

## Personal data

-Name: Ahmed Mohamed Abdel Moneim.  
-Date of Birth: 14 Oct 1992  
-Nationality: Egyptian Lives in: Riyadh, KSA  
-Mother tongue: Arabic  
-Second Language: English (PTE Academic test: 57) equal ILETS: 6.  
-Email: [Ahmedm.amen92@gmail.com](mailto:Ahmedm.amen92@gmail.com)  
-Mobile number: +9660532725280  
-Mobile number: +201063339604 -Iqama: Architect (Available for transfer)  
-Marital Status: Single. -Current location: Riyadh, Saudi Arabia.  
-Membership in the Egyptian Engineers Syndicate: Done.  
-Membership in the Saudi Council of Engineers: Done.  
-Egyptian Driving License: Obtained. -Saudi Driving License: Obtained.

## University education

Graduation from the Faculty of Engineering, Department of Architecture, Environmental Architecture, from the Higher Institute of Engineering ([www.ohi.edu.eg](http://www.ohi.edu.eg))  
Graduation Date: June 2016  
Overall Rating: Good  
Graduated legislator (500-bed hospital) with a grade: Very good

## Software

1- Auto Cad 2D	5- Trello
2- Revit Architecture	6- MS Office (MS PROJECT)
3- 3Ds max	7- Photoshop
4- V-ray	8- AI

## My Portfolio

<https://www.behance.net/ahmedmamen501b>

## Work Experience

### Work for The first group holding, Riyadh (Main contractor)

#### Job Title: Senior Technical Office Architect.

From July 2024 until now

Types of projects: Residential, administration, manufacturing, high end fit-out, service (hospital).

Job duties: -

- 1- Developed and reviewed **working drawings and shop-drawings** in compliance with BOQ's specifications -Project IFC- that alignment with Saudi Building Code (SBC) and Riyadh Municipality standards(**GCC Experience**).
- 2- Coordinated with procurement engineers to **validate shop drawings**, materials, and technical specifications, ensuring accuracy and cost efficiency.
- 3- Negotiate and discuss with the consultant to **approval all architectural shop drawings** and issued final approved architecture package.
- 4- Conducted coordination to **eliminate clashes** between architectural, structural, and MEP trades.
- 5- Prepared and managed comprehensive **project documentation**, including specifications, inspection requests, technical office documentations, and material registers.

- 6- Reviewed and **approved materials**, samples, and mock-ups, ensuring conformity with project standards (BOQ).
- 7- Followed up any **technical issues**, and make **corrective actions**, and technical reports to maintain project quality and resolve it.
- 8- Coordinated design revisions, updated drawings, and ensured proper **communication with subcontractors** to prevent rework and delays.
- 9- Supported **project handover**, snagging/de-snagging, and closure of quality observations to meet authorities' acceptance requirements.
- 10- Conduct **final handover documentation**, clashes, and closure of quality-related observations before project completion.

**Work for WADI EL NILE Company (Developer)**  
**Job Title: Senior Technical Office Architect.**  
 From April 2022 till July2024

Types of projects: Residential, landscape, high end fit-out, development, Re use for buildings.  
 Job duties: -

- 1- Developed and reviewed **executive drawings and workshop drawings** for new architectural items, clarifying manufacturing and installation methods.
- 2- Coordinated with **Procurement engineer** to review shop drawings, material specifications, and technical descriptions for accuracy and cost alignment.
- 3- Conduct **consultant approval** for shop drawings and workshop drawings, then issued final approved packages to subcontractors.
- 4- Worked closely with subcontractors to **resolve design coordination issues** and mitigate clashes between different trades.
- 5- Prepared and managed all **project documentation**, covering material specifications, inspection requests, quality records, and deliverables across all project activities.
- 6- Conducted monthly **site quantity verification** to prepare accurate work progress quantities for payment certificates.
- 7- Prepared and submitted the **monthly progress abstracts**, followed by consultant review, revision, and final approval.
- 8- Attended coordination meetings with the **consultant and owner's representative** to resolve ongoing issues and anticipate potential design or site conflicts.
- 9- Reviewed and approved **materials, samples, and mock-ups**, ensuring they met BOQ specifications and project requirements.
- 10- Issued **technical reports**, non-conformance reports (NCRs), corrective action plans (CAPs), and follow-ups to maintain quality standards.
- 11- Coordinated design changes, issued **revised drawings**, and ensured proper communication with all stakeholders to prevent rework.
- 12- Supported final **handover documentation**, clashes, and closure of quality-related observations before project completion.

