

# Mohamed Hatem Shalaby

## Senior Civil Site Engineer

### Personal Data: -

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- Address: Jeddah, Riyadh district
- Nationality: Egyptian .
- Date of Birth: 01/12/1994. - Marital Status: Married

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### Summary:-

**Senior Civil Site Engineer with + 7 years of experience** in managing and supervising large-scale construction projects. Proven ability to lead site operations, coordinate with consultants and subcontractors, and ensure timely delivery of residential, commercial, and infrastructure projects. Skilled in site execution, quality control, site management, technical drawing review, and project handover procedures. Known for solving on-site challenges efficiently, maintaining high standards, and ensuring client satisfaction.

### Education:-

- Bachelor's (B.Sc) Degree in Civil Engineering. - **Grade: Very Good**
- Higher Institute of Engineering in Beheira, Egypt. - **Year: 2018.**

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### Work Experience:-

**Pharos company for Integrated supplies and construction.** Location: Egypt.  
**Job Title: Senior Civil Site Engineer.** 07/2024 – 12/2025.

**Project:-** Finance Directorate Building in Mansoura City.

Scope of works: Marble Cladding Façade structural works (Fully Mechanical/Half Mechanical Fixation) - Curtain Wall Fixation - GRC Fixation - Finishing and fit-out works

#### Job Responsibilities:-

- Supervise and coordinate all finishing activities (plaster, painting, tiles, ceilings, joinery, etc.) to ensure quality and timely execution..
- Review and interpret architectural drawings, specifications, and finishing details.
- Participate in inspections with consultants and clients for concrete structural elements and closures.
- Prepare daily site reports, work inspections, and material requests for finishing items.
- Focused on structural execution and finishing to meet high-quality standards.
- Manage procurement processes, including selection of materials, vendors, and subcontractors.
- Preparation of daily and weekly progress reports for the work.
- Review subcontractors' invoices according to the work executed on site.

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### Creators Construction.

**Job Title: Sr Civil Site Engineer.**

Location: Egypt.  
02/2023 - 07/2024.

#### Projects:

- 1 - Lotus Club in New Cairo Project. - (Project cost: 2 billion LE).
- 2 - Crisis and Disaster Management HQ in the Egyptian Police Academy.

#### Job Responsibilities:-

- Execute and oversee finishing works such as plastering, painting, tiling, false ceilings, and decorative elements as per project specifications.
- Inspect and verify materials, workmanship, and quality of finishing activities on site.
- Coordinate with subcontractors and other site teams to ensure the timely completion of finishing stages.

- Report daily progress, highlight site issues, and propose practical solutions to ensure smooth workflow.
  - Ensure compliance with health, safety, and quality standards throughout all finishing operations.
  - Prepare daily and weekly reports of completion rates and needs, and submit them to management.
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## **Engineering Office For Urban Renaissance.**

**Job Title: Civil Site Engineer.**

**Location: Egypt.**

**08/2018 - 01/2023.**

### **Projects:**

1. Construction of Al-Khamayel City Buildings in 6th October, Giza Governorate. (34 Buildings).
2. Rehabilitation and Lining of 40km Long Canals in Sharkia Governorate.
- 3 - Constructing a Commercial Residential Tower With Anchor Pile System, Alexandria.
- 4 - Infrastructure & Construction Of a Reservoir in Elkhyala Club, Ministry Of Interior, Cairo.
- 5 - Construction of 11 Residential Towers Project, in Naser City, Ministry Of Interior, (City Towers).

### **Job Responsibilities:-**

- Overseeing the execution of all civil works within the project scope, including the construction of superstructure construction (both concrete and steel), infrastructural, swimming pools and lagoons, landscaping, and finishing works.
  - Follow up on interior and exterior finishing works such as tiles, paints, suspended ceilings, and woodwork. Focused on structural execution and finishing to meet high-quality standards.
  - Manage resources, labor, and equipment
  - Manage teams and subcontractors within the site, and distribute tasks to ensure efficient workflow..
  - Prepare daily and weekly reports of completion rates and needs, and submit them to management. • Coordinate with the consultant and the owner to attend the required tests or inspections
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### **Computer ( Software) Skills:-**

- Microsoft Office (Word, Excel, and PowerPoint).
- AutoCAD

### **Soft Skills & Personal Skills:-**

- Communication Skills
- Time Management
- Organized
- Planning
- Problem-Solving
- Teamwork
- Leadership
- Attention to detail
- Project Management

- **Language Skills:** Arabic (Native).  
English (Very Good). (Writing, Reading, Speaking, and Listening).

### **Technical Skills & Key Competencies:**

- Construction documentation
- Project coordination
- Quantity Surveying & Material Take-offs
- Building Codes & Standards
- Construction Project Management.
- Site Management and Coordination.
- Foundation & Earthworks
- Concrete Structures & Finishing works
- Preparation of Method Statements & ITPs.
- Quality Control (QC) and Quality Assurance (QA)
- Preparing invoices and change orders.
- Client and Consultant Coordination
- Daily, Weekly, and Monthly Reporting.
- As-Built Drawing Preparation.
- Project Planning & Execution & Resource & Manpower Management.
- Non-Conformance & Corrective Action Management (NCR, CAR).
- Piles Works (Anchores And CFA). & Tankes Workes