


Personal Data				
Name	Mohammed Ahmed Abdul Aziz			
Nationality	Egyptian			
Birth Data	Dec. 04, 1977			
Marital Status	Married			
Religion	Muslim			
Current location	Giza, Egypt			
Contact information	+201003579097			
	mohammedzizo@gmail.com			
Education				
University	Date of Graduation	Certificates	Project Title	
Helwan University	June 2000	Bachelor of faculty of Fine Arts	Designing the Entertainment Center in SoorMagraa El Ayoon Area	
Language				
	writing	reading	Conversation	
Arabic	Excellent			
English	Very good	Very good	Very good	
Memberships & Courses				
Holding a project management professionally course and ongoing prepare for certification				
Origination	Registration	No of membership	Date	country
Egyptian Engineering Syndicate	Till now	15/3664	2000/6/1	Egypt
Saudi Council of Engineers	3 Y	3349537251	2013/11/27	KSA
Project Concept	a project management professionally course	17/11/2012	KSA	Project Concept
Computer skills				
software	AutoCAD- Revit - M.S Office - Photo Shop - Acknowledge of 3D Studio MAX			
Personal skills				
	Analytical Thinking - Leadership - Communication - Time Management - Problem Solving - Critical Thinking Skills - Organization - Administrative Skills - Teamwork Skills - Highly Motivated - Accountability - Adaptability – Delegation - Strategic Thinking - Highly Organized and efficient - Details attention			

EXPERIENCE	
	<ul style="list-style-type: none"> - As an Architect with over twenty-six years of experience in the field of architecture technical office duties, managerial and site supervision, including the activities of identifying the functional and spatial requirements of new structures and renovations; preparing information regarding designs, specifications, materials, colors, and equipment; planning the layouts of projects and integrating engineering elements into unified designs; preparing scale drawings, presentations, bills of quantities, specifications, and contract documents for building contractors; conducting periodic on-site observation of work during the construction phase to monitor compliance with plans; and coordinating with other disciplines for a wide range of mega projects. - Good knowledge of local and international building codes (NFPA, ICC, IBC, GCC, SBC).
Duties & Responsibilities	<ul style="list-style-type: none"> - Lead Architect Engineers in technical office duties & responsibility's, materials & drawings submittal documentation, progress site meetings and project coordination meetings. Record minutes of meetings and track progress with mitigating measures to overcome delays and problems. - Prepare technical packages to serve the procurements, cost control, and planning departments, prepare materials submittals for approval. - Process, Supervise, review, approvals all project documents (design reviewing, Specification review, technical queries, clarifications, working/shop drawings, Material Submittals) in compliance with specifications and project requirements to ensure the quality of works in accordance with the time frames and milestones. - Provides technical advice, solutions and administrative information to all related project team stakeholders to ensure that the outgoing deliverables comply with all engineering standards, scope of work, codes, specifications, budget, and design instruction. - Liaise and coordinate between the constructions and engineering teams ensuring that the construction requirements are conveyed to the engineering teams and that the engineering deliverables satisfy the construction. - Collaborate with cross-functional teams, including engineering, operations, design, and project management, to ensure architectural solutions meet business requirements. - Take part in review quantity's take-off, subcontractor invoices & client invoices. - Take part in evaluate & selection process of subcontractors and suppliers for projects. - Provides inputs and reviews with the operator negotiations as they relate to the Technical Services Agreements with Operators. - Maintains an effective relationship with client, stakeholders and other functional departments and coordinates all jobsite contractual activities. - Strong organizational skills, ability to work under pressure, meet tight deadlines on budget and on time.
❖ SHAKER CONSULTANCY GROUP (SCG)	
Sep 2024 ---- Till Now	
Responsibility	Technical Office Manager
Job description	<ul style="list-style-type: none"> - Lead core team of multi disciplines technical engineers, fostering a culture of collaboration, innovation, and accountability. - Evaluate and direct team members, perform regular assessment to ensure the compliance with all the agreed upon KPIs and organizational goals.

