

MOHAMED OMAR ABD-ELHAKIM MOHAMED (TECHNICAL OFFICE MANAGER)

Riyadh–Saudi, Arabia | [0507186065](tel:0507186065) | m.omaromar777@gmail.com



- Civil Engineer with +18 year of experience in **Structural Engineering** and **Technical Office Work** seeking a challenging opportunity with a reputable company where my skills, experience and academic background can be implemented, utilized and professionally developed and take this establishment to an advanced level during my position.

Experience

- **SITE TECHNICAL OFFICE MANAGER | ATTABY CONSTRUCTION COMPANY | SEP 2024 – JUN 2025**
Project : Mountain View Extension 1.1 Project in 5th Settlement New Cairo, Egypt with AEC Moharram Bakhoum Consultant.
- **SITE TECHNICAL OFFICE MANAGER | SOURCE MACHINERY COMPANY | SEP 2023 – AUG 2024**
Project : KAFD Project in Al Riyadh, Saudi Arabia with Parsons Consultant & SaudConsult in addition to follow up Trojena Roads Project.
- **TECHNICAL OFFICE MANAGER AT HEAD OFFICE | GIZA MISR COMPANY | SEP 2021 – AUG 2023**
Project : Substation S/S & OHTL & Residential Buildings.
- **SITE TECHNICAL OFFICE MANAGER | GIZA MISR COMPANY | JUN 2019 – AUG 2021**
Project : Zagazig Substation 500/220/66/11KV.
- **TECHNICAL OFFICE ENGINEER | NASR GENERAL CONTRACTING COMPANY | JAN 2017 – MAY 2019**
Project : Belbas Interchange Bridges with Moharram Bakhoum Consultant.
- **TECHNICAL OFFICE ENGINEER | NASR GENERAL CONTRACTING COMPANY | MAY 2015 – DEC 2016**
Project : Road Elfarg Corridor Bridges (Elremal&]Elmansoria).
- **TECHNICAL OFFICE ENGINEER | NASR GENERAL CONTRACTING | MAY 2013 – APR 2015**
Project : Elkawamel Bridges with Moharram Bakhoum Consultant.

- **SITE ENGINEER | NASR GENERAL CONTRACTING COMPANY | JUN 2010 – APR 2013**
Project : Imbaba airport Housing Project(the project consists of 187 buildings that consist of (basement floor&ground floor&four floors with flat slabs).
- **WORKING AS SURVEY ENGINEER | MILITARY SURVEY DEPARTMENT | OCT 2007 – APR 2010**

Skills & Abilities

SITE

- I took responsibility for the construction, finishing and restoration, considering the factors of quality and time.
- Finding rapid solutions to any sudden problem that may arise on the site, without prejudice to any of the other points.
- Make work inception requests to consultant and snag list considering doing all the notice mentioned by him.

TECHNECAL OFFICE

- Make and Review all QUANTITY SURVEY for all items.
- Make and Review all SHOPDRAWING for RFT and all items according to the approved Timeschedule
- Make and Review all Weekly and Monthly Site Needs & PRS and PRS LOG according to the approved Timeschedule
- Make and Review all Invoices for Clients and Subcontractors
- Make and Review all Documents Related to Technical Office such as RFI, CLAIMS, LETTERS, VO and all logs
- Matching Cash In and Cash Out
- Coordination with Technical Office Team and other Departments such as Procurement, Cost Control, Planning, Financial and Project Management
- Make and review all BOQs.
- Make and review Price Analysis for all Items.
- Make and review all Surveying Data
- Follow up Document Control.
- Excellent user of Auto Cad (2D).
- Excellent user of ASD.
- Good user for sap.
- Excellent User Auto Cad Civil 3D & Google Earth.
- Very Good user Revit (Structural)
- Good user for using Sokkia total station. (set 310-power set-set3x) &Topcon GTS.712.

Training and courses:

- Diploma in PMP® Preparation Course (35 Hours).

Education

- B.S in civil engineering with **Very Good grade (2003 – 2007)**
- Faculty of engineering **El shourok Academy** , Egypt

Graduation Project

- **Reinforced Concrete Project with Good grade.**

Language

- **Arabic: Native language & English: Very good.**

Personal Info

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