

MOSTAFA AHMED ABDELATY GAD

E-mail: Civil.mostafa3@gmail.com Mobile No.: +966 564249178 ADDRESS: Dhahrat Laban, Riyadh, KSA

SUMMARY Highly specialized Technical Office Engineer with 9+ years of progressive experience dedicated to project controls, cost management, and contract documentation within the construction across KSA and Egypt. Expertise includes meticulous Bill of Quantities (BOQ) management, Payment Certificate approval, rigorous Variation Order (VO) analysis, and proficiency in SAP ERP and Primavera for financial and schedule tracking.

EDUCATION BACKGROUND **Bachelor of Civil Engineering - 2016**
Higher Technological Institute, 10th of Ramadan City, Egypt
Grade: Good
Graduation project: Reinforced Design Concrete
Grade: Excellent

PROFESSIONAL EXPERIENCE **Structural Technical Engineer, Modern Building Leaders - MBL.**
02/2024 - Now

- Technical office engineer in “ROYAL Project” In Riyadh.
- Managed construction documentation for the Project, including preparing structural **shop drawings** and monitoring contractor agreements according to delivery documents.
- Coordinate with site surveying team to provide all the information about land coordinates and any site measurement, providing critical data inputs for physical progress tracking.

Technical Office Engineer, Moharram Bakhoum - ACE.
09/2022 - 01/2024

- Technical office engineer in “ORO” In New Capital City.
- Controlled project expenditure by reviewing and approving contractor's **monthly interim payment certificates** and invoices.
- Conducted detailed quantity reviews of contractors' **Variation Orders (VOs)** and verified executed quantities on site, directly supporting budget maintenance and cost analysis.
- Review of contractors' structural shop drawings.
- Revise quantity takeoff sheets (constructed quantities on site) submitted by the contractor.
- Monitor contractors' agreements according to delivery documents.
- Studied all construction contract documents, including the **Bill of Quantities (BOQ)**, to manage contractual issues and ensure adherence to project scope.

Senior Technical Office Engineer, Ginza constructions.

01/2019 - 08/2022

- Senior technical office engineer in “Oak Park” In 6th October City.
- Led financial administration by implementing and managing the **SAP ERP System** for invoice creation and standardizing the **Project BOQ** structure.
- Prepare client invoices & subcontractors' invoices.
- Quantity surveying.
- Prepare structural shop drawings.
- Follow-up with the subcontractors all issues related to engineering.
- Managed quantity surveying and drafted **Requests for Information (RFIs)** to resolve missing or conflicting design elements, proactively supporting the construction schedule integrity
- Study the project contract documents (time schedule, project design drawings, BOQ).
- Review outsourced Engineering offices' drawings and coordinate their approval process.
- Prepare Material Submittals and Samples.
- Studied project contract documents, including the time schedule and BOQ, and prepared all necessary monthly and weekly progress reports for management review.
- Coordinate with a surveying engineer to provide him all the information about land coordinates and any site measurement required.

Technical Office Engineer, ARCHPLAN Arch.

01/2018 - 12/2018

- Technical office engineer in “Dar Misr Project” In New Cairo.
- Review invoices for subcontractors.
- Quantity surveying.
- Revise quantity takeoff sheets (constructed quantities on site) submitted by the contractor.

Site Engineer, al-nahda construction company

10/2016 - 04/2017

- Site engineer in “Social Housing Project”.
- Prepare a daily report.
- Ensuring that all materials used and work performed are as per specifications.
- Supervising and monitoring the site labor force.
- Keep track of inventory, tools, and equipment.
- Resolve any problem that may arise.

Coordinating the different civil site activities in the project.

CERTIFICATES

- **Diploma in project management, PRMG American university in Cairo**

PRMG 080 - Project Bids and Contracts

PRMG 030 - Project Budgeting and financial control

PRMG 020 - Management of Project Resources

PRMG 010 - Project Planning and Control Techniques

- COURSES**
- **Understanding and implementation of cost management system**
Cost Estimation - Cash Flow - Cost Control Processes - Cost Reports - Productivity Reports - Financial Claims
 - **Technical office & planning**
Basics of Cost Estimation - Structure Shop drawings - Planning
 - **Technical office Course**
P.M - BOQ - Pricing - Shop Drawings - Project Documents
 - **CSI Structure analysis diploma**
Etabs - Sap - Safe - CSI Columns
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- SUMMER TRAINING**
- 1. General authority for educational buildings, summer 2016**
 - Structural Engineer for school making fully designed for following elements Solid Slabs, Short Columns, Isolated Footing.
 - 2. Al-nasr general contracting Hassan M. Allam, summer 2015**
 - Trainee Site Engineer at "Services tunnels Project" in Zewail City.
 - 3. Arab contractors company, summer 2014**
 - Trainee Site Engineer at "al-Galaa Bridge Project" in Cairo.
 - 4. Building & construction center gisr el-suez, cairo, summer 2013**
 - Attending workshops that are responsible for execution on site like Painting, Rebar Reinforcement.
 - 5. Preparatory year training HTI 10th of ramadan, summer 2012**
 - ICDL
 - Machining Workshop
 - Advanced English Courses
 - Mechanical Manual Drawing
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- SOFTWARE SKILLS**
- SAP - ERP System
 - Revit
 - Primavera
 - AutoCAD
 - AutoCAD Structural Detailing
 - CSI SAFE
 - CSI SAP
 - CSI ETABS
 - CSI Columns
 - Microsoft Office
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- LANGUAGE SKILLS**
- Arabic
 - English
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