
CURRICULUM VITAE **(Civil Engineer)**

Name : Mohammed Adeeb Ahmed Shareef
Position : Civil Engineer SCE Approved
Iqama Status : Transferable
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PROFILE SYNOPSIS:

A highly organized and proactive Civil Engineer responsible for coordinating, supervising, and executing all site activities in accordance with project timelines, quality standards, and safety requirements. The role involves managing manpower, materials, and machinery, ensuring compliance with technical drawings and specifications, and supporting planning, quality, and HSE teams in daily construction operations.

EDUCATIONAL QUALIFICATION:

- Bachelor of Technology in **Civil Engineering (B.Tech)** From Jawaharlal Nehru Technological University, India.

COURSES & CERTIFICATIONS:

- Saudi Council of Engineers Certificate.
- Various Formwork Systems Training Certificates Such as PERI, ACROW, UNISTEEL Etc.
- Certificate of Appreciation for Outstanding Contribution in Closing Significant Number of NCRs
- PMIS Customized Course focused on the Site Construction Supervisor Role in OHS Implementation By DGDA
- IOSH approved Course **Managing Safely**.
- AutoCAD & Revit Architecture Certifications.
- ISO 9001:2015 Lead Auditor training Course Based on Quality Management System.
- Diploma in Computer Application (DCA) Proficient in Microsoft Office (Excel, Word, PPT).

WORK EXPERIENCE:

Company : **SALINI SAUDI ARABIA (We Build Group)**
No of Years : **4 Years**
Designation : **Civil Engineer**
Project : **Dirriyah Square Super Basement Project Package 2 & 4 RIYADH from May 2021 to till date.**

Company : **ARABTEC CONSTRUCTION LLC**
No of Years : **2 Year 7 months**
Designation : **Civil Site Engineer**
Project : **Villanova project Dubai from August 2018 to Feb 2021**

Company : **MYSCAPE PROPERTIES PVT LTD. (INDIA)**
No of Years : **2 Years**
Designation : **Civil Engineer**
Project : **Myscape Courtyard Villas from June 2016 to July 2018**

RESPONSIBILITIES:

Site Coordination & Supervision

- Monitor daily site activities and ensure that work is progressing according to schedule and project specifications.
- Supervise and manage workforce including foremen, carpenters, steel fixers, and laborers to achieve productivity targets.
- Coordinate with subcontractors and ensure their tasks are completed as per timeline and quality standards.
- Ensure availability of materials, tools, and machinery on-site to avoid delays in construction activities.

Planning & Reporting

- Prepare and maintain daily reports including Daily Site Reports, Progress Reports, Daily Activity Logs, Machinery Usage Reports, and Back Charge Reports for cost control.
- Create and update Look-Ahead Plans and Weekly Reports for management and planning teams.
- Attend weekly planning and coordination meetings to push site progress and resolve bottlenecks.

Material Management

- Raise Material Delivery Requests (MDRs) and Purchase Requests (PRs) for site requirements.
- Follow up with the store and procurement team to ensure timely delivery of materials to avoid work stoppages.
- Coordinate concrete orders and plan placement using mobile/stationary/spider/static pumps to ensure timely completion.

Quality Assurance & Control

- Raise Work Inspection Requests (WIRs) for all ongoing activities and ensure consultant approvals are in place before proceeding.
- Follow-up on all quality inspections with the QC team and consultants, ensuring no delays to subsequent activities.
- Participate in closing Non-Conformance Reports (NCRs) by proposing suitable corrective actions and following approved method statements.

Health, Safety & Environment (HSE)

- Conduct Toolbox Talks (TBTs) and ensure work permits are issued post-inspection for each activity.
- Attend weekly scorecard meetings with HSE team and ensure timely closure of observations.
- Ensure safety protocols are strictly followed across the site and address any violations proactively.

