

MOHAMMED ELDISOUGY

Engineer, Supervisor

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Riyadh, Saudi Arabia

SUMMARY

I possess effective decision making skills coupled with high intelligence, work ethics, dependability to execute and I lead with quiet confidence, unshakable discipline, and responsibility.

I'm confident in my ability to bring a unique and valuable perspective to any work and team.

My unwavering commitment extends beyond personal success. I am purpose-driven to make the future a better place for the entire organisation, and I have the ability to lead, strategize, and execute with precision in alignment with the demands of executive roles. I recognise the importance of adaptability and resilience in today's ever-evolving business landscape, and I am dedicating myself to navigating these changes while maintaining a clear focus on my objectives.

I assumed the role of head junior engineers at Designtek Consultancy and I had successfully contributed in setting up multiple to diversify Designtek consultancy operations into Administrative works, Supervising, Executive Assistance, Administration, Engineering, and Consultancy by 100%.

I have strong operations professional, motivated, adaptable, responsible, energetic, Reliable and energetic majors with a passion for development and innovations, and I have an approach for work and development.

I am always dedicated and integrated with administrative solutions with the proven ability to effectively direct a team.

Skillful in supervising, problem solving, strategic decision-making, teamwork, and also I can work as an Administrative Assistant, Executive Assistant, Document Controller, Administrative, Data Entry, Assistant, and Civilian Engineer.

EXPERIENCE

Title

Riyadh, Saudi Arabia

M.A Aldossary Company

06/2025 - Present

- I Would like to clarify that I hold a valid work residency -Iqama- in Saudi Arabia which is fully transferable. Please note that my current job title on the residency is different from the position I am actually seeking and qualified for. I am ready, willing, and genuinely eager to transfer my sponsorship immediately to align my official status with the new role; either it's an administrative role, engineering role, or supervisory role.
Thank you for your kind understanding and consideration.

General engineer

Doha, Qatar

New Star Co. Ltd

12/2023 - 12/2024

- Oversaw documentation processes, including preparation, review, and filing of official and non-official documents, improving retrieval time by 50%.
- Rolled out a digital DMS that lifted on-time RFIs, submittals & change-order submissions to 95% and cut approval delays 35%.

Supervisor

KRT, SDN

Designtek Consultancy Co. Ltd

05/2022 - 05/2023

- Acted as senior assistant supervisor, ensuring site work met contractual obligations by 100%.
- Directed daily site activities, including the construction of high-rise residential buildings, ensuring adherence to quality standards, project specifications, and safety protocols by 95%.
- Upheld safety awareness and ensured task completion to the highest standards by 80%.
- Managed revision of project management procedures to improve team productivity by 100%.
- Performed quantity takeoffs and assisted with material requisitions by 50%.
- Maintained meticulous records of QA/QC activities and generated comprehensive reports as needed by 90%.
- Supervised the site and location works, the finishing works, and Construction works by 100%.
- Maintaining the highest level of safety awareness and ensuring all tasks are completed to the highest safety standards by 100%.
- Monitoring work activities and adherence with work schedule and compliance with drawings, and specifications and codes through regular inspections to ensure quality by 100%.
- Revision of project management procedures.
- Aided in the preparation of material requisitions, ensuring timely and accurate submission of engineering data to suppliers and stakeholders by 100%.
- Generated and maintained meticulous records of activities, including progress reports and inspections, for management review by 85%.
- Led the supervision of construction and finishing works, ensuring all tasks were completed per project specifications by 75%.
- Collaborated with project teams to promptly address quality-related issues and offer technical expertise.
- Ensure that all work materials and equipment meet the requisite quality standards and certifications by 100%.

Executive Supervisor

Bahri, SDN

Glasia Contracts Co. Ltd

12/2022 - 05/2023

- Freelancer supervisor for two Sites and I worked as a supervisor engineer.
- Coordinated with cross-functional teams, ensuring the smooth flow of operations and resolving any project-related challenges efficiently.
- Managed two residential sites (25+ workers), boosting on-schedule completion 20% and cutting coordination lags 25%.

EXPERIENCE

Supervisor engineer

Elfaisal Real Estate Co. Ltd

Bahri, SDN

06/2021 - 02/2022

- Supported with the preparation of field material requisitions and accelerating delivery by 15%.
- Monitored and enforced strict safety measures to minimize workplace hazards by 75%.
- Conducted site visits for daily reports of work and subcontractor activities.
- Contacted suppliers for timely submission of engineering data and accelerating by 35%.
- Reviewed material requisitions from a Supplier Quality perspective.
- Conducted regular on-site inspections and audits for compliance by 90%.
- Knowledge of all the civil engineering works about the supervising roles.
- Promoted a safe working environment for all personnel by 85%.
- Verified compliance with established quality standards and project specifications by 100%.

EDUCATION

B.Sc. "Honours" In Civil Engineering

University of Science & Technology

2016 - 2021

CERTIFICATIONS

Risk Management

The Open University

Management Principles

Saylor Academy

Leadership And Followership

The Open University

Six Sigma Certification SSBY™

Global Accreditation Body for Six Sigma Certifications

Scrum Certification SFC™

SCRUMstudy

SKILLS

Creative Thinking, Problem Solving, Work Ethics, Supervising, Teamwork, Time Management, Planning Strategically, Administrative Assistance, Executive Assistance, Computer Applications, Attention To Details, Decision Making, Positive Thinking, Critical Thinking, Negotiation Skills, Flexibility, Adaptability, Self Motivation, Cross-Functional Team Collaboration, Risk Assessment, Conflict Resolution, Positive Attitude, IT Supporting & Troubleshooting, Project Scheduling, Facilities Management, Multidisciplinary Collaboration, Quality Assurance, Document Controlling, Reports Preparation, Client Handover, Stakeholder Communication, Quantity Surveying, Analytic Skills

LANGUAGES

English (Fluent)

Arabic (Fluent)