**Work for XERVON Company (Main Contractor)**  
**Job Title: Technical Office Architect.**  
 From March 2021 to April 2022

Types of projects: administration, manufacturing, high end fit-out.  
 Job duties: -

- 1- Developed and reviewed **executive drawings and workshop drawings** for new architectural items, clarifying manufacturing and installation methods.
- 2- Coordinated with the **Procurement engineer** to review shop drawings, material specifications, and technical descriptions for accuracy and cost alignment.
- 3- Conduct **consultant approval** for shop drawings and workshop drawings, then issued final approved packages to subcontractors.
- 4- Worked closely with subcontractors to **resolve design coordination issues** and mitigate clashes between different trades.
- 5- Prepared and managed all **project documentation**, covering material specifications,

- inspection requests, quality records, and deliverables across all project activities.
- 6- Conducted monthly **site quantity verification** to prepare accurate work progress quantities for payment certificates.
  - 7- Prepared and submitted the **monthly progress abstracts**, followed by consultant review, revision, and final approval.
  - 8- Attended coordination meetings with the **consultant and owner's representative** to resolve ongoing issues and anticipate potential design or site conflicts.
  - 9- Reviewed and approved **materials, samples, and mock-ups**, ensuring they met BOQ specifications and aesthetic requirements.
  - 10- Issued **technical reports**, non-conformance reports (NCRs), corrective action plans (CAPs), and follow-ups to maintain quality standards.
  - 11- Ensured all architectural works adhered to **Municipality regulations**, project codes, and finishing standards.
  - 12- Coordinated design changes, issued **revised drawings**, and ensured proper communication with all stakeholders to prevent rework.
  - 13- Supported final **handover documentation**, clashes, and closure of quality-related observations before project completion.

<p><b>Work for Al Safwa (Sub contractor)</b> <b>Job Title: Technical Office Architect.</b> From July 2018 to February 2021</p>
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Types of projects: Residential, landscape, high end fit-out.

Job duties: -

- 1- Developed **architectural, interior, and exterior designs** in alignment with project requirements and design standards.
- 2- Guided clients toward the **most efficient and suitable architectural solutions** based on client needs, functional and value.
- 3- Conducted **building rehabilitation and adaptive reuse studies**, evaluating structural feasibility and design integration.
- 4- Produced **high-quality 3D renderings and architectural visualization** for presentations and approvals.
- 5- Selected project **materials and finishes**, preparing technical **BOQ's descriptions** and specifications.
- 6- Conducted monthly **site quantity verification** to prepare accurate work progress quantities for payment certificates.
- 7- Prepared and submitted the **monthly progress abstracts**, followed by consultant review, revision, and final approval.
- 8- Attended coordination meetings with the **consultant and owner's representative** to resolve ongoing issues and anticipate potential design or site conflicts.
- 9- Reviewed and approved **materials, samples, and mock-ups**, ensuring they met BOQ specifications and project requirements.
- 10- Coordinated design changes, issued **revised drawings**, and ensured proper communication with all stakeholders to prevent rework.

**Engineering Authority - Central Region - of the Armed Forces**  
**Job Title: Technical Office Architect - Site Architect (Dual Role)**

From July 2017 to July 2018

Types of projects: Residential, landscape, high end fit-out.

Job duties: -

- 1- Developed and updated **shop drawings** and **construction drawings** according to project specifications.
- 2- Performed accurate **architectural quantity take-offs** and verified executed works against approved quantities.
- 3- Resolved **technical site issues**, ensuring compliance with engineering standards, **Municipality specifications, Egyptian Finishing Code** and project requirements.
- 4- Coordinated **material deliveries** for site development and finishing works across all project areas.
- 5- Conducted **material inspections** and approved deliveries based on technical specifications.
- 6- Managed **procurement coordination**, ensuring timely material availability aligned with project schedules.
- 7- Coordinated workflows among **subcontractors**, preventing scope conflicts and execution delays.
- 8- Reviewed and validated **subcontractor bill**, matching them with BOQs and client requirements.
- 9- Supervised finishing activities and provided **technical guidance** to subcontractors.
- 10- Monitored and updated the **project schedule** for site development, external works, and finishing activities.
- 11- Organized and facilitated **site handover** to government authorities and project stakeholders.
- 12- Managed and maintained **project documentation**, preparing all records for **audit and inspection committees**.

**Work for Al Safwa General Contracting Company**

**Job Title : Site Architect**

From July 2016 to February 2017

Types of projects: Residential.

Job duties: -

- 1- Continuous review of equipment and tools of subcontractors to control the quality of implementation
- 2- Supervising the implementation of the various items
- 3- Coordination with the technical office to receive the executive drawings and supervise the work according to the drawings
- 4- Coordination between the different work crews
- 5- Completion of activities according to the weekly and monthly schedule
- 6- Supervising the supply of raw materials and receiving them on site under the supervision of the consultant
- 7- Supervising the storage places and waste places on the site in accordance with the occupational safety instructions
- 8- Determining the methods of entry and exit to the site and the methods of vertical and horizontal movement at the site in accordance with the instructions of occupational safety.