

YAHYA AHMAD OMAR

PERSONAL INFO

Date of Birth: 2nd of December
place of Birth: Sharjah, UAE
Address: Dubai, UAE
Driving license: YES

CONTACT

P: +971 55 6130087
E: john2121995@gmail.com

PROFESSIONAL SKILLS

Microsoft office (word, excel, powerpoint)
ePROMIS
ERP
Autocad
Csi safe
Robot structure
Delft3D
Delft dashboard
Etabs
Adobe illustrator
Adobe Photoshop
Adobe InDesign
Microsoft Teams

PERSONAL SKILLS

Fluent in both English and Arabic (Oral and written)
Attention to details
Creativity
Coordination and monitoring
Problem solving
Agile
Time management
Good researcher
Team management
project management

ABOUT

Extremely motivated to constantly developing my skills to grow professionally. Always confident in my ability to come up with Creative ideas, improve my field of work and to plan ahead for projects in different fields with the right strategy and the perfect management.

EXPERIENCES

• Sharjah University (2014-2017) (Events)

• **Usher and media Producer:** Coordination and monitoring with the event manager and Dr. in charge in Mechanical Engineering Club, industrial Engineering Club and Student Council.

Setting up the location for the Event and preparing the required resources.

Confidently planned and executed both professional and social events.

Handling the photography work by Determining, setting up and adjusting subject position, props, and lighting equipment and camera angles.

• Mystery shoppers (March 2016):

- **Customer Care In-Charge:** - Resolving product or service problem by clarifying customer complaint and recommending potential products to management by collecting customer information and analyzing customer needs.
 - Client satisfaction through quality control and after sales and handover.
 - Contribute to team effort by accomplishing related results as needed.

• Bu Haleeba contracting company (BHC) (Apr 2019 - Mar 2021):

- **Site Civil Engineer:** al Gharhoud Millennium project , G+2p+9+HC (405m DHS)
- La cote de La Mer, 5 buildings G+6 & G+5 (300M DHS)
- Community housings 20 buildings G+4 (405m DHS)
- Bu Haleeba labour camp(3 buildings G+3) (55m DHS)

• Engineering Contracting Company LLC.

- **Cost Control Engineer:** Dubai creek harbor 16 buildings (700M Dhs)
 - Implementing an ERP system to generate reports, conduct analyses, and monitor resources and budgets using the ePROMIS application and Excel spreadsheets.
 - coordinating with the finance team, quantity surveyors, civil team, and management department

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TASKS

- Excellent working knowledge of personal computer applications with an emphasis on MS office applications such as Excel, Word, and Teams.
- Excellent follow up skills resulting in the timely completion of multiple assignments.
- Excellent organizational skills and the ability to work independently, prioritize assignments and meet deadlines.
- Flexibility and ability to function effectively as part of a team.
- Strong expertise in applying flexible change management deliverables, including training, communications, and stakeholder engagement to increase end-user adoption of project implementation
- Ensured adherence to product processes, quality standards and deliverables.
- Excellent communication, problem solving, conflict / resolution management, active listening, time management, and interpersonal skills.
- Familiarity with a fast-paced project execution environment; a mix of Agile and Waterfall
- Provided daily communications, scrum notes, sprint reviews reports, project retrospectives.
- Proven aptitude to analyze structure, negotiate, formulate / implement strategies and achieve operating goals while balancing risks.
- Multitasking leader of qualitative experience in formulating strategic plans of civil engineering projects.
- Supervised all construction activities including planning, execution, and monitoring of the projects
- Oversee technical Engineering staff to guarantee the successful completion of the project.
- Write daily detailed reports logging work progress for quality assurance purposes.

EDUCATION

Bachelor of Civil And Environmental Engineering

University of Sharjah - United Arab Emirates 2018
High school degree - Al Shola private school 2013
Graphic design course by Udemy with a certificate 2020
Content marketing course with a certificate 2020
Social media manager certificate 2020