

Mohamed Saad Mostafa Elsheshtawy
Senior Civil Engineer – Contract Engineer – Planning Engineer –Quality Control Engineer
CAPM-PRMG
Master of Engineering in Construction Project Management

Personal Information

- **Name** : Mohamed Saad Mostafa Elsheshtawy
- **Date of birth** : 04/07/ 1980
- **Nationality** : Egyptian
- **Gender** : Male
- **Marital Status** : Married
- **Dependent** : 3
- **Military Status** : exempted
- **Driving License** : Valid
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Objective

Seeking a challenging position in the field of Civil works as working in project management and contract administration where my skills will be useful and beneficial as well as be increased and developed.

Education

- University degree: **Master of Engineering in Construction Project Management.**
 - University: **Helwan University**
 - Faculty: Engineering
 - Graduation year: 2021.
 - Graduation grade: B+.
 - Graduation project: Impact of Multicultural Diversity on Construction Projects.
- University degree: B.SC Civil Engineering
 - University: **Mansoura University**
 - Faculty: Engineering
 - Graduation year: 2004
 - Graduation grade: Pass
 - Graduation project: Grade Excellent in graduation project (Hydraulics)
- **(CAPM) professional program in Contract Administration for Project Managers In (AUC) American University in Cairo (Dec 2019)**

The program consists of 6 courses :-

 - ❖ Contract Management Essentials.
 - ❖ Preparation for Claims.
 - ❖ International Contract **FIDIC** and Domestic Law.
 - ❖ Contract Administration.
 - ❖ Construction Procurement Management.
 - ❖ Certified Cost Professionals **CCP** Preparation Course.

- (PRMG) professional program in Project Management In (AUC) American University in Cairo (May 2007)

The program consists of 7 courses :-

- ❖ Planning & Control Techniques.
- ❖ Financial & Budgeting control.
- ❖ Contracts & Bids.
- ❖ Project Resources Management.
- ❖ Quality Control.
- ❖ Primavera.
- ❖ Advanced Primavera.

Languages

- *Arabic* :Rating (oral &written): “Mother Language”
- *English* : Rating (oral): very good, Rating (written) very good .

Experience

1-Mshari Alshathri Consultant Engineering. “ Saudi Arabia “

Working as Senior civil Engineer (Contract administration).

From February 2019 till February 2020.

Job description:

- Managing the invoices and payment process.
- Assisting in resolving disputes.
- Enforcing terms and conditions.
- Ensuring application of the requirements and obligations of all parties.
- Generating a checklist for each of the major tasks identified in the contract.
- Being a part of the Evaluation team for the EPC Tenders.
- Preparing contract documents, and Reviewing bills of quantities of consultants.
- Advising on a range of legal and contractual issues and contractual claims.
- Analyzing outcomes and write detailed progress reports.

2-Dar Al Riyadh For Engineering & Architecture Consulting. Riyadh – Saudi Arabia

Working as Senior Planning Engineer.

From May 2015 till February 2019.

Job description:

- Reviewing the Contractors & Consultants planning and progress measurement procedures using Microsoft Project 2010 software.
- Providing reporting and presentation material to the Manager.
- Being a part of the Evaluation team for the EPC Tenders.
- Preparing contract documents, and Reviewing bills of quantities of consultants.
- Tracking changes and adjusting budget projections accordingly.
- Advising on a range of legal and contractual issues and contractual claims.
- Analyzing outcomes and write detailed progress reports.

3- Otaishan Consulting Engineers.

PMO for Riyadh Municipality

Working as Planning Engineer.

From November 2013 till March 2015.

Job description:

- Reviewing the Contractors & Consultants planning and progress measurement procedures using Microsoft Project 2010 software.
- Providing analysis and commentary to PMO management on the quality and accuracy of the Contractors & Consultants planning .
- Providing reporting and presentation material to the Manager
- Being a part of the Evaluation team for the EPC Tenders.

4- Power Ring For Construction - Egypt

“transmission power plants & electrical transmission lines”

Working as Technical Office Engineer

From September 2011_till January 2013

Job description:

- Planning and control of the projects time schedule and the updated follow up of activities in these projects by Primavera P3.
- Preparing contractors invoices.
- Quantity surveying of all activities.
- Required shop drawing modifications.

5- ARCHIRODON CONSTRUCTION OVERSEAS CO.S.A

• Damietta Gas Power Plant Electricity Production Project (4 Units)

500 MW GAS/OIL FIRE UNITS

Senior site engineer in construction department

From December 2010 till June 2011.

Job description:

- 1- Construct 4 turbines including all embedded parts.
- 2- Construct 2 transformers with fire walls its height 11.00 meter.
- 3- Construct GIS building.
- 4- Construct enclosure around turbine

• Cairo West Thermal Power Plant Electricity Production Project (Unit 7&8)

2x350 MW GAS/OIL FIRE UNITS

Working as Quality Control Engineer

From April 2009_till December 2010

Job description:

My tasks are to inspect the civil works for civil contractor and co-ordinate with consultant crew to inspect and ensure the quality of work for the following:

- Pilling works for two mazout tank (bored piles).
- Chimney works including the followings:
 1. Stack pouring by slip forming system.
 2. Corbels and intermediate slabs pouring.
 3. Platforms and ladder installation.
 4. Brick flow works.

- Underground utilities (duct banks ,cables trenches and underground mechanical pipe)
- C.W pipe installation (check bedding .geotextile and grout)
- **Damietta Port (New Terminal Platform Project)**
Working as Site engineer in construction department (offshore)
From August 2008_till April 2009
Job description:
Construction of quay wall for the New Container Terminal consisting of a single Diaphragm Wall system with main structural elements connected by a concrete slab supported on bored piles.(I was responsible basically in steel fabrication of quay wall cages and piles)

6- Amer Group – Egypt.

Porto Sokhna Project

Working as Technical Office Engineer

From August 2007_till August 2008

Job description:

- Planning and control of the project time schedule and cost by Primavera P3
- Working as quantity surveyor.
- Preparing contractors invoices and checking the updated work on site.
- Monitoring and controlling quality for issues , files and the working.
- Site visit on any support needed.
- As built surveyor for Final Acceptance department.

7- Tabark Group For Investment & Contracting – Egypt.

Tabark City "zahraa maadi" & Bity compound "6 october" Projects

Working as Technical Office Engineer

From August 2006_to August 2007

Job description:

- Providing technical support for all projects' activities.
- Working as quantity surveyor.
- Supporting in preparing bids & contracts.
- Preparing contractors invoices and checking the updated work on site.
- Monitoring and controlling quality for issues , files and the working.
- Site visit on any support needed.
- Planning and control of the project time schedule and cost by Primavera P3

8- Alkan networks " Vodafone Project" – Egypt.

Working as Construction Engineer.

From July 2005_to August 2006

Job description:

- Follow up the specification of client (Vodafone) to build and construct the GSM sites (Building the steel towers up to 58m height)
- Guiding and tracking the construction and installation of selected sites.
- Monitoring delivery of vendor and contractor material.
- Managing field processes and field inspectors.
- Ensuring compliance with design and contract documents.

- Controlling the process of collecting amounts of materials overall the sites and reviewing and preparing as-built documents.
- Working as cost estimator and controller for civil materials of sites

Skills

Computer skills:

1. Microsoft Project 2010.
2. Primavera
3. MS Windows Vista/XP / Win8.
4. MS Word.
5. MS Excel.
6. knowledge of all internet software
7. Autocad (2-dimensions)

Personal skills:

- Team work capability
- Keen to learn
- Adapting to changes & flexibility
- Hard worker
- Quality focus

Any references will be available upon request.