tank 1000 m3 in gharief center (taif- Makkah Province).

Project manager from (9/2019) - (11/2020)

- Consultant : ittihad al masharie for consulting – al fawzan consulting - NHC .
- The Project Budget : 3.0 million Saudi riyals.
- The project Contains : storage tank – pipes – valves – chambers – landscape – managing building.

3. EMAAR TECH CONTRACTING CO. (KSA)



completing the road of zahwa / nuejan / al-idayiah at northern borders area).

Project manager from (11/2014) - (09/2019)

- Consultant : Al amro group – Labinat consulting group.
- The Project budget : 24 millions .
- The project Contains: clover leaf Interchange – secondary road & ramps – post tensioned girders – RCBC – Earth works – asphaltting – jersey barrier – slope protection – paints – signs – detour – safety means).

Agricultural roads in Riyadh Group 39.

Technical office engineer from (08/2014) - (11/2014)

- Consultant : Saudi tech Consultancy Company .
- The Project Budget : 15 million Saudi riyals.
- The project Contains: 15 km of road lengths includes (Construction roads , concrete box culvert , safety means)

Agricultural roads in Qassim Group 7.

Roads site engineer from (01/2014) - (08/2014)

- Consultant : Saudi tech Consultancy Company .
- The Project Budget : 7.5 million Saudi riyals.
- The project Contains: 13 km of road lengths includes (Construction roads , concrete box culvert , safety means)

Construction of yards in uwaiqilaq (phase 3).

Project manager from (02/2015) - (10/2015)

- Consultant : Shams Consultancy Office .
- The Project Budget : 1 million Saudi riyal.
- The project Contains: Yards includes (Landscape – Courts of (football – basketball – volleyball)

- *From (06/2011 – 12/2013). Egypt*

Construction of buildings – compounds – Roads.

Work Experience:

My Duties and Responsibilities:

- Execute the work at site as per approved Drawings, Method of Statement etc.
- Follow Project Schedule and program of works. Arrange resources.
- Incorporate Change Requests in to the construction program.
- Report discrepancies if identified during construction and follow up for solutions consultation & coordination with consultant & client regarding progress & quality of work.
- Coordination with subcontractors/Suppliers regarding Quality. Safety & Progress.
- Understand and meet Quality & EHS requirements for construction.
- Execute work as per the Construction program. Make arrangements to meet construction schedule, if any deviations occurred.
- Conduct authority inspections as required.
- Conduct material – asphalt – concrete – earthwork testing as required.
- Ensure construction materials on time – placement of order and follow up for delivery.
- Co-ordination with Project Manager, Technical Manager & Site Engineers.
- Controlling of cost and quality of the work.
- Ensure / conduct inspection of works as per approved drawing.
- Follow labor allocation, productivity of workers etc.
- Ensure safety & welfare of the workforce.
- Assist and coordinate the selection of the key staff required to fill both Technical and executive posts and establishing the organization structure of the project.
- Produce detailed overall Staff / labor requirements for the projects under my control.
- Coordinate with planning department to create manpower histogram, activities schedule, and program of work.
- Assist with the project management to prepare project management plan which shall be used as road map to execute the project.
- Manages day-to-day operational aspects of a project and scope.
- Ensure that the client is properly billed and those payments are received in a timely manner for the project.
- Monitor, identify, and analyze all project costs with a view of facilitating the completion of the projects at minimum cost and within budget limit.
- Monitor Material Procurement activities for the project under my control and ensure that all materials are submitted, approved, ordered and delivered in accordance with project time schedule.
- Evaluating contracts & buildings
- Hold regular meetings with the client and manage effectively.
- Ensure proper flow of information between all project team.
- Reviews deliverables prepared by team before passing to client.
- Ensures project documents are complete, current, and stored appropriately.
- Engage with department managers to prepare monthly project manager report in line with company policies.
- Complete and handover the works as per the project requirements.
- Manage projects closing out and handing over.

Responsibilities:

- Contracts reviewing.
- Supervision of survey works.
- Earthworks including trench excavation and backfill, compacting and leveling of earth using dump level.
- Blinding concrete works.
- Shuttering works for concrete elements.
- Preparing bar bend schedules for all steel works.
- Steel fixing works.
- Concrete pouring works including essential curing works.
- Masonry works inside & outside.
- Plastering works inside & outside the building.
- Evaluating contracts & buildings.

Skills & capabilities:

- Experienced project manager
- Experienced in cost & contracts evaluation.
- A natural leader who has respect for people and the ability to bring the best out of them.
- Ability to influence by sharing power and relying on interpersonal skills to get others to cooperate toward common goals.
- Proactive & I Have vision.
- Team building capability.
- Decision Making capability
- Communication Skills.
- Negotiation skills.
- Hard Working.
- Time Management.
- Leadership & Responsible.
- Confident for Making own Decisions.
- Good Research, Analytical and Problem Solving Skills.
- Work Well Under Pressure and Keep to Tight Deadlines.

Summary of Qualifications:

- B.SC in Civil Engineering.
- University : Menoufiya University
- Graduation degree : Very good.
- Graduation year : 2011
- Project degree : Excellent

Computer Programs:

- M.S PROJECT – AUTOCAD 2D – Sap2000 – CIVIL 3D – AUTOCAD 3D
- Excel – Word – Power point.
- Internet – windows.

STAKEHOLDERS

وزارة النقل والخدمات اللوجستية
Ministry of Transport and Logistic Services



اعتماد
Etimad



منصة
خبرة
Khibrah Platform



وزارة الشؤون البلدية
والقروية والإسكان
Ministry of Municipal Rural Affairs & Housing



Languages:

- Arabic : Mother Tongue.
- English : good (Reading / Writing / Speaking).

Finally:

I'm seeking for a challenging Job, as you can see from my enclosed Resume. My resume is attached for your consideration.

- Further informations, Original Certificates, Approvals, and All Documents are available upon request.
- I can be contacted all the time at: +966581870018