

MUSTAFA ALAMELDIN

Technical Office Manager

Contact Information

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Residency Status : Transferable Iqama (Saudi Arabia)

Professional Summary

PMP® Certified Technical Office Manager

Architect with 16+ years of experience, including 8 years as a **Technical Office Manager**, leading multi-disciplinary teams of professionals (Technical office engineers ,BIM, QS, planning, cost control, and document control staff) on large-scale projects across Egypt and Saudi Arabia ensuring timely, high-quality, and compliant deliverables .

Core Competencies

Technical Office Management – applying best practices across planning, monitoring, and closing phases; leading multi-disciplinary teams to deliver timely, high-quality outputs while enhancing project communication, information flow, and stakeholder management throughout the project lifecycle.

BIM & Digital Delivery – experienced in implementing BIM-based workflows to deliver various types of submittals and reports within Common Data Environment (CDE) platforms, enhancing project submittals, deliverables, data analysis, information workflows, collaboration among project stakeholders.

Leadership & Team Building – strong leadership skills to drive technical office teams toward success while fostering collaboration, accountability, and continuous team improvement.

Project Management – with a solid foundation in predictive, agile, and hybrid project management methodologies, I excelled in practising different aspects of project management processes in projects including scope, schedule, resources, cost, communication, stakeholder and Integration management processes.

Software & Languages – proficiency in AutoCAD, Revit, Navisworks, Primavera P6, 3ds Max, Adobe Photoshop & Microsoft Office with trilingual fluency in Arabic, English, and Turkish languages.

Education

May 2008

Bachelor of Architectural Engineering
Faculty of Engineering, Al-Azhar University, Cairo, Egypt

Professional Experience

May 2018 - Aug 2024

Technical Office Manager

**GIECO Gharably Integrated Engineering Company (Main Contractor),
Alexandria, Egypt**

Key Projects :

Tahya Misr multi-purpose Terminal TMT, Alexandria seaport.

March 2020 – August 2024

Owner : Ministry of Transportation

Project Value : 5.50 Billion EGP

International Subcontractors:

National Dredging & Marine Company NMDC (United Arab Emirates)

Menard-Freyssinet for soil improvement (France)

Bauer Group for deep Foundation (Germany)

Restoration & Modernization of Graeco-Roman Museum GRM in Alexandria.

May 2018 – March 2020

Owner : Ministry of Antiquities.

Project Value : 50 Million EGP.

Key Achievements (in both projects)

- Led and managed multidisciplinary Technical Office teams of 10+ professionals (Engineers, BIM & Coordination specialists, Quantity Surveyors, Planning & Cost Control Engineers, and Document Control staff), ensuring timely, high-quality outputs across projects phases.
- Reviewed and analyzed contract documents (tender drawings, BOQ, specifications, contracts, etc.), identifying discrepancies and gaps, and addressed them through structured RFI processes to seek clarifications, resolve conflicts, and ensure alignment of design and execution.
- Served as the key interface among different stakeholders parties including PMO, consultants, owners, international and local subcontractors, vendors, site execution, HSE and QC teams.
- Coordinated and managed the technical interface among international and local subcontractors across multidisciplinary works—including marine, geotechnical, structural, architectural, MEP, landscape, and specialized restoration—ensuring seamless technical integration, resolving conflicts, managing subcontractors submittals, and achieving timely, high-quality deliverables in line with project schedules and stakeholder expectations.
- Developed and maintained project baseline schedules and progress-tracking dashboards, incorporating cost analysis, cash-flow monitoring, and forecasted resource requirements, supporting PMO decision making.
- Led preparation and submittal of more than 50,000 technical submittals (shop drawings, RFIs, MSs, SORs, MARs, MIRs, WIRs, QSRs, Monthly Invoices, As-built drawings, VOs, etc.) across disciplines—Marine, Geotechnical, Structural, Architectural, MEP & Landscape—ensuring consultant & owner approvals.
- Managed daily/weekly/monthly Progress reporting cycles.
- Represented the Technical Office in progress and coordination meetings with consultants, owners, subcontractors, and other stakeholders to resolve technical issues and ensure stakeholder satisfaction.
- Established a digital document control system for archiving, coding, and retrieval of project documents.
- Developed and implemented Technical Office **SOPs** (Standard Operating Procedures) aligned with quality standards.
- Mentored and upskilled technical office team members and initiated Lessons Learned frameworks .

Jan 2016 - Apr 2018

Technical Office Manager

Tabarak for Engineering and Construction(Main Contractor), Alexandria, Egypt

Key Projects

Al-Mahrousa Hotel Expansion & Renovations, Alexandria

Owner: Ministry of Defense

Key Achievements

- Led the Technical Office team in preparing, reviewing, and submitting all technical submittals including RFIs, shop drawings, , Composit drawings, MARs, MIRS, QSRs and as-built drawings unitill consultant approvals.
- Supervised the preparation and submission of monthly invoices to the owner, followed up until payment, and reviewed/approved subcontractors' invoices, aligning them with actually executed works.
- Monitored and controlled project schedule, progress tracking, and material delivery in coordination with site and procurement teams to ensure timely execution.
- Represented the Technical Office department in regular coordination and progress meetings with the consultant and owner, resolving technical issues and securing approvals.
- Oversaw project handover documentation and technical submittals to ensure smooth close-out and compliance with contractual requirements.

