

# MOHAMED TAREK DAWOOD

## PROJECT COORDINATOR

Saudi Arabia, Riyadh | +966510400319

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### OBJECTIVE

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Detail-oriented and organized **Project Coordinator** with 5 years of experience in planning, executing, and finalizing projects within strict deadlines and budget constraints. Skilled in coordinating cross-functional teams, managing documentation, tracking progress, and ensuring compliance with client requirements and company standards. Proven ability to maintain clear communication and strong relationships with stakeholders.

### SKILLS AND ABILITIES

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- Oversee Administrative Tasks for Ongoing Projects
- Project Planning and Scheduling
- Prepare Financial and Technical Proposals for Tenders
- Team Coordination
- Procurement & Vendor Follow-up
- Reporting & Documentation
- Survey Engineering
- Project Management
- MS Office (Excel, Word, PowerPoint)
- Oracle Primavera P6 Professional
- Civil 3D
- Road Site Work
- Landscape Site Work
- Strong Communication & Problem-Solving

### EDUCATION

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**Bachelor's Degree in Geography– Faculty of Arts, Damanhur University**

**May 2020**

Grade / V. Good

### LANGUAGES

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**Arabic**

**English**

## EXPERIENCE

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❖ **Tahalof Alkhair Contracting Company “TAC GROUP” (Saudi Arabia)** **Aug 2022: Present**

### Project Coordinator

#### ➤ **Projects:**

1. *Landscape Rehabilitation Project in Shuayb Ghazwanah (Riyad)*
2. *Improvement and Rehabilitation of the Natural Landscape in Wadi Umm Al-Qasr (Riyad)*
3. *Construction of an Underpass and a Bypass Bridge on Dirab Road (Riyad)*
4. *Construction of Scattered Parks in North Al-Aqiq (Madinah)*
5. *King Abdulaziz Road Rehabilitation and Development Works (Madinah)*

#### ➤ **Responsibilities**

- Managed 3 projects involving excavation, backfilling, grading, landscaping, and infrastructure
- Coordinated day-to-day operations for infrastructure and civil works projects.
- Responsible for execution, quantity take-offs, payment certificates, and technical aspects as a subcontractor.
- Responsible for excavation, backfilling, grading, landscaping, and infrastructure works.
- Handled pricing, planning, quantity take-offs, payment certificates, and vendor management.
- Monitored progress against schedules and ensured timely delivery of project milestones.
- Prepared daily, weekly, and monthly progress reports for management and clients.
- Handled correspondence with consultants and client representatives.
- Supported procurement team in tracking material delivery and subcontractor performance.
- Ensured compliance with safety regulations and quality standards on site.

❖ **Petroleum Services and Technical Consultancy Company “PETROJET” (Egypt)** **Sep 2020: Aug 2022**

### Quantity Surveyor

#### ➤ **Projects:**

1. Natural Gas Transmission Pipeline Project between Al-Amiriya and Al-Alamein, with a length of 136 km
2. Natural Gas Transmission Pipeline Project between the Petrochemicals Company and the Presidential Palace, with a length of 120 km

#### ➤ **Responsibilities**

- Preparing an accurate list of materials and equipment required for each phase of the project.
- Preparing financial claims for subcontractors and suppliers according to project progress.
- Implementing all excavation work, whether horizontal or tunnel excavation, at the specified locations.
- Carrying out civil works related to trench excavation for pipe installation and backfilling afterward.
- Monitoring the project's progress and comparing it to the schedule to ensure deadlines are met.
- Coordinated day-to-day operations for infrastructure and civil works projects.
- Responsible for execution, quantity take-offs, payment certificates, and technical aspects as a subcontractor.
- Monitored progress against schedules and ensured timely delivery of project milestones.
- Prepared daily, weekly, and monthly progress reports for management and clients.
- Handled correspondence with consultants and client representatives.
- Supported procurement team in tracking material delivery and subcontractor performance.

## HOBBIES

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Traveling

Reading

Shopping