

MUSTAFA ALAMELDIN

TECHNICAL OFFICE MANAGER

PERSONAL INFORMATION

- **Location:** Riyadh, Saudi Arabia
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- **LinkedIn:** [linkedin.com/in/mustafaalameddin](https://www.linkedin.com/in/mustafaalameddin)
- **Nationality:** Egyptian
- **Residency Status:** Transferable Iqama (Saudi Arabia) – Valid Until 12/11/2025
- **Notice Period:** Immediate

PROFESSIONAL SUMMARY

PMP®-certified Architect with **17+ years** of experience across design, site supervision, technical office, and management roles on projects in Egypt and Saudi Arabia. Over the past 8 years, served as Technical Office Manager, leading multidisciplinary teams and delivering high-quality outcomes on large-scale projects. Developed governance frameworks and Standard Operating Procedures (**SOPs**) to standardize technical office operations, ensuring streamlined and compliant submittal workflows aligned with quality standards and project requirements. Championed **digital transformation** by embedding **BIM** into technical workflows — streamlining digital submittals, enhancing coordination, accelerating approvals, strengthening governance maturity, and enabling data-driven analysis and reporting through comprehensive Building Information Models. Integrated technical office functions with project plans and baselines to safeguard scope, schedule, cost, and quality — improving overall project performance. Committed to driving continuous innovation, enhancing governance maturity, and delivering measurable value through data-informed decision-making across complex, multidisciplinary projects.

EDUCATION

Bachelor of Architectural Engineering

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

May 2008

CERTIFICATIONS

Project Management Professional (PMP)

- **Issued by:** Project Management Institute (PMI)
- **Valid Through:** 10 July 2028
- **Credential ID:** 4139514
- **Verification Link:** <https://www.credly.com/badges/a03d840e-c862-481e-b13f-450d06eebc55>

CORE COMPETENCIES

- **Technical Office Governance & Leadership** – Leading multidisciplinary engineering teams and implementing governance frameworks and procedures that standardize operations, ensure compliance, mitigate technical risks, and align outputs with corporate objectives and quality benchmarks.
- **Digital Transformation & BIM Implementation** – Driving centralized and integrated building information model, fostering digital workflows excellence by integrating BIM and Common Data Environment (CDE) platforms to deliver structured submittals with seamless coordination, data analysis, and data-driven decision-making that enhance constructability and efficiency.
- **Submittals & Workflow Management** – Developing and managing comprehensive submittal, review, and approval processes that improve transparency, traceability, and collaboration among technical, QA/QC, and consultant teams while ensuring full quality compliance.

- **Project Integration & Performance Control** – Applying PMP® methodologies and KPI dashboards to integrate scope, cost, schedule, and risk baselines, strengthening governance, visibility, and project accountability across all disciplines.
- **Quality Assurance & Compliance Governance** – Implementing ISO-aligned SOPs, QA/QC frameworks, and audit mechanisms to safeguard design integrity, minimize rework, and maintain adherence to international standards and client specifications.
- **Stakeholder Alignment & Technical Coordination** – Acting as the key liaison among owners, consultants, subcontractors, and site teams — resolving interdisciplinary conflicts, ensuring seamless technical integration, and enhancing stakeholder communication, collaboration, and alignment to drive on-schedule, high-quality project delivery.
- **Information & Documentation Management** – Establishing structured, centralized documentation and communication systems that enhance data consistency, accessibility, and transparency for proactive project control and informed decision-making.
- **Team Leadership & Continuous Improvement** – Building and empowering high-performing, cross-functional teams through clear roles, accountability, and structured SOPs; fostering collaboration, innovation, self-organization, and continuous professional growth.

PROFESSIONAL EXPERIENCE

Technical Office Manager

May 2018 – Aug 2024

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

- Led and managed the Technical Office teams for two landmark projects — Tahya Misr Multi-Purpose Terminal at Alexandria Seaport and Graeco-Roman Museum Restoration & Modernization in Alexandria — overseeing all technical operations, deliverables, and coordination activities.
- Directed multidisciplinary teams of 10+ professionals (BIM & coordination, QS, planning, cost control, document control) and supervised international subcontractors (NMDC, Menard-Freyssinet, Bauer) to ensure timely, high-quality deliverables across all phases.
- Served as the key interface among PMO, consultants, owners, subcontractors, vendors, and site teams, maintaining stakeholder alignment and facilitating technical coordination across all disciplines.
- Coordinated and managed the technical interface among international and local subcontractors—including marine, geotechnical, structural, architectural, MEP, landscape, and restoration works—to resolve conflicts, validate submittals, and ensure seamless technical integration.
- Led the initiative to transform project workflows from AutoCAD-based processes to BIM-driven operations within the technical office — aligning digital submittals, coordination models, and data management through CDE platforms to enhance interdisciplinary collaboration, information consistency, data analysis, reporting accuracy, and overall project performance.
- Reviewed and analyzed contract documents (tender drawings, BOQ, specifications, contracts, etc.), identifying discrepancies and addressing them through structured RFI processes to align design and execution.
- Led preparation and submittal of more than 50,000 technical submittals (shop drawings, RFIs, MSs, MARs, MIRs, WIRs, QSRs, invoices, as-built drawings, VOs, etc.) across all disciplines, achieving full consultant and client approval.
- Developed and maintained project baselines and dashboards, integrating cost analysis, progress tracking, cash-flow monitoring, and resource forecasting to support PMO decision-making.
- Established a digital document control system for archiving, coding, and retrieval of project documents, ensuring data integrity and traceability.
- Developed and implemented Technical Office SOPs aligned with corporate quality standards and ISO requirements, enhancing process efficiency and compliance.
- Mentored and upskilled Technical Office engineers, initiating Lessons Learned frameworks and fostering a culture of accountability, collaboration, and continuous improvement.

