

# Mohamed Zakaria

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## Professional Summary

Driven by a passion for organizing project activities and ensuring projects are delivered on time, within budget, and to the required quality, I became a Planning Engineer with over 3 years of experience in project scheduling, cost estimation, and progress monitoring across residential, commercial, and infrastructure projects (SAR 100M+). Skilled in developing and maintaining baseline schedules, analyzing critical paths, and optimizing resource allocation using Primavera P6. Proven ability to enhance project performance through effective coordination, cost control, and communication with multidisciplinary teams.

## Core Competencies

Project Scheduling | Baseline Preparation | Progress Monitoring | Critical Path Analysis | Resource & Cost Loading | Earned Value Management | Delay Analysis | Quantity Surveying | Reporting & Dashboarding | Project Coordination

## Technical Skills

Software: Primavera P6, AutoCAD, Revit, Microsoft Office Suite, Canva

Core Skills: Project Management, Cost Estimation, Site Supervision, Quality Control, Technical Documentation

## Professional Experience

### Planning Engineer

**MNC, Saudi Arabia | Sep 2025 – Present**

- Developed **two comprehensive baseline schedules** using Primavera P6 and coordinated their approval with client representatives.
- Prepared and maintained **over 15 detailed progress reports** and **5 executive dashboards** to monitor KPIs, earned value, and schedule performance.
- Led a **project recovery initiative**, reducing the overall delay from **4 months to 3 months** through improved sequencing, reallocation of resources, and performance tracking.
- Identified and documented a **valid 70-day time extension claim**, which was approved, bringing the effective delay down to only **20 days**.

- Supported the development and execution of a **recovery plan** forecasted to return the project fully **on schedule** while maintaining **budget compliance**.
- Coordinated closely with the **El-Rajhi Bank Group**, consultants, and internal teams to ensure proactive risk management, progress transparency, and stakeholder alignment.

### **Project Manager / Site Engineer / Planning Engineer**

**El-Ebtisama Al-Naqia for Contracting, Saudi Arabia | Apr 2023 – Aug 2025**

- Developed and maintained baseline schedules and updated progress using Primavera P6.
- Led residential projects from initiation to completion, ensuring on-time and within-budget delivery.
- Coordinated with subcontractors, suppliers, and consultants to streamline communication and progress.
- Conducted weekly progress meetings, prepared dashboards, and generated management reports.
- Managed cost control, procurement coordination, and resource planning.
- Reduced project delays by 15% through optimized sequencing and risk mitigation

### **Site Engineer**

**Spring Weather for Contracting, Jeddah, Saudi Arabia | Nov 2022 – Feb 2023**

- Supervised daily construction activities to ensure compliance with design and safety standards.
- Coordinated consultant inspections and approval of completed works.
- Prepared daily progress reports and provided input for project schedule updates.

### **Site Engineer**

**Enshaa for Contracting (Siemens Energy Subcontractor), New Alameen City, Egypt | Jun 2022 – Aug 2022**

- Assisted in project planning and coordination to maintain schedule integrity.
- Verified works compliance with design, quality, and safety requirements.
- Supported progress measurement, reporting, and issue resolution with senior engineers.

## Education

Bachelor of Science in Construction and Building Engineering

Arab Academy for Science and Technology, Alexandria, Egypt | Sep 2015 – Jul 2020

GPA: 2.8/4 (Very Good) | Major: Planning and Management Engineering

Graduation Project: Residential Buildings Management

## Certifications & Courses

- PSR (Planning, Scheduling, and Reporting Using Primavera)
- PBI (Interactive Dashboards Using Power BI (PBI))
- McKinsey Forward Program
- ALX Professional Foundations Program
- ALX Artificial Intelligence Starter Kit
- Google Skills for Work
- Primavera P6, AutoCAD, Quantity Surveying.
- Microsoft Office (Word, PowerPoint, and Excel)
- Canva
- English Language Courses
- Leadership Program – Red Rock International (2018)

## Languages

Arabic – Native

English – Professional Working Proficiency

## Leadership & Volunteering Experience

- President, Omega Leo Club of Alexandria (2021–2023): Oversaw community and youth development programs.
- Membership Director, Omega Leo Club of Alexandria Apollo (2019–2021)
- Professional Organizer, Library of Alexandria (2021–2022)
- Head of HR, Techne Summit (2020)
- President, Enactus AAST Alexandria (2018–2019): Led team to 6th place among 42 universities nationally.
- Leadership Program, Red Rock International (2018)