<p>Job description</p>	<ul style="list-style-type: none"> - Conduct regular performance reviews and provide constructive feedback to team members, identifying areas for improvement and professional development. - Build effective team spirit to enable all team members work well together and achieve team's optimum performance - Build effective workflows and processes to ensure the smooth execution of tasks and projects - Build and maintain strong relationships with external stakeholders, including architects, contractors, government agencies, and community organizations. - Delegate, review comment and/or contribute to all technical office tasks for design review, materials review, technical coordination in compliance with project specification, shop drawings and all architectural correspondences and standards. - Support the management and direction of internal/external multi-disciplinary teams, including the development and evaluation of requests for proposals, including scope and performance measures. - Consulting stage in the field of construction of mega projects by reviewing all project disciplines shop drawing based on design drawings, reply of RFI's, RFP's, in the main while in coordination with all related trades to proceed smoothly in site accordingly. - Review and ensure the detailed shop drawings schedule from main/subcontractor is in compliance with project IFC documents. - Coordinate and find suitable solution to any discrepancy of the submitted shop drawing related to the design drawings. - Participate and work hand on hand with other trades teams. - Supporting QS department by give a hand in reviewing Quantity take-off. - Ensuring that during detailed design, construction and commissioning / start-up of the project under execution, all engineering aspects are covered and correctly implemented as per Company standards and engineering practices. - Visiting site and coordinating with supervision& execution team for gathering of technical information on all issues related to engineering aspects and coordinating all disciplines. - Reviewing and supporting approval of site deliverables (procedures, method statements, risk assessments etc.), as-built and final dossiers issued by Contractors, including design changes due to site constraints and construction/commissioning technical queries.
<p>Projects</p>	<ul style="list-style-type: none"> - NOOR Smart City- Mega luxury residential compound. CP001: 97 Fully finished residential apartments buildings CP011: 72 Fully finished residential apartments buildings CP012: 54 Fully finished residential apartments buildings CP019: 207 Core& Shell residential Villa building CP020: 97 Core& Shell residential Villa building CP022: 224 Core& Shell residential Villa building CP023: 190 Core& Shell residential Villa building
<p>❖ ENGINEERING CONSULTANTS GROUP (ECG) Jun 2019 ---- Aug 2024</p>	
<p>Responsibility</p>	<p>Architectural Technical Office Team Leader</p>
<p>Job description</p>	<ul style="list-style-type: none"> - Consulting stage in the field of construction of mega projects by reviewing architecture shop drawing for all related architecture elements based on design drawings, reply of RFI's, RFP's, in the main while in coordination with structural and electro-mechanical shop drawings to proceed in site accordingly. - Review and ensure the detailed Architectural drawing schedule from main/subcontractor is in compliance with project IFC documents. - Coordinate and find suitable solution to any discrepancy of the submitted shop drawing related to the design drawings

<p>Job description</p>	<ul style="list-style-type: none"> - Ensure all materials and equipment on the site fully comply with international standard and technical specification requirements - Support the management and direction of internal/external multi-disciplinary teams, including the development and evaluation of requests for proposals, including scope and performance measures. - Review, comment and/or contribute to technical office tasks for design review, materials review, coordination and standards for other landscape supervision - Review of architectural materials in compliance with project specification, shop drawings and all architectural correspondences - Participate and work hand on hand with other trades teams. - Supporting QS department by give a hand in reviewing Quantity take-off.
<p>Projects</p>	<ul style="list-style-type: none"> - HYDE PARK PROJECT-New Cairo. Mega luxury residential compound. Cluster's No: 13,14 (50 residential apartments buildings) Cluster's No: 22 (9 residential apartments buildings) Cluster's No: 1,2 Extension (49 Royal Villas) Club house: sporting club, swimming pool and exhibition hall. - ZED Towers Project – Sheikh Zayed. Project base model (BIM 360). Phase1&2 (24 High Rise residential apartments Buildings-High Luxury Fully Finished), with great area of landscape & small services buildings. - New Giza Hospital. The project covers building of university hospital of 300 beds with medical departments including services & teaching sections. The hospital on four floors. - New Giza Mall (Art Life). The project covers of six administrative and commercial buildings with six floors, in addition to two underground floors for car parking
<p>❖ MOBCO Contraction Company. Mar 2018 ---- May 2019</p>	
<p>Responsibility</p>	<p>Architectural Technical Office & Coordination Section Head</p>
<p>Job description</p>	<ul style="list-style-type: none"> - Oversee projects and supervise the day-to-day operations of their team, making sure everyone is pulling their weight, distributing the workload evenly and that motivation and performance levels are maintained. - Assist team members in construction detailing, construction administration services and training. - Participate in meetings with design department. - Provide a resource to project teams for quality control and development of documents and deliverables; mentoring younger staff with practical experience. - Coordinate between technical office and consultants. - Lead a team of architecture engineers & draftsman's (shop drawing – as built) to deliver the projects within time, budget and quality that is desired - Prepare weekly reports of work flow. - Prepare and review architecture shop drawing for residential and administration projects.
<p>Projects</p>	<ol style="list-style-type: none"> 1. Chamber of commerce and industry – Almadina -KSA. 2. TAIF municipality building - Altaif -KSA. 3. Askut Hotel - Abha -KSA. 4. Mawten Hotel - Riyadh -KSA.

