

# Abd Elhameed Adil Abd Elmagid

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## Objective

Seeking a challenging career to obtain the technical experience and enhance my skills and expertise.

## Education

- ❖ 2011 To 2016 University of Khartoum, B.Sc. (HONOURS) IN Civil Engineering.
- ❖ Feb 2016 To Mar 2016 University of Kuala Lumpur, Risk Assessment Course,
- ❖ Oct 2017 TO Jan 2018 Diploma of quantity survey.

## Skills & Abilities

### Computer Skills:

- Microsoft Office - AutoCAD - Etabs & Safe - Plan Swift - Primavera P6

### Interpersonal and Soft skills:

- Professional, responsible, accountable and hard worker.
- Reliable, Self-driven, results-oriented and a clear focus on high quality task delivery and business profitability.

## Experience

**PROJECTS COORDINATOR.**  
**VISION CATALYST CONSTRUCTION LLC.**  
**JUNE/2019 TO JULY/2020.**

**DUBAI - UAE**

### MAIN DUTIES:

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Communicating with subcontractors for request for information RFI's, change orders, billing, plan revisions and materials procurement.
- Organizing, attending and participating in stakeholder meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Coordinating between all the various departments which are at work in a project Reporting to the project manager.
- Liaising with all the employees that are involved in the project.

- Create a project management calendar for fulfilling each goal and objective.
- Assuring client's requirements are being met.
- Ensuring the implementation of HSE plan in coordination with HSE engineer.
- Ensuring issuance of weekly and monthly progress report on time in coordination with project managers and planning engineer.
- Ensuring all LPO's issued as per approved and specified material in coordination with purchasing department and project managers.
- Ensuring all delivered materials as per approved and specified materials in coordination with QC personal.
- Assist with quantifying purchased items and executing purchase methods with the purchase orders.
- Assembling project close-out documents.
- Assists with safety compliance requirement.
- Other duties as assigned.

**PROJECT ENGINEER AT THE EXPO 2020 METRO LINK PROJECT.  
(NAKHEEL HARBOUR AND TOWER) METRO STATION.  
BRV GLOBAL CONTRACTING LLC.  
APR/2018 TO MAY/2019.**

**DUBAI - UAE**

**MAIN DUTIES:**

- Understand and implement project specifications effectively.
- Ensure project plan is moving forward to meet anticipated deadlines.
- Coordinate project meeting and minutes.
- Interacting daily with client to interpret their needs and requirements and representing them in the field.
- Review plans and specifications to determine materials requirements.
- Organize field work besides assign site engineers and supervisors to tasks.
- Monitor field staff reports and guide site personal.
- Review design consultant's drawings and integrate in the project.
- Prepare daily progress reports, and assure project documentation is produced on time.
- Monitoring quality control for the construction materials in coordination with the quality controller.
- Support project manager and insure timely addressing of project contractual deliverables.
- Other duties as required.

**INSPECTOR AT THE NATIONAL CLUB PROJECT.  
TEKNO CONSULTANCY.  
FEB /2017 TO FEB/2018**

**KHARTOUM – SUDAN**

**MAIN DUTIES:**

- Monitoring all civil engineering aspects of the project to ensure compliance with approved and proper standards.
- Review and monitor variations to the work to mitigate time and cost impacts for any required changes.
- liaising with the other inspectors and project engineers to provide support and guidance as required.
- Liaising with the structural engineer to flag and rectify any issues which may affect the stability or function of any structural/civil components or systems.
- Inspection of works relative to their portion of the project.
- Coordination with the contractor's QC personal.
- Assist in expediting of NOCs if it appears to be stalled or delaying the project.
- Maintain registers of all submittals and testing, both on site and off site.
- Maintain full records, including daily site diaries in an approved format, and formal monthly progress photography.
- Provide reports on the progress of the works.
- Prepare reports related to administration and control related to the quality of the performed works.
- Perform other duties as assigned by the line manager/supervisor.

**LANGUAGES**

- **Arabic | native - English | fluent**