

YUNES YAHYA ABDULLAH

CIVIL ENGINEER

0591044687 | ALBALHAJJ@YAHOO.COM | RIYADH - KSA | IQAMA TRANSFERABLE

SUMMARY BIOGRAPHY

Civil Engineer with experience in project site supervision, quantity surveying, and preparation of contractor invoices and shop drawings. Skilled in internal quality audits (ISO 9001:2015/2018), BIM, and PMP methodologies. Proficient in engineering and management software including Revit, AutoCAD, MS Project, Excel, as well as project management platforms like Odoo and Trello. Experienced in humanitarian projects and volunteer work, including supervision, maintenance, and graphic design.

EDUCATION & TRAINING

BACHELOR IN CIVIL ENGINEERING

University of Science and Technology, 2018 – 2022

- **Graduation project in the field of Environment, Water, and Sanitation, with a final grade of 98%.**
- **Relevant coursework:**
 - BIM Diploma (ASD – ROBOT – REVIT – NAVISWORK).
 - Project Management Professional (PMP) Training Course.
 - International Computer Driving License (ICDL).

EXPERIENCES

KHUTA AL-KHAIR for CONTRACTING COMPANY | PROJECT ENGINEER

Al Kharj, KSA, Aldana Al-Gharbi Project and Others, March 2023 – August 2025

- **Achieved** on-time and within-budget project delivery through effective schedule and cost management.
- **Improved** design accuracy by finalizing and approving high-quality As-Built and Shop Drawings.
- **Ensured** accurate and dispute-free contractor payments by preparing precise BOQs and invoices.
- **Maintained** full compliance with safety and quality standards through rigorous monitoring.
- **Enhanced** workflow efficiency by resolving technical challenges and ensuring streamlined coordination among all stakeholders.

AL-ASTA FOR ENGINEERING AND CONTRACTING | SITE ENGINEER

Sana'a, Yemen, Several luxurious private villas, May 2022 – December 2022

- **Ensured** compliance with approved designs by supervising construction works on-site.
- **Maintained** high safety and quality standards by applying strict QC and occupational safety measures.
- **Optimized** resource management by preparing accurate BOQs and monitoring material inventory.
- **Facilitated** timely contractor payments through accurate documentation and verification.
- **Improved** project tracking and decision-making by preparing clear technical and administrative reports.

AL-RAHMA FOUNDATION FOR HUMAN DEVELOPMENT | PROJECTS SPECIALIST

Sana'a, Yemen, Orphan Training and Rehabilitation Center Project and Others, October 2018 – April 2020

- **Enhanced** project outcomes through effective coordination and communication with clients, contractors, and suppliers.
- **Integrated** sustainable development principles into project designs and execution, minimizing environmental impact.
- **Contributed** to community development by implementing infrastructure projects that deliver tangible societal benefits.

TENDER & ORGANIZATIONAL PROJECTS:

- **Reviewed** tender documents, including technical specifications, contract terms, and BOQs, to accurately evaluate project requirements.
- **Assessed** technical and financial contractor proposals, verifying capabilities and project schedules.
- **Prepared** preliminary cost estimates based on engineering designs and specifications.
- **Participated** actively in tender committees to select winning contractors and provide technical feedback.

Sana'a, Yemen, January 2009 – August 2016

- **Supervised** daily operations in the Orphan Care Department, ensuring high-quality care and educational activities.
- **Supported** logistics operations as a Transport Driver (Light–Medium), ensuring safe and efficient transport.
- **Monitored** program implementation and **prepared** comprehensive reports as a Follow-up Officer.
- **Oversaw** maintenance of facilities and vehicles, ensuring operational readiness and safety.
- **Designed** brochures, posters, and visual materials, contributing as a Graphic Designer to communication and awareness efforts.

SKILLS

- **Project and Multitask Management:** Efficient handling of projects and multiple responsibilities.
- **Critical Thinking and Problem Solving:** Skilled in addressing technical challenges effectively.
- **Technical Reporting and Data Analysis:** Proficient in preparing accurate reports and analyzing data.
- **Quantity Surveying, Inventory, and Cost Estimation:** Experienced in monitoring materials and project costs.
- **Engineering Software and MS Office Proficiency:** Skilled in engineering applications, Microsoft Office, and project management systems.
- **Driving:** Valid light–medium vehicle license.

LANGUAGES

- **Arabic – Native**
- **English – Very Good (Reading, Writing, Speaking)**

REFERENCES

- **Available upon request.**