Jun 2014 - Oct 2015

Senior Technical Office Engineer & Technical Coordinator

Abdullah A. M. Al-Khodari Sons Company, Al-Khobar, Saudi Arabia

Key Projects :

- **Taif Municipality** Building.
- 300 bed **Maternity Hospital** In Qateef.
- **Administration Building** in Ar'ar, Northern Border University (NBU).
- **Faculty of Human Science** for girls, Sulayil University.

Key achievements :

- Reviewed projects documents & prepared required Requests for information RFIs.
- Delivered architectural shop drawings for running projects.
- Conducted technical coordination review among architectural, structural, mechanical electrical shop drawings for all running projects & identifying conflicts.
- Distributed each identified conflict to the relevant team members, discussed solutions & assured that all conflicts are resolved before submitting shop drawings for approval .

Feb 2013 - May 2014

Architect & Interior Design Consultant

Talent Consultant office, Alexandria , Egypt

Key Projects:

Architectural and Interior Design for Residences, Villas, and Pharmacies

Key Achievements:

- Developed alternative architectural and interior design proposals using 2D and 3D visualization.
- Prepared detailed design drawings and Bills of Quantities (BoQ).
- Reviewed subcontractors' submittals, including shop drawings, RFIs, MARs, MIRs, coordination drawings, as-built drawings, and monthly invoices.
- Supervised subcontractors' on-site activities.
- Monitored daily, weekly, and monthly progress reports to track project progress.
- Represented the Technical Office in progress and coordination meetings.

Nov 2011 - Nov 2012

Planning and Monitoring Assistant Manager

Nahdat Al Emaar Company, Al-Bayan Holding Group, Riyadh, Saudi Arabia

Key Projects :

- **Al-Taif Teaching Hospital**, Al-Taif University – SAR 870M
- **Al-Baha Teaching Hospital**, Al-Baha University – SAR 830M
- **Hail Teaching Hospital**, Hail University – SAR 730M

Key Achievements :

- Assisted in planning, scheduling, and monitoring various aspects of project progress across multiple sites.
- Contributed to the development of templates for submittals, procedures, and progress reports to streamline governance, documentation, and communication workflows.
- Reviewed and analyzed daily, weekly, and monthly progress reports from project sites; conducted variance analysis to identify deviations from cost and schedule baselines.
- Verified subcontractors' invoices prior to submission to the Finance Department, ensuring accuracy and contractual compliance.
- Investigated root causes of execution delays and on-site obstacles, contributing to corrective actions and mitigation strategies.
- Prepared project reports and executive summaries for senior management to support decision-making and project reviews.
- Coordinated between the Owner, Consultant, construction teams, subcontractors, and internal departments to ensure alignment with project timelines and objectives.
- Participated in progress meetings at both site and head office levels to resolve issues and enhance overall project performance.

May 2009 - Sep 2011

Consultant Architect

FEKRAH consulting office Fayed architects & designers, Alexandria, Egypt

Key Projects :

- **Sultanate of Oman Embassy** in Cairo – EGP 200M
- **Kafr-Abdo Residence** project in Alexandria .

Key achievements :

- handled architectural and interior drawings preparation , 2D/3D presentations and BoQ preparation.
- reviewed subcontractor submittals for approval including shop drawings, composite drawings, material requests, as-built drawings and monthly invoices.
- supervised subcontractors activities on-site.

Technical Skills

AutoCAD 2025	Very good
Revit 2025	Very good
Navisworks 2025	Very good
Primavera P6	Very good
Microsoft Excel, Word, and Outlook	Very good
3ds Max 2025 with V-Ray 6.2	Very good
Adobe Photoshop	Very good

Languages

Arabic	Fluent
English	Very good
Turkish (Türkçe)	Good

Certifications

Jul 2025	Project Management Professional (PMP) <ul style="list-style-type: none">● Issued by: Project Management Institute (PMI)● Date of Issue: 10 July 2025● Valid Through: 10 July 2028● Credential ID: 4139514● Verification Link: https://www.credly.com/badges/a03d840e-c862-481e-b13f-450d06eebc55
Apr 2022	Advanced Revit Architecture & BIM Applications Ottrujjah and Kayan Academy online programs
Oct 2017	Primavera P6 Advanced level Arab Acedemy for Science and Technology.
Jul 2013	MISRTÜRK Turkish Language Program Intermediate Level – MISRTÜRK Dostluk ve Külütür Derneği .
Jan 2010	AMIDEAST English Language Program Upper-Intermediate Level – America-Mideast Educational and Training Services
Mar 2008	3ds Max & Vray Arab Acedemy for Science and Technology.

Training & Teaching Experience

Mar 2025 - Jun 2025	BIM and Revit Instructor for Beginners & Intermediate users <p>Note: During a dedicated period of managerial development and preparation for PMP certification, I delivered approximately 60 hours of online BIM and Revit training for beginner and intermediate users in KSA.</p> <p>The training program covered the following topics :</p> <ul style="list-style-type: none">● Revit interface elements, concepts, options, visuals, filters & bowser organization.● Modeling architectural, structural and MEP elements.● Revit template files, parametric title blocks, sheet sets and shop drawings .● Utilizing built-in and user-defined information via shared and project parameters.● Quantity survey schedules, material take-offs and various reports delivery.
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