

ADNAN MASHAN ALOTAIBI

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Seeking a challenging position with a prominent organization that allow me to utilize the skills and abilities I had gained through my education and work experience to make significant contribution to the organization and provide them with maximum value while simultaneously have an opportunity for further professional growth and advancement.

EDUCATION

Umm AlQura University, Makkah, SAU | Jan 2019.
Bachelor of Science (BS) in Civil Engineering with Very good GPA

Project Management Professional PMP
ISO Lead Auditor
IOSH Managing Safety

EXPERIENCES

Bechtel - NEOM, Upper valley, SA

Project Engineer -Spine (Upper Valley NEOM) | Dec 2022 — Present



Start of Shift

- Assisi construction project manager in planning construction methods and procedures, Coordinates resolves engineering or construction problems with Construction Manager.
- Developing project objectives by reviewing project proposals & plans and conferring with management.
- Ensuring all procedures and calculations are submitted to the client for review and approval.
- Preparing Progress Meetings (Internal as well as with Client).
- Monitoring work in progress and preparing report of the status of each assignment. Coordinating with all projects related on Site on day-to-day.
- Determining project schedule by studying project plan, specifications; calculating time requirements, and sequencing project elements.
- Maintaining project schedule by monitoring project progress; coordinating activities and resolving problems.
- Controlling project plan by reviewing design, specifications, plan, schedule changes and recommending actions.
- Maintaining safe and clean working environment by enforcing procedures, rules, and regulations.
- Sharing and transferring the knowledge to the Team to drive results on site.
- I believe and always applied new skills/knowledge to improve the work site to deliver as planned. Team building is always my top priority to achieve the goals.

Project Engineer | Feb 2019 — Nov 2022 | 2.5 million safe hours

MGC Contracting Company, Makkah Water networks project with client (NWC)



- Working as Project Engineer in Water and networks projects in Makkah.
- Developing project objectives by reviewing project proposals & plans and conferring with management.
 - Help the company and workers to minimize the job risks and comply with safety policy of the company.
- Ensuring all procedures and calculations are submitted to the client for review and approval.
 - Preparing Progress Meetings (Internal as well as with Client) and Minutes of Meetings.
 - Coordinating with all projects related personnel on day-to-day.
 - Determining project schedule by studying project plan, specifications; calculating time requirements; and sequencing project elements.

Skills

- Analytical Thinking Skills
- Design Skills
- Civil Activity
- Microsoft Office
- Creative Mindset
- Complex Problem Solving
- Creative Problem Solving
- Decision Making Skills
- Ability to Work in a Team