
MOHAMED ELSAYED MAHMOUD SAAD

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PROFESSIONAL SUMMARY

With over a decade of experience in Architecture and technical office roles, I currently serve as *Section Head Technical Architect* at Memar Development and Investment. My responsibilities include mentoring teams, managing architectural projects, and ensuring project deliverables meet quality, budget, and timeline standards. I specialize in preparing and reviewing shop drawings, coordinating, Approving Material, and aligning subcontractor outputs with project requirements & Buildings codes (IBC, SBC& EGC)

My expertise extends to project coordination, quality control, Cost Control and compliance with design standards, supported by certifications in Revit Architecture and advanced project management training. Throughout my career, I've contributed to high-profile initiatives like the Fifth Square Mall, Lake Residence Hotel, Rotana Palma Bay Hotel and Cairo Metro Line 3, demonstrating a results-driven approach to solving complex architectural challenges. Passionate about fostering collaboration, I aim to deliver efficient, high-quality outcomes that align with organizational goals.

WORK EXPERIENCE

Section Head Technical Architect, 10/2024 - Current

Memar Development and Investment - Riyadh, Saudia Arabia

- Leading and managing architectural projects, ensuring adherence to Codes, quality standards, timelines, and budgetary constraints.
- Mentoring, motivating, and supervising a team of technical staff, fostering a collaborative and high-performance work environment.
- Studying project contract documents, including time schedules, tender drawings, BOQs, and specifications.
- Supervising and coordinating the work of Shop Drawing engineers, ensuring accuracy and compliance with project requirements.
- Attending regular meetings with clients and contractors to address project progress and resolve technical issues.
- Reviewing subcontractors' shop drawings and outsourced designs, coordinating their approval process with project consultants.
- Monitoring as-built drawings at project completion and ensure proper handovers to consultants.
- Overseeing all technical activities related to architectural and engineering projects, including teamwork coordination, draft reviews, and design changes.
- Verifying Bill of Quantities (BOQ) sheets, invoices, and variation orders for accuracy and compliance.
- Preparing regular reports and updates for senior management on project status, progress, and technical recommendations.
- Coordinating architectural, structural, electrical, and mechanical designs to ensure seamless integration and presentation of building plans.

Projects:

- Park View Hotel (120 Rooms)– Riyadh (KSA)
- Rotana Edge (80 Rooms)– Riyadh (KSA)

Section Head Technical Architect, 09/2023 - 10/2024

Al Marasem Development Group - Cairo, Egypt

- Coordinating and reviewing of design working drawings / BOQ and specs.
- Recording, reviewing and fulfilling all requirements for shop drawings & as-built drawings.
- Studying and preparing requests for information (RFIs) for all missing, unclear, conflicting, or other technical matters that may arise during construction.
- Supervising commercial team to issue both Client and sub-contractors monthly Invoices.
- Ensuring that work complies with all projects' standards, codes, specifications, and design instructions.
- Coordinating structural/architectural drawings with different disciplines (MEP drawings).
- Participating in solving/reporting any unexpected technical difficulties, and other problems that may arise during construction to Technical Office Manager for discussion and proper solution.
- Supporting Construction team, PCS, and QHSE departments with all required data.

Projects:

- Lake Residence Hotel Fifth Square (650 Rooms)– New Cairo (Egypt)
 - Rotana Palma bay (150 Rooms)– North Coast (Egypt)
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Section Head Technical Architect, 11/2017 - 09/2023

The Arab contractors Osman Ahmed Osman - Cairo, Egypt

- Implementing Shop drawings, As-Built, RFIs Submittals & all architectural submittals via Oracle Aconex.
- Coordinating with site team & technical disciplines to ensure that any changes are constructed in site according to any updated technical document.
- Preparing monthly invoices (for both clients and subcontractors) and quantity surveying works.
- Providing technical input to resolve discipline-related engineering issues on Project.
- Developing, modifying & reviewing production drawings and construction documents.
- Procuring materials and systems complying with project quality and specification requirements.