Technical Office Manager**Jan 2016 – Apr 2018*****Tabarak for Engineering and Construction (Main Contractor), Alexandria, Egypt***

- Led the Technical Office team in preparing, reviewing, and submitting all technical submittals of Al-Mahrousa Hotel Expansion & Renovations project in Alexandria — including RFIs, shop drawings, composite drawings, MARs, MIRs, QSRs, and as-built drawings — ensuring full consultant approval and compliance with project specifications.
- Supervised the preparation and submission of monthly invoices to the client, coordinated with the owner's representatives, and followed up until final payment.
- Reviewed and approved subcontractors' invoices, verifying executed quantities and ensuring full alignment with contractual terms and actual site progress.
- Monitored and controlled project schedule, progress, and material deliveries in coordination with the site and procurement teams to maintain timely and uninterrupted execution.
- Represented the Technical Office department in regular coordination and progress meetings with the consultant and client, resolving technical issues and facilitating approvals.
- Oversaw project handover documentation and final submittals, ensuring a seamless close-out process and strict adherence to contractual and quality requirements.

Senior Technical Office Engineer & Technical Coordinator**Jun 2014 – Oct 2015*****Abdullah A. M. Al-Khodari Sons Company, Al-Khobar, Saudi Arabia***

- Reviewed project documents, issued RFIs, and produced architectural shop drawings for major projects — including Al-Taif Municipality Building, Administration Building (NBU, Ar'ar), Faculty of Human Science for Girls (Sulayil University), and the 300-Bed Maternity Hospital in Qateef — ensuring compliance, coordination, and timely consultant approvals.
- Led comprehensive technical coordination reviews across architectural, structural, mechanical, and electrical disciplines to proactively identify clashes, maintain constructability, and preserve design integrity.
- Collaborated with discipline engineers to resolve identified conflicts, secured multidisciplinary consensus, and ensured all issues were closed prior to shop drawing submissions — reducing rework, accelerating consultant approvals, and improving project workflow efficiency.

Architect & Interior Design Consultant**Feb 2013 – May 2014*****Talent Consultant Office, Alexandria, Egypt***

- Developed alternative architectural and interior design proposals for residential and commercial projects using advanced 2D and 3D visualization techniques to effectively communicate design intent and achieve client alignment through optimized design solutions.
- Prepared detailed architectural drawings, design packages, and Bills of Quantities (BoQs) aligned with project specifications and budget constraints.
- Reviewed and approved subcontractors' submittals — including shop drawings, RFIs, MARs, MIRs, coordination drawings, as-built drawings, and monthly invoices — ensuring accuracy and compliance with design and contractual requirements.
- Supervised subcontractors' on-site works to verify conformity with approved drawings, materials, and quality standards.
- Monitored daily, weekly, and monthly progress reports.
- Represented the Consultant Office in coordination and progress meetings with clients and subcontractors, facilitating design approvals and resolving technical issues.

PMO Assistant (Planning and Monitoring Director Assistant)**Nov 2011 – Nov 2012*****Nahdat Al Emaar Company, Al-Bayan Holding Group, Riyadh, Saudi Arabia***

- Assisted in planning, scheduling, and monitoring progress across SAR 3.0 Billion teaching hospital projects in Al-Taif, Al-Baha, and Hail universities, ensuring alignment with approved baselines and performance metrics.

- Contributed to the development of standardized templates for submittals, procedures, and progress reports, enhancing project governance, documentation quality, and communication efficiency.
- Reviewed and analyzed daily, weekly, and monthly progress reports from project sites, performing variance analyses to identify deviations from cost and schedule baselines.
- Verified subcontractors' invoices prior to submission to the Finance Department, ensuring accuracy, contractual compliance, and adherence to internal control procedures.
- Investigated root causes of execution delays and site obstacles, recommending corrective and mitigation actions to preserve schedule integrity and project momentum.
- Prepared detailed project reports and executive summaries for senior management, supporting data-driven decision-making and performance evaluations.
- Coordinated between owners, consultants, construction teams, subcontractors, and internal departments to align objectives, resolve bottlenecks, and ensure timely achievement of project milestones.
- Participated in coordination and progress review meetings at both site and head-office levels, proactively addressing issues and contributing to overall project performance improvement.

Consultant Architect

May 2009 – Sep 2011

FEKRAH Consulting Office – Fayed Architects & Designers, Alexandria, Egypt

- Handled architectural and interior design deliverables — including detailed drawings, 2D/3D visualizations, and Bills of Quantities (BoQs) — for the Embassy of the Sultanate of Oman in Cairo and other high-end residential and interior design projects.
- Reviewed subcontractors' submittals for consultant approval, including shop drawings, composite drawings, material requests, as-built drawings, and monthly invoices, ensuring compliance with design intent, specifications, and quality standards.
- Supervised subcontractors' on-site activities, monitored execution progress, and ensured works were completed in accordance with approved drawings, specifications, and project schedule.

SOFTWARE & DIGITAL TOOLS

Experienced in managing integrated **BIM/CAD** environments using **Revit, Navisworks, AutoCAD, Primavera P6, Microsoft Office, and CDE platforms** — ensuring efficient digital submittals, document governance, coordination, scheduling, cost control, performance monitoring, dashboard reporting, and integrated information management across all project disciplines.

LANGUAGE PROFICIENCY

- **Arabic** (Native)
- **English** (Upper-Intermediate – B2)
- **Turkish** (Intermediate - B1)