

MOHAMMAD WAJEH SHALTAF



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Kingdom of Saudi Arabia

Introduction

An experienced Civil Engineer and Project Manager, I have over 18 years of experience in implementing and managing major construction projects in various fields such as hospitals, security buildings, schools, commercial complexes, and integrated residential cities. I excel in managing work teams and coordinating between different parties, with a focus on achieving goals within the specified budget and timeline. Specialized in project management and maintenance works, with a professional certificate in Project Management (PMP) and obtained many specialized training courses. I constantly seek to develop my skills and seek new challenges in the world of construction and building.

Career objective

I aspire to leverage my extensive experience in engineering project management and supervising the implementation of major projects to achieve success in future projects. I am looking for new opportunities that will allow me to apply my leadership and project management skills to enhance performance, maximize available resources, and strive for excellence in project delivery on time and within budget.

Experience

- **1. Project Management Manager - Al Madad Al Ali Contracting Company**
- Location: Riyadh, Saudi Arabia
- Period: From 12/20/2023 to now
- Projects: GCC General Secretariat Project - Air Command - Riyadh and several other projects with the Ministry of Housing
- Tasks:
 1. Develop strategic plans for large and complex projects, and monitor overall performance to ensure objectives are achieved.
 2. Preparing timelines: Developing detailed timelines and tracking progress to achieve goals within specified deadlines.
 3. Supervising multidisciplinary teams: Coordinating and managing engineering and technical teams to ensure that engineering solutions are delivered with high efficiency.
 4. Budget and Resource Management: Develop and allocate project budgets and oversee costs, ensuring budget adherence.
 5. Negotiating with suppliers and contractors: Conducting negotiations with third parties to obtain the best prices and terms for carrying out the work.
 6. Preparing periodic reports: Providing detailed reports on the project progress and the performance of the executive teams.
 7. Risk Management: Analyze and identify potential project risks and develop plans to mitigate them.
 8. Achieving client satisfaction: ensuring that projects are in line with client expectations and needs and providing advice on necessary modifications.

- **2. Project Management & Construction Supervision Consultant - Civil Engineer - Dar Al Omran Architectural Planning Company**

- Location: Amman, Jordan
- Period: from 1/2018 to 3/2023
- Project: New Princess Basma Hospital Project / Irbid
- Cost: US\$100 million
- Tasks:
 1. Planning and supervising all phases of the project: from design to implementation, and supervising daily work to ensure implementation in accordance with approved engineering standards.
 2. Team Management: Managing the technical and administrative team, and ensuring coordination between all concerned parties.
 3. Follow up on work progress: Monitoring the progress of work on site, and following up on implementation to ensure compliance with technical specifications.
 4. Budget Compliance: Manage budget and ensure projects are implemented within specified costs.
 5. Communication with owners and beneficiaries: Providing periodic reports to clients and project beneficiaries on the progress of work.
 6. Quality Assurance: Supervise all inspection and testing processes to ensure the quality of materials and work performed.
 7. Contract Management: Follow up on the implementation of contract terms, dealing with contractors and suppliers to ensure compliance with specified requirements.

- **3. Site Manager - Sedin Contracting Company**

- Location: Amman, Jordan
- Period: from 1/2017 to 10/2017
- Project: 27 Schools Project, USAID
- Cost: US\$17 million
- Tasks:
 1. Comprehensive Site Management: Oversee all engineering and administrative activities on site to ensure all parties adhere to the schedule.
 2. Coordination with contractors: Coordination between technical teams and contractors to ensure efficient workflow.
 3. Review of engineering drawings: ensuring that all activities are in line with approved engineering drawings and specifications.
 4. Daily reporting: Submit weekly and monthly reports on progress, budget and site status.
 5. People Management: Directing field teams and ensuring high quality work is carried out.
 6. Conducting material checks: ensuring that the materials used comply with local and international specifications and standards.

- **4. Project Manager for the Southern Region in Saudi Arabia - Saudi Binladin Group**

- Location: Saudi Arabia
- Period: from 3/2010 to 5/2016
- Tasks:
 1. Security Buildings Management: Supervising the construction and maintenance of security buildings in the southern region, ensuring compliance with security and safety standards.
 2. Field work follow-up: Monitoring the progress of work on site and providing the necessary technical solutions to improve the workflow.
 3. Coordination with government agencies: Coordination with security and government agencies to ensure compliance with local laws.
 4. Preparing and submitting reports: Preparing periodic technical reports on business progress and budget for senior management level.
 5. Dealing with obstacles and problems: Resolving technical issues and logistical challenges that may affect the workflow.