❖ Hassan Allam Sons Contraction Company.		Aug 2016 ---- Feb 2018
Responsibility	Senior Architectural Technical Office Technical Coordinator Team Leader	
Job description	<ul style="list-style-type: none"> - Process all project documents (design reviewing, design devolvement, technical queries, preparing shop drawings, quantity take-off). - Prepare the technical queries/clarifications and raise the relevant queries/clarifications to consultant/ client through RFI / RFP or in meetings / discussions. - Provide technical solutions for all the issues related to design in coordination with subcontractors, Project team and consultants. - Participate in solving / report any unexpected technical difficulties, and other problems that may arise during construction to the Technical Office Manager for discussion and proper solve. - Review the clarification from the consultant for completeness of clarification/Query and transmit the clarification to all subcontractors affecting the clarification. - Review the coordinated drawings for accuracy and incorporation of details of all interfacing subcontractors. - Manage the Shop drawings and as built drawings programs - Coordinate with team, Management, subcontractors, and Consultants - to ensure the Work Progress is as per schedule. - Review subcontractor's drawings for accuracy, Quality and incorporation of relevant information. 	
Projects	<ul style="list-style-type: none"> - City Center Almaza Mall <p>Project owned by Majid Al Futtaim Properties (MAF). It is an urban development project aiming to establish a five-star shopping center with a range of retail and unique selling points, leisure and entertainment facilities. The site is located at the ring road between Heliopolis and Nasr City districts of Cairo. City Center AlMaza is located at the intersection of Suez Road and Autostrad road. The total land area is 123,658 m2 (approximately 30 Feddans) an anchoring Hypermarket of 12k sqm with retail space of 68k sqm and 20k sqm of F&B and leisure,. Project Estimated Value: EGP 3 billion Estimated.</p>	
❖ Dar Al Handasah (Shair and Partners)		Aug 2015 ---- Jul 2016
Responsibility	Senior Shop Drawings Reviewer Senior Technical Coordinator	
Job description	<ul style="list-style-type: none"> - Consulting stage in the field of construction of mega projects by reviewing architecture shop drawing for all related architecture elements based on design drawings, reply of RFI's, RFP's, in the main while in coordination with structural and electro-mechanical shop drawings to proceed in site accordingly. - Coordinate and find suitable solution to any discrepancy of the submitted shop drawing related to the design drawings. - Review of architectural materials in compliance with project specification, shop drawings and all architectural correspondences - Participate and work hand on hand with other trades teams. - Check and give comments for the Architectural works. - shop drawings and all architectural correspondences - Participate and work hand on hand with other trades teams. - Check and give comments for the Architectural works. 	

