

MOSTAFA OSAMA SAEED

Project Manager | Technical Manager & Fit-Out Lead
PMP Certified | BIM Manager

EDUCATION

BACHELOR'S DEGREE IN ARCHITECTURE
JAN 2009 - APR 2014 GPA: EXCELLENCE WITH HONOR
MODERN ACADEMY FOR ENGINEERING AND TECHNOLOGY | CAIRO| EGYPT

CONTACT

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PERSONAL INFORMATION

Date Of Birth 22/11/1991
Location Riyadh
Nationality Egyptian
Marital Status Married
CAR LICENSE IS AVAILABLE



KEY PROJECTS :

RIYADH & MACCA & MADINA

HOSPITALITY

The RITZ CARLTON (DIRIYAH)
21000M2

The ADDRESS (DIRIYAH)
21000M2

NOVOTEL (King Fahd st)
Hotel in (Uruba ST)

7500M2

Hotel (Ring Road) 10000M2

COMMERCIAL

CUBE Mall. 18000M2

Arabia Mall 17000M2

CAR Showrooms 5000M2

Stripe MALL 6000M2

Gardenia - 5000M2

Show Rooms King Khaled.

LOGISTICS & SPECIALTY

International School

4500 M2

ABAKER Warehouse

8000 M2

AL Arabia Oudh Warehouse

4500 M2

AL Karma Factory

7500 M2

GAWDAT Warehouse co.

13000 M2

Health Care Facilities - QC

Laboratory for Saudi Bio.

1000 M2

Cold Storage Warehouse

73000 M2

Gas Stations Projects.

SUMMARY

Project Manager and Technical Office Lead with **12 years of experience** delivering **high-end hospitality, Mixed Use Towers, commercial, industrial, and luxury Fit-Out projects across Saudi Arabia and Egypt.** Proven track record in leading full project execution, managing multidisciplinary teams, controlling QA/QC processes, and ensuring compliance with Saudi Building Code (SBC) and Fire Life Safety (FLS). Experienced in stakeholder leadership, tendering, IFC delivery, and premium finishing works for mega developments such as **Diriyah Gate (5B+ SAR approx.).** **BIM Manager and PMP certified** with strong expertise in **construction management and technical office operations.**

CORE MANAGEMENT EXPERTISE

- **Project Management** (Construction & Fit-Out Delivery)
- **Technical Office Leadership** (Submittals, Shop Drawings, BOQ)
- **High-End Hospitality , Mixed- Use Towers ,Fit-Out & Luxury Finishes**
- **QA/QC Management** (ITP, WIR, MIR, NCR, SOR)
- **Multidisciplinary Coordination** (Arch / MEP / Civil / Electrical)
- **IFC Packages, Tender Documentation & Handover**
- **Schedule Control, Risk Mitigation & Issue Resolution**
- **RFIs, MAT,MTS, PQQ, Variation Orders (VO) and Submittals Register Management.**
- **Architectural Design & 3D Visualization** (3ds Max, V-Ray, SketchUp).

EXPERIENCE

TECHNICAL OFFICE MANAGER

AZDAN REAL ESTATE DEVELOPMENT & INVESTMENT, RIYADH

APR 2026 - PRESENT

- **Leading and supporting technical office operations** across multiple development projects, **including packages** under the **Sports Boulevard** and **IMKAN** developments.
- **Managing and coordinating** the preparation and review of technical documentation including **shop drawings, material submittals, method statements (MTS), and BOQs.**
- **Reviewing IFC drawings** and ensuring **compliance** with project requirements, **Saudi Building Code (SBC),** and client specifications.
- **Coordinating with consultants, contractors, and Project Managers** to resolve **technical issues** and **support smooth project execution.**
- **Monitoring** submittals workflow, **RFIs,** and **approvals** to maintain **project timelines** and **technical compliance.**
- **Supporting value engineering** initiatives, **cost optimization,** and **constructability** reviews.
- **Ensuring alignment** between **design intent** and **site execution** through ongoing technical support and **coordination with site teams.**
- **Leading multidisciplinary coordination** (Architectural, MEP, Civil) to minimize **clashes** and ensure integrated project delivery.
- **Managing and guiding technical office engineers** to ensure **quality deliverables** and adherence to **company standards.**
- **Leading resolution of site technical challenges** in **coordination with Project Managers,** providing **practical solutions** to maintain progress, **minimize delays,** and **ensure compliance with project specifications.**

KEY STAKEHOLDER



SOFTWARE

AUTOCAD

Advanced

3DMAX

Advanced

SKETCH UP

Advanced

MICROSOFT OFFICE

Very Good

LUMION

Very Good

PHOTOSHOP

Very Good

REVIT

Very Good

CERTIFICATIONS

- PMP (PROJECT MANAGEMENT PROFESSIONAL)
- BIM MANAGER CERTIFICATION

SKILLS

- ARCHITECTURAL DESIGN
- CONSTRUCTION SUPERVISING
- PROJECT MANAGEMENT
- PROJECT COORDINATION
- CLASH DETECTION
- AUDIT & INSPECTION
- LEADERSHIP SKILLS
- FEASIBILITY STUDIES
- REQUIREMENTS GATHERING
- QUALITY CONTROL PROCEDURES
- ACONIX (PROJECTS MANAGMENTS)

PROJECT MANAGER

ARABESQUE ENGINEERING CONSULTANTS, RIYADH

DEC 2025 – MAR 2026

- **Managed an administrative building project for the Ministry of Education in collaboration with Tatweer Buildings Company (TBC).**
- **Acted as PMC/Consultant Representative** overseeing full project delivery including design review, site supervision, and QA/QC processes.
- **Led site activities** and supervised contractor execution, including **mobilization, Method statements (MTS), and construction methodologies.**
- **Reviewed and approved contractor technical submissions** (MTS, shop drawings, material submittals) **ensuring compliance with project specifications and SBC standards.**
- **Led coordination between client, contractor, and consultant teams**, resolving technical issues and driving project progress.