• 5. Project Manager - Wajih Shaltaf Contracting Company

- Location: Amman, Jordan
- Period: from 1/2009 to 3/2010
- 1. Managing multiple projects: Leading a range of construction projects from design to delivery.
- 2. Preparing timetables: Developing timetables and following up on their implementation.
- 3. Cost Management: Determine the actual costs of each project and take measures to reduce costs without compromising quality.
- 4. Negotiating with external parties: Negotiating with contractors and suppliers to ensure work is completed on time and on budget.

• 6. Site Engineer - Qaher Safa Consulting

- Location: Amman, Jordan
- Period: from 1/2007 to 12/2007
- Project: King Abdullah bin Abdulaziz City Project in Zarqa City
- 1. Managing daily work on site: monitoring the progress of work on site and ensuring adherence to the schedule.
- 2. Conduct periodic inspections: Inspect works and materials to ensure projects are implemented in accordance with approved specifications.
- 3. Review the implementation plan: Review the work plans and ensure that they are implemented in line with the engineering drawings.

• 7. Design Engineer - Engineer Imad Mansour Office

- Location: Amman, Jordan
- Period: from 6/2006 to 12/2006
- Design of engineering drawings: Preparing engineering drawings for projects according to local and international standards.
- Conduct detailed studies: Conduct detailed studies of projects to determine engineering requirements before starting implementation.
- Collaborate with construction teams: Coordinate with construction teams to ensure a thorough understanding of all technical details of the project.

education

- Bachelor of Civil Engineering | Al-Isra University - Amman, Jordan
- Graduation year: 2006

Training courses

- Project Management Professional (PMP)
- Primavera (Level 6 and Advanced)
- Project cost
- Quantity calculation

Languages

- Arabic: Primary language
- English : Very good

skills

- **Project Management Professional (PMP):** Extensive experience in managing large and complex projects, from planning to implementation, with a focus on delivering projects on time and within budget.
- **Project Planning and Organization:** High skill in planning projects, organizing work teams, and distributing tasks in a way that ensures achieving goals efficiently and effectively.
- **Time and Schedule Management:** Strong ability to manage schedules, ensuring projects are delivered on time while addressing time challenges.
- **Budget and Cost Management:** Skill in budget monitoring and cost analysis to ensure projects are implemented at the lowest cost and with the highest level of quality.
- **Leadership and Team Management:** Exceptional ability to lead multidisciplinary teams, while motivating individuals to achieve optimal performance.
- **Risk Management:** Analyzing potential risks and making proactive decisions to reduce their impact on projects and ensure business continuity.
- **Contract and Contractor Management:** Excellent skills in negotiating with contractors and suppliers, managing contracts and ensuring their compliance with terms and requirements.
- **Quality Control:** Ensuring the highest levels of quality in the implementation of work through continuous inspection and ensuring that the work complies with the specified specifications.
- **Negotiation and Conflict Resolution:** High skill in negotiating with different parties to resolve disputes and reach agreed-upon solutions that ensure the continuity of the project.
- **Managing multidisciplinary teams:** Skilled in coordinating teams of engineers, contractors and consultants to ensure projects are implemented in an integrated and efficient manner.
- **Technical and Technological Analysis:** Ability to conduct accurate technical analyses of projects, while providing innovative solutions to technical problems that teams may encounter on site.
- **Customer Relationship Management:** Skill in managing relationships with customers and providing specialized advice and guidance to ensure their satisfaction and meet their needs.
- **Preparing periodic reports:** Ability to prepare detailed reports showing project progress, current challenges, and costs, and submit them to senior management.
- **Use of project management software:** Master project management software such as Primavera and MS Project to plan and follow up projects effectively.
- **Continuous development and self-learning:** A constant interest in developing skills and continuous learning in the field of project management and civil engineering to ensure excellence in performance.

Personal information

- **Date of Birth:** 06/20/1981
 - **Nationality:** Jordanian
 - **Marital status:** Married
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