

NAJEH ALTOUS

CIVIL ENGINEER

EDUCATION

-Graduated from Al-Balqa Applied University / Faculty of Engineering Technology in 2020

[Bachelor's degree in Civil Engineering]

EXPERIENCE

- Site engineer at ministry of public works and housing
2020 - 2021
- Technical sales engineer at Al-Asbah industrial company for aluminum
2021-2022
- Site engineer at M.Elsham housing
2022-2023
- Site engineer at Duma housing
11/2023 up to now

EXPERIENCE HIGHLIGHTS AND MAIN DUTIES AND RESPONSIBILITIES

- Supervise all civil works including (concrete works, finishing works, roads and infrastructure works, as per drawing and Specifications.
- Coordinate with site construction manager and superintendent/Foreman to optimize allocation of manpower , material and equipment for assigned projects
- Planning the work in order to ensure that adequate supply of Recourses are available at all times, and assist site construction manager in preparing Look-ahead schedules and updating progress on site
- Estimate/verify quantities and cost of materials, equipment, Or labor to determine project feasibility
- Analyze survey reports, maps, drawings, and other Topographical or geologic data to plan projects.
- Provide technical advice regarding design, construction, or Program modifications during project stage, and follow up with engineering .department for the delivery of shop drawings, revised details, and as built drawings.
- Carry on Repair works during maintenance stage.
- Co-ordinate with workshop for manufacturing Joinery/carpentry/steel items, in consultation with the Project Manager.
- Monitors all subcontractors' works to ensure their compliance with the job specifications and time plan.
- Co-ordinate with Projects Manager - on technical matters, Specifications, work progress, review of work to be Done/remaining etc.
Ensure that the job is completed within the budget, time and Cost.
- Ensuring the compliance to the Company safety rules and Regulations are strictly observed through proper supervision
- Order material as needed, and approved by the project manager. And coordinate with procurement for purchasing and delivery of required material to the site.
- Conducts daily meetings with site staff to organize work for the day/ next day.



CONTACT ME AT

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 najeh altous

 Najeh A. Al-Tous

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SKILLS SUMMARY

●●● AutoCad - prokon - Etabs

●●● Works under pressure

●●● Excel - PowerPoint - Microsoft office

●●● Team work

●●● ability in tradings

●●● Scheduling and organization

LANGUAGES

 English (excellent)

 Arabic (Tongue language)

Residency Status: Valid
Saudi Iqama, ready for
transfer