Projects	<ol style="list-style-type: none"> 1. Development of King Abdul- Aziz Endowment project located at MAKKAH – KSA 2. King Abdullah Bin Abdul Aziz Project Third Saudi – Expansion of Holy Haram Makkah – surrounding areas. 3. King Abdullah Bin Abdul Aziz Al-Saudi increasing Mataf Capacity – Project. 4. Security Building in Shamiya Area, located at MAKKAH – KSA
❖ AZMEEL General Contracting Company.	Mar 2013 ---- Jul 2015
Responsibility	Senior Architectural Technical Office Technical Coordinator.
Job description	<ul style="list-style-type: none"> - Process all project documents (design reviewing, design devolvement. - Provide technical solutions for all the issues related to design in coordination with subcontractors, Project team and consultants. - Review and ensure the detailed drawing schedule from subcontractor is in compliance with project drawing schedule. - Prepare the technical queries/clarifications and raise the relevant queries/clarifications to consultant/ client through RFI / RFP or in meetings / discussions. - Review the clarification from the consultant for completeness of clarification/Query and transmit the clarification to all subcontractors affecting the clarification. - Review all quality assurance and health & safety documentation, and construction method statements for working with the Contractor to implement these practices on the construction site. - Capable of independently working with the Contractor whilst representing the Client on site, and shall be competent to read, assess and advise on interpreting design drawings and specifications, reviewing construction method statements & proactively identify conflicts and critical interfaces between the disciplines. - Participate in solving / report any unexpected technical difficulties, and other problems that may arise during construction to the Technical Office Manager for discussion and proper solve. - Prepare the Architectural shop drawing, analyze the resource adequacy/ requirement for achieving the schedule, implement corrective actions for any variations from the plan and verify the effectiveness of the corrective actions. - Provide technical solutions for all the issues related to design in coordination with subcontractors, Project team and consultants. - Review the coordinated drawings for accuracy and incorporation of details of all interfacing subcontractors. - drawings programs - Coordinate with team, Management, subcontractors, and Consultants - to ensure the Work Progress is as per schedule. - Revise as-built drawings at the end of the project and hand over to the project consultant. - Review subcontractor's drawings for Accuracy, Quality and incorporation of relevant information. - Manage the Shop drawings and as built drawings programs - Coordinate with team, Management, subcontractors, and Consultants - to ensure the Work Progress is as per schedule. - Revise as-built drawings at the end of the project and hand over to the project consultant.

Projects	ITTC Phase 2 - Information Technology and Communications complex (ITCC) with an area of 305000 square meters consists of: - 96 Apartments buildings - 106 Villa - 3 Mosques - commercial building - Landscaping and infra-structure	
❖ Dar Al Riyadh Consultant Engineering.		Jan 2010 ---- Feb 2013
Job description	<ul style="list-style-type: none"> - Review & approve the life safety package in all authority documents submissions for building licenses including drawings and reports based on life safety codes (NFPA codes, SBC codes, IBC Code): - Checked and prepared technical reports as a technical committee member on fire safety requirements for proposed designs for various mixed-use and mega projects with laws, accepted standards and relevant code regulations. 	
Projects	<ol style="list-style-type: none"> 1- Industrial projects More than 550 constructions (warehouse stores - complex warehouse - workshops - industrial complexes - factory and laboratory mixed-use) 2- Service projects - More than 275 constructions (gas stations - Wedding hall - business and service multi spaces - restaurant - exhibitions and commercial centers - gyms - residential) 3- apartments and Dormitories – schools, school complex - hospital and clinic - medical center and compounds (commercial - residential - service) 4- Biggest department projects - multi-use building& towers - More than more than 35 high-rise buildings - towers - multiple use (Residential - Commercial - Office) and large projects, for example, Jasmine complex (hotel - commercial - residential) Consists of - Four residential buildings heights (32 - 2622-15) floors - Residential hotel tower up 28 floors - Business Tower, up 26 floors Commercial building, up 3 floors and an area of 10,900 square meters 5- Information Technology and Communications complex (ITCC) with an area of 75,530 square meters consists of: - Four office towers up to 95 m and an area of 180,000 square meters - Hotel and conference room up 25 meters and an area of 170,000 square meters - Research center - Business incubators - A government building - Mosque and the health club - Residential buildings for families - Residential buildings for singles - Civil Defense Center 6- Towers for example: Rafale, up 206 meters - Ajlan Tower 3, up 183 meters - Red Crescent Tower, up 155 meters - Abdul mohsen Muhaisin tower 155 meters high - Obeikan tower 124 m high - Rudder Tower, 232 meters high - Burj Al-Athel, up 72 meters – 	
❖ Othaim Holding Company.		Nov 2007 ---- Dec 2009
Responsibility	Technical Coordinator Architectural Technical Office	
Job description	<ul style="list-style-type: none"> - Coordinate all disciplines (architecture, structural and MEP) to improve the project progress with saving time, cost and quality. - Design, design development and preparing architectural shop drawings in the case of any variables depending on the bill of quantities, specifications of the project, contract terms, special conditions and coordinate with the other disciplines. - Reviews, approves, and issues detailed design and construction drawings and specifications prepared by others - Inventory quantities and financial extracts 	

