

# Mostafa Mohamed Maher

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## SUMMARY

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As a highly skilled Senior Technical Office and Tendering Engineer with extensive experience in project management and site engineering, I am eager to contribute my expertise to your esteemed team. My proven record of accomplishment in delivering successful projects, coupled with my passion for innovative solutions, positions me as a valuable asset. I am excited about the opportunity to collaborate with your team and drive excellence in every project we undertake together.

## EXPERIENCE

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### Senior Technical Office and Tendering Engineer

Master City Company for General construction & Building Chemicals Distribution Jan2018-Current

### Tender Engineer

- **Tender Review & Costing** – Study tender documents, raise clarifications, develop cost estimates (direct/indirect), prepare priced BOQs, and analyze productivity/man-hours/equipment.
- **Proposals & Coordination** – Prepare technical/commercial proposals (methodology, schedule, risk, and cash flow), coordinate with suppliers/subcontractors, attend site visits/pre-bid meetings, and apply value engineering.
- **Submission & Records** – Compile full tender submissions, support negotiations, and maintain updated databases of unit rates, vendors, and lessons learned.

### Technical Office Engineer

- **Drawings & Quantity Control** – Review shop drawings and as-builts, conduct quantity surveying/take-offs, and support monthly valuations and cost control.
- **Documentation & Coordination** – Manage RFIs, submittals, method statements, ITPs, and technical transmittals; coordinate with site teams, resolve technical issues, and check subcontractor/shop drawings.
- **Compliance & Project Close-out** – Ensure specification compliance, manage variations/change orders, support planning with schedules and reports, and prepare final handover documents (O&M, as built, snag lists).

## Senior Tendering Engineer

Master City

Jan 2023- Current

- Successfully led the **study and pricing of tender documents** (drawings, specs, BOQs) for *Master City* projects with a combined value exceeding **2M\$**, ensuring full compliance with client requirements.
- Negotiated with suppliers and subcontractors, achieving **up to 10% cost savings** through optimized procurement and technical evaluation of quotations.
- Prepared **techno-commercial proposals** and execution methodologies that directly contributed to winning **5+ strategic projects**, enhancing the company's portfolio in residential, corporate, and institutional sectors.

## Senior Technical Office

Master City

Mar 2023- Current

- Provided comprehensive technical office support at Master City, covering private villas, corporate headquarters, nurseries, and care facilities, ensuring design compliance and high-quality execution.
- Improved project efficiency by optimizing shop drawings, quantity surveying, and material approvals, reducing rework and supporting cost control across structural and finishing works.
- Strengthened collaboration between site teams, subcontractors, and consultants, resolving technical challenges and ensuring timely completion with accurate as-built documentation and handover packages.

## Project Manager

Master City

Jan 2023-Jan 2024

### Petrosnann fields

- Led the construction of a new 50,000 m<sup>2</sup> residential camp, encompassing accommodation buildings, a main restaurant, and an administration facility, from inception to handover.
- Managed project planning, cost control, procurement, and subcontractor coordination to ensure on-time delivery and compliance with quality, safety, and client specifications.
- Directed multidisciplinary site teams and consultants, resolving technical issues and implementing risk management strategies to achieve project milestones within budget.
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## Site Engineer

Master City

Jul 2023-Jan 2023

- Supervised construction and finishing works at Master City projects including private villas, corporate headquarters, nurseries, and care facilities, ensuring compliance with drawings, specs, and safety standards.
- Monitored site progress, quality, and resources, resolving on-site challenges, coordinating with subcontractors, and supporting timely delivery within budget.
- Ensured proper execution of structural and finishing activities, prepared daily reports, and supported handover by aligning site works with approved designs and schedules.

## Site Engineer

Sep 2017-Mar 2018

- **National Construction Company SAMCO:**

Project: Shubra-(Benha Al-Har) Highway Road 30KM

- **Tatweer Misr Development Company:**

Project: Execution and finishing of a number of the company's villas in the Fifth Settlement.

## EDUCATION

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Bachelors, Civil Engineering, 2013-2018

AL Safwa High Institute of Engineering

**Graduation Project:** Highway & Airports Project. Grade: **Excellent**

## SKILLS

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- Microsoft Office (Advanced in Excel)
- AutoCAD
- CSI Programs (Sap2000, Safe, Etabs)
- 3D Civil
- ICDL
- Primavera (On progress)

## LANGUAGES

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- Arabic (Native)
- English (Advanced)