

Moayed Khalaf PMP®

Senior civil engineer



Syrian



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Moaid417@gmail.com



Jeddah, Saudi Arabia

Work History

- AL-Obaikan Real Estate Co.** **03/2023 - Now**
Jeddah, Saudi Arabia
Project Manager
AL-MAKAN RESIDENTIAL COMPUND (20,000) m2
 - Stakeholder Management and Communication: Build and manage relationships, communicate effectively, and manage expectations.
 - Monitoring and Evaluation: Track progress, assess performance, and gather data.
 - Problem-solving and Decision-making: Identify and solve challenges, make informed decisions, and adapt to change.
 - Demonstrate proficiency in methodologies, tools, and techniques, and use project management software effectively.
 - Develop detailed project schedules, update and review them monthly to ensure timely completion and adjust for any changes or delays.
- AL-Obaikan Real Estate Co.** **09/2021 - 03/2023**
Riyadh, Saudi Arabia
Project Manager
AL-OBAIKAN HILLS 3 (7,000) m2
 - Led cross-functional teams to successfully deliver the project under budget and ahead of schedule, resulting in a 10% cost saving and a 2-month early completion.
 - Developed and implemented comprehensive project plans, schedules, and budgets, ensuring all project milestones were achieved on time.
 - Coordinated with stakeholders to gather requirements, provide status updates, and address any issues or concerns throughout the project lifecycle.
 - Managed project risks effectively by identifying potential issues and developing mitigation strategies to ensure project success and meet client expectations.
- IFAD Contractors Co.** **06/2020- 09/2021**
Makkah, Saudi Arabia
QA/QC Engineer
TATWEER COMPLEX SCHOOLS (ALBAWANI SUBCONTRACTOR)
 - Developed and implemented comprehensive quality control plans and procedures to ensure adherence to project specifications and industry standards.
 - Conducted regular quality audits and inspections, identifying non-conformities and ensuring compliance with safety regulations and quality standards.
 - Developed and recommended quality improvement initiatives, leading to a 15% reduction in defects and increased overall project quality.
 - Collaborate with cross-functional teams to ensure quality throughout the product or service lifecycle.
 - Preparing technical reports, RFIs (Requests for Information), and submittals for project documentation
- Trans Gulf Ready-Mix Co.** **04/2018 - 06/2020**
Riyadh, Saudi Arabia
Technical & Sales Support Engineer
 - Enhance sales growth by approaching new customer .
 - Maintain relationships with current customers by reviewing and identifying their needs .
 - Handel customer complaints and make sure it is solved and closed .
 - Prepare prequalification and submittals for customers as per requested specification.
 - Support sales team to facilitate securing projects .
 - Preparing reports and presentations as requested .
- Aja AL Arabia EST.** **10/2017- 04/2018**
Taif, Saudi Arabia
Technical Office Engineer
 - Preparing and reviewing technical drawings, including shop drawings, as-built drawings, and design modifications
 - Conducting technical calculations and analyses to ensure design compliance with project specifications
 - Coordinating with engineers, architects, and contractors to ensure accurate implementation of design plans
 - Preparing technical reports, RFIs (Requests for Information), and submittals for project documentation

Work Expertise

- Knowledge of fundamental project management processes, methodologies and tools & techniques and ability to adapt them to projects.
- Strong understanding of the construction process & different types of materials and equipment used.
- Experience managing to deliverables and milestones: on time/within budget/meeting business needs.
- Ability to manage troubled teams/projects and bring them to success.
- Ability to communicate effectively with stakeholders.
- Ability to negotiate win-win agreements.

Education

Taif University
2017

Bachelor of Civil Engineering.
GPA: 3.10 (Very Good).



Representative of the Department of Civil Engineer as Alumni for ABET.



Member of the Saudi Council of Engineers



Certified (project management professional)
PMP

Language

- Arabic Native
- English professional

Soft Skills

- Leadership.
- Decision Making.
- Problem Solving.
- Creativity.
- Adaptability.

Computer Skills

- Prolog by Trimble.
- AutoCAD.
- Revit.
- SAP.
- Microsoft Office.
- P6 Primavera

Courses

- PMP project mangment
- professional
- Health and safety (OSHA standards).
- Reinforcement Detailing.