

Ammar Abdo Muhammad Qasem

Coordinator / Supervisor

✉ ameer244@hotmail.com

☎ 0538466370

📍 AL-DAMAM, ALKHOBAR

🚗 Available

📱 Available



Experienced **site coordinator** with a proven ability to effectively manage construction projects and ensure smooth operations on-site. Skilled in coordinating with various stakeholders, including contractors, subcontractors, and project managers, to oversee project progress and meet deadlines. Proficient in **implementing safety** protocols and ensuring compliance with regulatory standards. Strong organizational and **problem-solving** skills, with a dedication to delivering high-quality results in a fast-paced environment.

📁 Professional Experience

📅 02/2023 – present TABUK, Saudi Arabia



Site Coordinator, JACRIJK - ALRUSHAID

1. Project Coordination: Coordinate with project managers and stakeholders to ensure smooth execution of civil works projects within **NEOM**.
2. On-Site Management: Oversee day-to-day activities on construction sites, ensuring adherence to project schedules, quality standards, and safety protocols.
3. Resource Allocation: Manage resources effectively, including labor, materials, and equipment, to optimize productivity and minimize downtime.
4. Communication: Serve as a liaison between different teams, including engineering, procurement, and construction, to facilitate efficient communication and resolve issues promptly.
5. Quality Assurance: Implement quality control measures to ensure that civil works meet **NEOM's** standards and specifications.
6. Risk Management: Identify potential risks and develop mitigation strategies to minimize disruptions and delays in project timelines.
7. Documentation: Maintain accurate records of project progress, inspections, and incidents, ensuring compliance with regulatory requirements and **NEOM's** internal policies.

8. Team Leadership: Provide leadership and guidance to site staff and subcontractors, fostering a culture of safety, collaboration, and excellence.

HR Coordinator, JACRIJK - ALRUSHAID

03/2022 – 02/2023
TABUK, Saudi Arabia

Recruitment and Staffing: Collaborate with HR team to recruit qualified candidates for various positions required for the project, ensuring compliance with NEOM's hiring policies and procedures.

Onboarding and Orientation: Facilitate the onboarding process for new hires, including orientation sessions to familiarize them with NEOM's culture, policies, and safety regulations.

Employee Relations: Serve as a point of contact for employees regarding HR-related inquiries, concerns, and grievances, providing support and guidance as needed.

Training and Development: Coordinate training programs and workshops to enhance the skills and knowledge of employees, aligning with NEOM's strategic objectives and project requirements.

Performance Management: Assist in the implementation of performance management systems, including goal setting, performance evaluations, and feedback mechanisms to drive employee engagement and productivity.

Compliance and Legal Requirements: Ensure compliance with labor laws, regulations, and NEOM's policies related to employment, health, safety, and environmental standards.

Records Management: Maintain accurate and up-to-date HR records, including employee files, attendance records, and training documentation, in accordance with NEOM's data privacy and security protocols.

Employee Welfare: Promote employee welfare initiatives and programs to enhance employee satisfaction, well-being, and work-life balance within the project site.

Real State Marketer, ABDULLAH ALOTAIBI

04/2020 – 03/2022
ALDAMAM,
ALSHARQIA , KSA

Dynamic and results-oriented real estate marketer with a proven track record of success in marketing residential and commercial properties. Skilled in creating targeted marketing campaigns to attract potential buyers or tenants. Proficient in utilizing various marketing channels, including online platforms, social media, and print media, to effectively showcase properties and generate leads. Experienced in conducting market research to identify trends and opportunities, negotiate contracts, and provide excellent customer service to clients throughout the buying or renting process. Dedicated to achieving sales targets and exceeding client expectations in a competitive real estate market.

Maintenance Supervisor, LOLOAT ALSHARQ

01/2019 – 04/2020
ALDAMAM,
Saudi Arabia

Team Management: Lead and guide the maintenance team to ensure efficient and timely execution of tasks, including task delegation and priority setting.

Preventive Maintenance Organize and implement preventive maintenance schedules for buildings and equipment to maintain property quality and safety.

Repairs and Maintenance: Monitor and address faults and issues in buildings, ensuring the safety and functionality of facilities and equipment.

Resource Management: Organize and manage the materials and equipment needed for maintenance operations, including contracting with suppliers and inventory management.

Quality Control: Monitor the quality of maintenance work and ensure compliance with necessary safety and quality standards.

Documentation: * Maintain accurate records of maintenance activities, including work orders, repairs, and inspections, to track progress and compliance.

Real State Marketer, DALEL ALMSAKN

02/2015 – 01/2019
ALDAMAM,
Saudi Arabia

 **Skills**

Digital Marketing ● ● ● ● ●
Data Analysis ● ● ● ● ●
Graphic Design ● ● ● ● ●
Excel , Word Software

 **Languages**

Arabic ● ● ● ● ●
English ● ● ● ● ●