

**Waleed Ahmed El Belqassi**  
**SENIOR ADMIN OFFICER**  
**PROJECT MANAGER ASSISTANT**

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**Professional Summary**

Highly organized and detail-driven senior admin officer with over 8 years of progressive experience in administrative and site coordination roles within major infrastructure, civil projects. Proven track record in managing project documentation, staff timesheets, site logistics, and coordination with consultants, government authorities, and stakeholders. Strong knowledge of QA/QC procedures, site operations Demonstrated ability to support project success through efficient communication, regulatory compliance, and administrative oversight.

**Skills**

- Administrative Operations Management
- Project Coordination
- Timesheet & Staff Tracking
- Government Liaison & Permit Processing
- Stakeholder Communication
- MS Office (Excel, Word, PowerPoint)
- Infrastructure Project Support
- Site Logistics & Machinery Monitoring
- Document Control & Compliance

**Professional Experience**

- **Project Manager Assistant – For Administrative Affairs**
- **Project (Environmental Rehabilitation for wadi al-sulay phase 4)**
- **Company (YUKSEL SAUDIA – Riyadh, Saudi Arabia)**  
**Sep 2024 – Sep 2025 (1 year) 400 Million Riyal**
- - Fully responsible for overseeing all administrative affairs
- - Coordinate administrative operations across civil, mechanical, QA/QC, and procurement departments.
- - Manage staffing, site logistics, documentation, internal communication, and reporting.

- - Oversee permit renewals, submittals, and compliance with regulatory authorities.
- - Primary contact for administrative and coordination matters with internal teams and government agencies.
  
- **Senior Administrative Officer (Civil & QA/QC)**
- **Projects (Implementation of stormwater drainage networks in Riyadh)**
  - **South of Riyadh (Al Shifaa & Badr & Al Masanee Districts) – SRTP**
  - **Company (YUKSEL SAUDIA – Riyadh, Saudi Arabia)**  
**Aug 2022 – Sep 2024 (2-year, 1 month) 550 Million Riyal**
  
  - **North of Riyadh (Al Morojo & Al Masif Districts) – MRTTP**
  - **Company (YUKSEL SAUDIA – Riyadh, Saudi Arabia)**  
**Sep 2020 – Aug 2021 (11 months) 250 Million Riyal**
  
  - **North of Riyadh (Malqa & Hitten Districts) – MHRTP**
  - **Company (YUKSEL SAUDIA – Riyadh, Saudi Arabia)**  
**Sep 2020 – Aug 2021 (11 months) 300 Million Riyal**
  
  - **East of Riyadh (Yarmouk & Al-Mazalya ,Ishbilia Districts) – ERTP-2**
  - **Company (YUKSEL SAUDIA – Riyadh, Saudi Arabia)**  
**Feb 2019 – Aug 2022 (2 Years , 6 months) 300 Million Riyal**
  
- Managed employee timesheets, site requirements, and tracked workforce logistics.
  - Created and submitted Requests for Inspection (RFIs) for site inspections and coordinated with consultants for approvals.
  - Uploaded related documentation and inspection files to M-Files and the owner’s digital system.
  - Monitored project machinery, tracked utilization, and managed site permits and renewals.
  
- **Interface Officer**
- **Project (King Abdulaziz Project for Public Transport (BRT) Phase 3**
- **Company (YUKSEL INSAAT A.S. – Riyadh, Saudi Arabia)**  
**Feb 2018 – Feb 2019 (1 year) 850 Million Riyal**
  - Coordinated with businesses, building owners, and institutions at planned BRT bus station locations to gain approval and resolve concerns.
  - Represented project team to explain the importance of constructing bus stations at specific points, including shops, companies, and petrol stations.
  - Worked closely with government authorities to resolve any obstacles or objections that could delay construction.
  - Maintained continuous communication between stakeholders and construction teams to keep project timelines on track.