

ADNAN AHMED QAMHAN

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Career Objective

Experienced Civil Engineer specializing in building construction, covering technical, execution, coordination, follow-up, and contractual aspects. Also experienced in infrastructure, water, and road projects with a focus on contractual coordination and follow-up with relevant authorities. Seeking to apply this diverse expertise in a professional work environment that values excellence and efficiency.

Core Competencies

- Quantity Surveying & Estimation
- Contracts & Claims Management
- Interim & Final Payment Certificates (IPCs)
- Subcontractor Billing & Coordination
- Time Extension & Variation Claims
- Cost Control & BOQ Analysis
- Project Handover & Documentation
- Technical Office & Site Coordination
- Stakeholder Communication
- Drawing Review (Shop & As-Built)

Professional Experience

Follow-Up & Coordination Manager

2021 – 2025 | Head Office – Riyadh

- Coordinated with Clients and Consultants to resolve obstacles related to preliminary and final project handovers.
- Followed up with internal departments such as Procurement and Finance to ensure timely execution of project requirements.
- Provided technical support to the Legal Affairs Department in litigation related to projects and subcontractors, including attending sessions with engineering expert panels.
- Prepared and reviewed time extension requests for eligible projects in accordance with the Government Tenders and Procurement Regulations.

- Studied and submitted claims for the recovery of penalties and supervision fees for projects entitled to reimbursement based on approved extensions.

Contracts Engineer

2023 – 2025 | Head Office – Riyadh

- Senior Officer – Subcontractor Contract Preparation and Review: Drafted, reviewed, and coordinated subcontractor agreements in alignment with project scope, budget, and company policies.
- Contractual Correspondence and Compliance: Prepared and reviewed official correspondence with the Client and Consultant at all levels, ensuring alignment with the main contract terms and full compliance with the Government Tenders and Procurement Law.

Technical Section Head, Purchasing Department

2018 – 2021 | Head Office – Riyadh

- Supervised the preparation of material procurement lists based on the contractual BOQ, with a focus on identifying critical items with long lead times.
- Compared technical specifications and prices of requested materials against approved specs and budgetary estimates, providing technical support to ensure quality within budget.
- Developed a list of newly introduced or modified items whose specifications changed according to approved drawings and exceeded the allocated budget.

Head of Quantities & Payment Certificates Department

2015 – 2018 | Head Office – Riyadh

- Supervised the preparation of revised BOQ schedules (additions and omissions), ensuring compliance with approved drawings and specifications.
- Oversaw the preparation of newly introduced items beyond the original BOQ, verifying alignment with approved drawings and technical standards.
- Managed the review process for subcontractor payment certificates, main contractor IPCs, and compensation claims.

Sr. Quantity Surveyor / Estimator

2012 – 2015 | Head Office – Riyadh

- Prepared detailed quantity take-offs for civil and architectural works based on Tender Drawings and BOQ.
- Calculated quantities for civil and architectural items based on approved Shop Drawings.

- Developed structural Shop Drawings and As-Built Drawings for building and site development projects.
- Contributed to the Estimation Department team in pricing government tenders for civil and architectural works.

Site Manager + Technical Office Manager (Vocational Training Institute Project, Qassim)

2009 – 2012 | Qassim

- Managed execution of civil and architectural works on site in accordance with approved drawings and specifications, and ensured successful handover to the consultant.
- Prepared revised BOQ schedules and newly introduced items; obtained consultant and client approval.
- Prepared and finalized the project's final quantity take-off and payment certificate, including approvals from consultant and client.
- Prepared compensation claims and coordinated their approval with the consultant and client.
- Supervised the preparation of As-Built drawings based on actual site implementation and secured consultant approval.

Procurement Engineer

2007 – 2009 | Riyadh (MASCO + Al Dahayan Trading Company)

- Extracted and priced project items from BOQs based on technical specifications and approved drawings.
- Prepared comparative price analysis tables, highlighting delivery times, execution schedules, and payment terms.

Site Engineer

2005 – 2006 | Sana'a Co. for Engineering & Contracting – Yemen

- Prepared sewage network layouts and manhole plans using AutoCAD and Total Station.
- Measured and calculated executed quantities for monthly billing.
- Produced As-Built drawings and obtained final consultant approval.

Key Projects & Clients

- Ministry of Municipal Rural Affairs & Housing: Dawadmi Housing Project – SAR 629M
- Islamic University of Madinah: Infrastructure Projects – SAR 356M
- Zakat, Tax and Customs Authority: Jadidat Arar Port Project – SAR 259M
- Unaizah University: Housing & Site Works – SAR 305M
- TVTC: Vocational Industrial Institute in Al-Rass – SAR 38M

Education & Certifications

Civil Engineering, Sana'a University, 2005

Saudi Council of Engineers

PMP Project Management, Maaref Academy, 2015

Languages

Arabic: Native

English: Working Proficiency

References

Available upon request.