Job description	<ul style="list-style-type: none"> - Inventory quantities and financial extracts - Receive correspondence from the site, consultant, supplier and Owner - Quality control of technical offices work, Follow-up draftsmen and review - Interior design
Projects	<ol style="list-style-type: none"> 1. Al othaim Dammam Mall, Dammam - KSA 2. Al othaim Mall (Elrabwa 2), Riyadh - KSA 3. Marketing International Center Factory), Riyadh – KSA
❖ Electro Mechanical Group (EMG)	
	Oct 2003 ---- Oct 2007
Responsibility	Technical Coordinator Architectural Technical Office
Job description	<ul style="list-style-type: none"> - Architecture design development and preparing architectural shop drawings. - Technical Coordination between architectural, structural and MEP disciplines. - Liaise with main design consultants for any design related clarification, interfaces, coordination addressing queries via RFI's. - Participate in meetings with all design department- consultants.
Projects	<ul style="list-style-type: none"> • Smart village (Building B7&B75). • Schlumberger Oilfield Facility – TRIPOLI. • Collage of Medical for El-Khartoum University – Sudan. • King Fahad Hospital Tabuk (300 Bed) – Saudi Arabia. • Al-Rajhi mall – Saudi Arabia. • Anda Tower – Saudi Arabia. • Sinai University • Swiss Channel University (Administration Building) • Sinai Golf City (Nabk Valley- SharmElShikh) • New Cataract Hotel –Aswan. • EL Noor Resort (Macady Village) Hurgada • Science Technology Building (National Research Center) • MOVENPICK Hotel – Aswan. • HOUZA mall (Nabk Valley- SharmElShikh) • Maintenance Workshop Center for Petroleum Equipment's and Stores – El Katameya Road – El Ain El Shokhna • Administration Location – Misr International Towers – El Maadi. • The General Organization for Imports and Exports Supervision • El Dekhla Organization Laboratory Building Project. . • El Nasr Building – Administration & Commercial & Residential Tower • Hotel Building in Maddinah – Saudi Arabia. • Caltex Company Administration Building. • Diving hotel and center – Sharm El Sheikh. • Social Club for Misr Insurance Company. • Cairo High Institute for Computer and information and Administration – New Cairo. • Public Library – El Minia City. • Army Production Ministry – Technical Institute for Development Industry. • HOUZA mall (Nabk Valley- SharmElShikh)
❖ Eldar El -Masriya for Constriction (DEMA)	
	Jun 2002 ---- Oct 2003
Responsibility	Architectural Technical Office
Job description	<ul style="list-style-type: none"> - Site Engineering Implementation and supervision of construction of projects - Design development and preparing architectural shop drawings. - Quantity surveyor
Projects	<ol style="list-style-type: none"> 1. A good number of private villas and residential buildings 2. two Food factories
❖ SMI Consult. D. Saied Ismail	
	Mar 2001---- Dec 2001
Responsibility	Architectural Technical Office

Job description	<ul style="list-style-type: none"> - Prepare and review architectural drawings, specifications, and construction documents. - Study project documents, design review & quarry report. - Review the technical queries/clarifications from the subcontractor, provide clarification and raise the relevant queries/clarifications to client through RFI, CR or in meetings / discussions. Review the clarification from the consultant for completeness of clarification/Query and transmit the clarification to all subcontractors affecting the clarification.
Projects	<ol style="list-style-type: none"> 1. Shop drawing social building of helopils club-EI shorouk 2. Shop drawing Building (100)-Alamza air base111 3. Architectural construction shop drawing of Beverly Hills. 4. Participate in constructional drawing of the following projects: 5. Viva Sharm village. 6. Fiat maintenance. 7. water station of Desouk. 8. water station of Motobus.
❖ Inter Consult. D: Ali Raffat	
Aug 2000---- Feb 2001	
Responsibility	Architectural Technical Office
Job description	<ul style="list-style-type: none"> - Design development and preparation of architectural design deliverables. - Conducting architectural studies - Reviews CAD drawings, renderings, layouts, study models, construction documents, and color boards prepared by Architectural Designers. - Ensures compliance with applicable codes, standards, and client requirements. - Preparing architectural shop drawings. - Producing detail drawings and delivering detail packages - Preparing preliminary quantities take-off.
Projects	<ol style="list-style-type: none"> 1. Designing competition of main branch of cultivation& agriculture credit bank. 2. Working& shop drawings of Cleopatra hotel-marsamatroh. 3. Design of villas& cabins of badr village-north coast.