

# MUSTAFA ALI MUSTAFA GALAL

Civil Engineer | Site Supervision & Technical Office

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## PROFESSIONAL SUMMARY

Results-driven Civil Engineer with 3+ years of experience in site supervision and technical office roles within the real estate and construction sector. Demonstrated ability to supervise site activities from execution to handover, coordinate with contractors and consultants, and ensure compliance with quality and safety standards. Experienced in reviewing drawings and specifications, preparing BOQs and contractor invoices, and supporting timely project delivery per approved plans. Seeking to leverage expertise in villa and residential compound projects to contribute effectively to a dynamic construction team in Jeddah.

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## PROFESSIONAL EXPERIENCE

**Technical Office Engineer** | **Nizar Atallah Company** | Jeddah, Saudi Arabia

July 2024 – Present

*Project: Prince Fawaz Housing Project (Jeddah Heights) – Residential Compound*

- Review shop drawings, as-built drawings, and design details in coordination with site and design teams to ensure alignment with approved specifications
- Prepare and verify contractor invoices, BOQs, and monthly progress reports to support cost control and project budgeting
- Handle material submittals, technical data sheets, and consultant approvals in compliance with Saudi building codes and engineering standards
- Coordinate with site engineers, procurement, and planning teams to ensure timely material delivery and project milestones
- Respond to RFIs (Requests for Information) and prepare documentation for variations and claims
- Participate in value engineering, technical reviews, and design modifications to optimize project delivery
- Track project progress and generate periodic updates for project manager and client

**Site Engineer** | **Nizar Atallah Company** | Jeddah, Saudi Arabia

June 2023 – July 2024

*Project: Prince Fawaz Housing Project (Jeddah Heights) – Residential Compound*

- Supervised all site activities and ensured work was executed according to approved drawings, specifications, and quality standards
- Coordinated with contractors, subcontractors, consultants, and internal teams to maintain workflow and resolve technical issues
- Monitored site progress, quality, and compliance with health, safety, and environmental regulations
- Reviewed quantities, materials, and completed work on site to ensure accuracy and contract compliance
- Conducted quality control checks and implemented corrective actions in alignment with QA/QC procedures
- Prepared and submitted daily site progress reports and maintained all technical documentation
- Interpreted engineering drawings and provided technical guidance to site workers and subcontractors

**Site Engineer** | **DAS Company** | Khartoum, Sudan

June 2022 – March 2023

- Managed all site activities covering civil and finishing works for residential projects
- Prepared daily progress reports and coordinated completed work handover to supervising engineer
- Resolved technical issues on site and managed subcontractor performance
- Attended all required material and structural tests as mandated by the consultant engineer
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## EDUCATION

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### Bachelor of Science in Civil Engineering

Al-Mughtaribeen University, Khartoum, Sudan | 2017 – 2022

## TECHNICAL SKILLS

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<b>Design &amp; Drafting:</b>	AutoCAD, Civil 3D, Revit
<b>Structural Analysis:</b>	ETABS, SAFE
<b>Project Scheduling:</b>	Primavera P6, Microsoft Project
<b>Construction:</b>	Quantity Take-off, Cost Estimation, BOQ Preparation, Contract Review
<b>Site:</b>	Site Supervision & Execution, Quality Control & Assurance (QA/QC), Safety Compliance
<b>Documentation:</b>	As-Built Drawings, Material Submittals, RFIs, Technical Approvals, Progress Reports
<b>Standards:</b>	Saudi Building Code, Project Handover Procedures

## CORE COMPETENCIES

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Site Supervision & Execution • Contractor & Consultant Coordination • QA/QC & Safety Compliance • Drawings Review & Specifications • BOQ & Quantity Take-off • Project Reporting • Problem-Solving • Time Management

## CERTIFICATIONS & TRAINING

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- Project Management – Google Online Course
- Microsoft Office – Professional Training

## LANGUAGES

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- Arabic – Native
- English – Professional Working Proficiency