

BASHAR OKLA

Operations and Follow-up Supervisor

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Riyadh, Saudi Arabia

With over a decade of professional project management experience, I have a proven track record of success. My expertise in stakeholder engagement, compliance, and budget management, along with my commitment to achieving results, aligns with our mission to drive growth.

Work Experience

Operations Officer

Apr 2021 - Present

Saudi Schneider Elevators | RIYADH

Passenger Elevator and Escalator Supplier

Responsible for approving contract terms with new customers (supply and installation terms - payment terms)

Following up with shipping companies and customs clearance

Supervising product installation processes and following up with the customer and the consulting office

Preparing weekly and monthly reports on work plans and deadlines

Site Engineer

Mar 2019 - Mar 2021

Monasib Trading and Contracting Company | RIYADH

Supervising and monitoring a team of more than 19 workers across three different work sites.

Supervising and monitoring four contractors.

Work includes:

Removing old asphalt from roads, preparing new asphalt, and delivering it to the consulting office.

Removing blocks and sidewalk stones and installing new ones.

Bridge maintenance, including painting, lighting, marking, and signage.

Coordinating the work of mobile equipment.

Ensuring compliance with safety and security requirements.

Preparing reports and plans necessary for the implementation of previous work.

Site Engineer

Feb 2017 - Mar 2019

Gaty Contracting Co. | RIYADH

Infrastructure works for the Salbukh Air Base project in Riyadh.

Excavation works - Surveying works - Installation works - Testing works - Final handover works

Preparing daily work plans and weekly and monthly targets.

Supervising contractors' work on the project.

Coordinating with the main contractor.

Submitting daily reports to the main contractor and the consulting office.

Monitoring occupational safety requirements for workers on site.

Receiving work results, preparing monthly invoices, and sending them to the main contractor.

QA/QC Site Engineer

Feb 2014 - Feb 2017

GWAEM Precast Concrete | RIYADH - ABHA

Precast concrete supplier

Precast Concrete Supplier

Quality control of concrete pouring and manufacturing plans, assisted by a team of 13 supervisors.

Monitoring the installation of structural units.
Adherence to specified installation and delivery schedules.

Site Engineer |

Bayan Al Shimal Contracting Co. | Makkah

Mar 2011 - Mar 2014

Foundation and support works
Supervising a team of 17 employees
Preparing a work plan for the large excavation equipment and machinery team
Coordinating with the Survey Office to ensure adherence to project plans
Coordinating with concrete and steel suppliers
Coordinating with the Security and Safety Office to maintain the safety of adjacent sites
Regular meetings with the main contractor and the consulting office

Education

University of Aleppo

Bachelor of Science in Applied Geology Syria

Sep 2004 - Aug 2009

Languages

English