

Holds a B. Sc. in Civil Engineering and has over 1 year hands-on experience working as Site Engineer.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 31/03/1993  
Gender : Male  
Marital Status : Single  
Residence : New Maadi, Cairo

## **EDUCATION**

: B. Sc. in Civil Engineering, Misr Engineering & Technology Institute, 2018

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **TRAINING COURSES AND CERTIFICATIONS**

: IELTS, AUC.  
: AutoCAD, Yat Learning Center.  
: Primavera P6, Yat Learning Center.

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Oct. 2017 till Aug. 2018  
**Employer** : El-Safwa Real Estate Development  
**Project** : Al Safwa Schools  
**Job title** : Executive Civil Site Engineer  
**Job Description** :

- Complete responsibility to decide on day to day work that needs to be carried out by labors per site including: Scheduling of activities.
- Assigning tasks to groups or individuals, Accuracy of work conducted, Supplying resources and dealing with operational issues and problems.
- Making sure there are no any obstacles per site against our work execution and completion.

- Conduct site inspections to ensure adherence to engineering standards and project required specifications.
- Planning the schedule for procurement and delivery, ensuring that materials are received on time.
- Responsible for delivering executed work for approval & handle any comments.
- Coordinate with other departments to ensure the compatibility & overlay of all system with architectural, structural and other systems design.
- Initiating, leading progress and technical meetings with different project personnel and suppliers to ensure that deadlines, procedures and other project requirements are met.
- Site construction duties including but not limited to:
  - Day to day site management and handling daily site working issues.
  - Check shop drawings coordination, making sure there are no conflicts with other trades.
  - Direct, observe and follow subcontractors & labor force and work per site for timely completion of tasks as well as delivering them to consultant.
  - Conduct site inspections to ensure site execution, installation & fabrication works are in accordance with approved shop drawings, standards and method of statements.
  - Making sure there are no any obstacles per site against our work execution and completion.
  - Ensure that all materials, tools & equipment are properly utilized.
  - Professionally creating a very good motivated working environment for labour and manpower to increase productivity rate and improve quality.
- Site management duties:
  - Responsible for informing daily planned site work tasks to supervisors and reporting if there is any potential deviation from plans.
  - Escalate & discuss major site problems with supervisors and project manager.
  - Submit daily productivity reports.
  - Fully responsible to perform and direct site required materials' & tools' purchase orders to the procurement department & follow up their progress status to avoid site stoppage.
  - Authorized to assign subcontractors' invoices in accordance to the installed & delivered quantities per site, sending them to the accountant department.
  - Comply materials & heavy system equipments loading and storing with manufacture recommendations.
  - Monitoring & data analysis for materials' updated credits per stock house & withdrawal request sheets.

**Dates** : From Jan. 2017 till Aug. 2017  
**Employer** : Dief Real Estate Investment  
**Projects** : Residential Buildings, El-Dief Towers, Shebin El-Kom Office, etc.  
**Job title** : Site Engineer

- Job Description** :
- Gather and prepare project's technical data and specifications including (design parameters, technical submittals, Design Schedule, Shop drawings & consultant specs).
  - Coordinate with other project personnel to ensure that deadlines, work procedures and other project requirements are met.
  - Complete responsibility to decide on day to day work that needs to be carried out by our team per site.
  - Verify actual system performance are meeting the design intent and report contractor with any deviations occur to take the required action.
  - Submit & escalate daily and weekly work summary reports to project's contractor and company area manager, stating major problems need to be solved by contractor to proceed working.
  - Initiate, review & send project's final reports to company area manager for approval.
  - Ensure that manpower, measuring equipment and tools are properly utilized.

- Field of experience** :
- Civil Engineering & Operations.
  - Site Coordinator.
  - Subcontractor Management.
  - Site Supervisor.
  - Experienced in performing estimations, planning, designing, reporting, analysis & executing of civil works in Residential & Industrial Construction Projects.
  - Design, executing and finishing of concrete structural systems.
  - Negotiation with clients and suppliers.
  - Adherence to defined processes; compliance to safety systems.
  - Skills:
    - Proficient in the use of computer aided design (CAD) software.
    - In-depth knowledge of engineering, technology, building, construction and design.
    - Familiar with scientific analysis software as well as graphics and map creation software.
    - Proven track record for managing personnel and material resources.
    - Exemplary critical thinking, analytical, and complex problem-solving skills.
    - Strong time management and project management skills.
    - Active listening and verbal communication skills.
    - Ability to use the scientific process to solve problems.
    - Dedication to learning new concepts and strategies.
    - Considerable experience as a Executive & Finishing Site Engineer.
    - State-issued engineering license.