Documentation & Technical Coordination

- Prepare Method Statements for ongoing activities and coordinate with Technical and QC teams for review and approval.
- Review Shop Drawings and ensure compliance with IFC (Issued for Construction) drawings before issuing to supervisors and subcontractors.
- Highlight discrepancies between site conditions, shop drawings, and IFCs to the Technical team with suitable suggestions for revision.
- Coordinate all discipline drawings (civil, structural, MEP) to ensure seamless execution and avoid conflicts or delays.

Survey & Inspections

- Coordinate with survey teams for all setting out, as-built preparations, and survey inspections.
- Ensure post-pour inspections are completed, and surface preparation or repairs are carried out as needed.
- Verify slump and temperature of concrete randomly at site as per consultant requirements.

Machinery & Equipment Management

- Oversee and manage site equipment such as mobile cranes, tower cranes, boom trucks, bobcats, steel yard machinery, and bending/cutting machines.
- Monitor equipment deployment and ensure machinery is operated safely and efficiently.

Post-Construction & Finishing Works

- Supervise and ensure proper execution of finishing works including blockwork, plastering, waterproofing, floor and roof finishing as per project drawings and specifications.
- Follow up with MEP teams for necessary clearances prior to structural and finishing work.

Cost & Subcontractor Management

- Back-charge subcontractors for excess material usage, manpower, or delays caused by their teams.
- Track labor and equipment costs and suggest cost-saving measures to the project management team.

Formwork Systems (Materials Ordering & Management)

- Take off Quantities to order Scaffolding materials for Desired Slabs & Walls based on Shop Drawing Design & Coordinating with Suppliers to arrange material.
- Making Formwork Inspections with Consultants as per Shop Drawings.
- Ensured proper **storage, handling, and tagging** of formwork components to avoid damage or misplacement, improving material utilization efficiency.
- Supervised the installation and dismantling of various **formwork systems** on-site, ensuring adherence to **safety standards, dimensional accuracy**, and structural integrity.

TECHNICAL SKILLS

- AutoCAD (2D).
- Oracle Aconex.
- Revit Arch.
- BOQ.
- Auto level.
- MS Office (MS Excel, Word etc.)

PERSONAL TRIAT

- Ability of self-handling projects.
- Excellent in execution of all works on site.
- Comprehensive problem solving.
- Professionally committed to the given task.
- Hard Working, self-motivated & willing to learn.
- Good communication skills, flexible & ability to deal with people.
- Understanding technical specifications.
- Leadership qualities & believe in teamwork.

PERSONAL DETAILS

- Nationality : Indian
- Languages Known : English, Arabic, Hindi & Telugu
- Iqama Status : Valid Transferable
- Marital status : Married
- Driving license : Saudi Arabia & India
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Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Adeeb Shareef

Membership no.: 1002263

عضوية رقم: 1002263

In accordance with the Regulations of Saudi Council of Engineers by Royal Decree M/36 Date 26/9/1423H and the Engineering Professions Practice Regulation by Royal Decree M/36 Date 19/4/1438 H. SCE has approved:

استناداً إلى نظام الهيئة السعودية للمهندسين الصادر بالمرسوم الملكي رقم م/٣٦ وتاريخ ٢٦/٩/١٤٢٣هـ ونظام مزاوله المهن الهندسية الصادر بالمرسوم الملكي م/٣٦ وتاريخ ١٩/٤/١٤٣٨هـ ولائحته التنفيذية فقد قررت الهيئة اعتماد:

اديب احمد شريف محمد

ADEEB AHMED SHAREEF
MOHAMMED

Membership Category: Engineering Technologist

فئة العضوية: مهندس تقني

Specialization: Civil Engineering Technology

التخصص: هندسة مدنية تقنية

Membership Start Date: 1/15/2024

تاريخ بداية العضوية: 1/15/2024

This Certification is valid until: 15 January 2027

هذه الشهادة صالحة إلى تاريخ: 07 شعبان 1448



الأمين العام Secretary General

م. عبدالمحسن بن ضاوي المجنوني



Digitally signed by Saudi Council of Engineers at 1/31/2024