Projects:

- High Speed Rail Cairo station (4Billion \$)– (Egypt)
 - Adly Mansour Transportation HUB (600Million \$)– (Egypt)
 - Cairo Metro Line 3 Phase 4B (2.5Billion \$)– (Egypt)
 - Sharm Elsheikh Airport Terminal 02 (400Million \$)– (Egypt)
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Senior Quality Control Engineer for Civil & Arch works, 11/2017 - 09/2023

The Arab contractors Osman Ahmed Osman - Cairo, Egypt

- Ensuring all works installation activities comply with contractual obligations and quality control standard.
- Promoting and executing quality standards, inspection processes, test methodology, quality plans, documents and reports.
- Ensuring all QA/QC documentation is prepared, approved and issued as required by Document and Data Control procedure.
- Reviewing Contractor's material proposals against specified technical performance.
- Leading snagging process with aim to progress works to completion.

Projects:

- Cairo Metro Line 3 Phase 4B (2.5Billion \$)– (Egypt)

Site Architect, 08/2017 - 11/2017

Gama - Engineering and Construction Services - Cairo, Egypt

- Managing sub-contractors by locating, evaluating, and selecting sub-contractors; monitoring and controlling performance.
- Managing parts of construction projects.
- Ensuring projects meet agreed specifications, budgets or timescales.
- Setting out sites and organizing facilities.
- Providing technical advice and solving problems on site.

Projects:

- Ministries building Project at New Capital (500Million \$)- (Egypt).
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Technical Office Engineer, 01/2016 - 08/2017

MOBCO for Civil Construction - Cairo, Egypt.

- Preparing Shop Drawing (Plans, Elevations, Sections, Stairs Cases, Windows (Types & Schedules), Doors (Types & Schedules), and Curtain Wall, Wall Sections, Elevations Details, Ceiling, Furniture, Screens, Block work & Elevators details).
- Arranging monthly invoices and quantity surveying works.
- Providing Design Review reports.
- Technical Coordination.

Projects:

- Hilton Garden INN (130Rooms)-(KSA),
 - Taif Municipality Building (350Million \$)- (KSA)
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Junior Engineer, 06/2014 - 01/2016

EGEC-Engineering House of Expertise - Cairo, Egypt.

- Preparing Working Drawings (plans, Elevations & Sections) & Details as (Stairs Cases, Windows, Doors, Curtain Wall, Wall Sections, Elevations Details, Ceiling, Furniture, and Screens & Elevators).
- BIM Modeler
- Design Development

Projects:

- Ajyaal Villas, Saudi Aramco (500Million \$)- (KSA)
 - Royal Commission school (300Million \$)- (KSA)
 - Toyota - ALJHE, Forklift and LDC(70Million \$) (KSA)
 - Ministry Of Foreign Affairs (250Million \$)- (Qatar)
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SKILLS

- Technical Office Management
- BIM Modeling
- Quantity Surveying
- Construction Management
- Quality Control & Assurance
- Technical Drawings (LOD 350,400&500)
- Time & Task Management
- Project Coordinator
- Team Development & Coaching
- Software Proficiency
- Procurement & Material Management
- Document Control
- Technical Writing & Reporting.
- Budget & Resource Planning.

EDUCATION

Master of Business Administration (MBA): Strategic Management, 08/2021
Arab Academy for Science Technology & Maritime Transport (AASTMT) – Cairo, Egypt
Graduate with 3.88 GPA

B.Sc. Architectural Engineering: Architecture, 05/2012
Shoubra faculty of Engineering, Benha University – Cairo, Egypt
Graduate with Good

CERTIFICATIONS

- Quality Management System **QMS** ISO 9001:2015 Lead Auditor Certified by IRCA & Intertek-12/2025
- Project Management Professional **PMP**– 10/2025
- Professional accreditation from Saudi Council of Engineering (**PE Engineer**)– 12/2024
- Quality Control for projects. Health, Safety and Environment QHSE at ICEMT, 10/2022.
- Professional Program in Project Management **PRMG**, at American University in Cairo (AUC), 03/2019
- TOEFL Academic, Amideast Score: 492

PERSONAL DETAILS

Date of Birth: August 5th, 1990

Nationality: Egyptian

LANGUAGES

English

Advanced

Arabic

Proficient (C2)

COMPUTER SKILLS

- AutoCAD.
- Revit Architecture.
- Navisworks.
- Microsoft Office.