SENIOR ARCHITECT – HIGH-END FIT-OUT & HOSPITALITY

HOUSE OF CONSULTING OFFICE HCO

JUN 2025 – DEC 2025



WORKED ON DIRIYAH GATE PROJECTS (HOSPITALITY)

THE RITZ CARLTON & THE ADDRESS HOTELS.

- **Construction Execution & Specialized Finishes:** Directed full on-site execution and finishing works, including the successful delivery of Hotel Mock-ups and specialized **Traditional Najdi Architectural Style** implementation.
 - **Progress & Schedule Control:** Collaborated with the Planning Engineer to monitor site progress against the baseline schedule. Maintained detailed Issue Trackers/Logs to resolve site conflicts and mitigate potential delays.
 - **QA/QC Management:** Managed the full quality cycle using **Inspection and Test Plans (ITP)**. Processed Work Inspection Requests (**WIR**) and **Material Inspection Requests (MIR)** to ensure strict adherence to specs.
 - **Technical Documentation:** Reviewed and approved technical submittals including Shop Drawings, **Material Submittals (MAT)**, **Method Statements (MTS)**, and subcontractor Pre-Qualification Questionnaires (**PQQ**).
 - **Deficiency & Compliance:** Monitored construction quality, issuing Site Observation **Reports (SOR)** and Non-Conformance **Reports (NCR)** to enforce corrective actions and **safety standards.**
 - **Coordination:** Served as the technical link between design teams, consultants, and contractors to resolve architectural discrepancies on-site.
- Key Projects:** Ritz Carlton Hotel – Diriyah Gate (21,000 m²) - The Address Hotel – Diriyah Gate (21,000 m²)

TECHNICAL OFFICE MANAGER

AL ROUKN FOR ENGINEERING AND CONSULTANT, RIYADH

FEB 2022 – JUN 2025



- **MANAGED AND LED 15+ LARGE-SCALE PROJECTS ACROSS HOSPITALITY, COMMERCIAL, RESIDENTIAL, INDUSTRIAL, AND INSTITUTIONAL SECTORS.**
- **Directed the full design lifecycle from concept**, schematic, and detailed design through IFC delivery and tender documentation.
- **Ensured full compliance** with Saudi Building Code (SBC) and Fire Life Safety (FLS) regulations.
- **Led multidisciplinary coordination** between Architectural, Civil, MEP, and Electrical teams ensuring technical consistency and clash resolution.
- **Delivered BOQs**, tender packages, and chaired owner/client meetings to align project objectives, timelines, and execution strategies.
- **Managed key stakeholder** relationships with high-profile clients
- **Supported site execution**, resolved technical conflicts, and provided project Handover documentation and close-out reports.
- **Provided technical review of drawings**, supported project handover, resolved site/design issues, and produced **3D visualizations and renderings.**

LANGUAGES

ARABIC

Bilingual or Proficient (C2)

ENGLISH

Upper intermediate (B2)

TEAM LEADER – CONSTRUCTION & FIT OUT ENGINEER SEVEN STARS FOR CONSTRUCTIONS, CAIRO

JUN 2018: FEB 2022

- **Architectural Design & Supervising for More Than 20 Project** (Residential-Commercial-Administrative)
- **Controlling And Supervising** for Factory project Located On 12000 M2 AT 10 Of Ramadan
- **Leading a Team** Consisted of 5 Engineers & 10 Supervisors
- **Reviewing and Approving the BOQ** And Projects Documents
- **Coordination** between Arch, Civil, MEP, Electrical.
- **3D visualization** & rendering (Interior & Exterior)
- **Audit & Inspection** on Projects to Ensure that All Objectives Will Be Achieved On time
- **Monitoring on project** closure process and Ensure that All work has been completed according to the project scope
- **Handing Over** and Supporting the Clients.



ARCHITECTURAL ENGINEER & FIT OUT INTERIOR OF MINISTRY OF EGYPT, CAIRO

AUG 2015 - JUN 2018

- **Making Architectural Design & Inspection for More Than 15 Project** (Police Stations - Hospitals – Motels Administrative-Villas)
- **Supervising** 5 Villas at the Police Academy
- **Coordination With the Consultants** Offices About Tenders and Project Documents
- **Reviewing & approval for(BOQ)& Technical Proposals** That the Consultants Submits In accordance requirements
- **Attending The kickoff Meetings** with Stakeholders and discussing The Project Goals and Objectives
- **Inspection On projects** to Ensure that all Objectives Will Be achieved on time.

JUNIOR ARCHITECT

AL ROUKN FOR ENGINEERING AND CONSULTANT CAIRO

AUG 2015 - JUN 2018

- **Making Architectural Designs For (Residential, Administrative & Commercial) Projects**
- **Making Shop drawings** for Projects and Interiors
- **Making 3D Models** (Exterior & Interiors) Using Sketch Up & 3Dmax

