

ALI HASSAN ELKELLENY

Project Technical Coordinator | Architectural Technical Manager | PMP

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Jeddah, Saudi Arabia



EXPERIENCE

Senior Technical Office Coordinator

Unique Stone Company (USC)- (MBL - Stone Division)

05/2023 - Present Saudi Arabia

Projects

- ADF Royal Projects
- Privet Royal Palaces
- KSP King Salman Park
- Jeddah Opera House
- Seven Abha
- Makkah Protocol Villas

Key Responsibilities:

- Review and analyze project specifications, IFC drawings, BOQs, material submittals, and cut sheets.
- Lead and manage the architectural technical office team, providing guidance and resolving technical issues to achieve project objectives.
- Prepare and submit RFIs for missing, unclear, or conflicting information during construction stages.
- Coordinate with consultants, designers, and contractors to resolve technical challenges and design discrepancies.
- Prepare, review, and approve shop drawings, method statements, and as-built documentation.
- Monitor engineering deliverables, procurement schedules, and material submittals through daily logs.
- Coordinate mockups with QA/QC and construction teams to secure consultant approvals prior to mass production.
- Review stone and marble cutting lists before fabrication to ensure accuracy and compliance with approved drawings.
- Prepare quantity take-offs, subcontractor invoices, and variation requests.
- Coordinate with planning and procurement teams to develop baseline and revised schedules.
- Conduct kickoff and technical coordination meetings with consultants and stakeholders.

Technical Office Team Leader

Gama Construction

07/2020 – 04/2023 Cairo, Egypt

Projects

- CFC Business Buildings (Cairo Festival City)

Key Responsibilities:

- Lead the architectural technical office team for large-scale commercial projects.
- Review contract documents, IFC drawings, BOQs, and specifications to ensure compliance with project requirements.
- Coordinate between architectural, structural, and MEP disciplines to resolve clashes and design conflicts.
- Manage preparation, review, and submission of shop drawings and material submittals to consultants.
- Prepare RFIs and follow up on consultant responses to avoid construction delays.
- Support site teams with technical solutions, value engineering proposals, and constructability reviews.
- Monitor drawing schedules and ensure timely delivery in line with project milestones.
- Review subcontractor submissions and ensure alignment with contract scope and quality standards.
- Participate in coordination meetings with the client, consultant, and internal departments.

SUMMARY

Senior Technical Office Engineer with over 14 years of experience in Saudi Arabia and Egypt, specialized in architectural technical office management, fit-out works, and mega projects. Extensive expertise in shop drawings, RFIs, BOQs, stone & marble cladding, and FOH/BOH fit-out areas. PMP certified with strong leadership and coordination skills.

Education

Bachelor of Architecture Engineering

Cairo University

2011 Location

- Grade: Good
- Graduation Project Grade: Excellent

Certificates

- Project Management Professional (PMP) Certification.

Key Skills

- Technical Coordination (Arch / MEP / Structural)
- Shop Drawings & As-Built Drawings
- Fit-Out Works (FOH / BOH / Wet Areas)
- RFIs & Technical Submittals
- Consultant & Client Coordination
- BOQs & Quantity Take-Off
- Procurement Logs & Schedules
- Material submittals.
- Stone & Marble Cladding Systems
- Project management.
- Task delegation.
- Project Risk Management.

Soft Skills

- AutoCAD
- Revit
- Navisworks
- Photoshop
- Excel

Language

- Arabic (Native)
- English (Advanced)

Senior Technical Office Engineer

Orascom Construction

📅 09/2018 – 07/2020 📍 Cairo, Egypt

Projects

- International Shooting Club

Key Responsibilities:

- Study project specifications, drawings, and BOQs to ensure full scope understanding.
- Coordinate architectural works with structural and MEP teams to ensure design integration.
- Prepare and submit RFIs for technical clarifications during construction.
- Review and approve shop drawings prepared by in-house teams and subcontractors.
- Coordinate shop drawing approvals with consultants and ensure compliance with standards.
- Support site teams in resolving technical issues related to materials, construction methods, and site conditions.
- Prepare architectural shop drawings for selected systems and construction details.
- Assist in resolving unexpected construction challenges and technical discrepancies.

Architecture Designer & Site Engineer

Alsalmi Consultant Engineers

📅 12/2015 – 08/2028 📍 Riyadh, Saudi Arabia

Projects

- ALRASAM Ready-mix Factory & Admin Buildings
- Residential Projects

Key Responsibilities:

- Prepare architectural designs for residential and industrial buildings in accordance with client requirements.
- Develop concept, schematic, and detailed design drawings.
- Supervise construction activities to ensure compliance with approved drawings and specifications.
- Coordinate with contractors and suppliers during execution stages.
- Conduct site inspections and prepare progress and technical reports.
- Review shop drawings and material submittals.
- Act as project consultant coordinator between the client and construction teams.

Technical Office Engineer

Hassan Allam Construction

📅 12/2013 – 12/2015 📍 Cairo, Egypt

Projects

- Administration Capital Airport

Key Responsibilities:

- Preparing the required architecture and finishing shop drawings.
- Study the BOQ and the IFC drawings and submit the required RFI for the unclear data.
- Coordinate between the architecture package and the structure & MEP.
- Develop the design for the arrival and departure terminal.
- Coordinate with the consultant and client for the shop drawings approval and the material selection.
- Coordinate the landscape, infrastructure, and the utility buildings layout.

KEY ACHIEVEMENTS

💎 Project Efficiency Boost

Increased project efficiency by 25% through strategic project management and resource allocation.

💎 Document Clarity Enhancement

Reduced RFIs by 15% annually by enhancing document clarity and accuracy in designs.

💎 Successful Project Leadership

Led a team to complete 5 successfully major projects within budget and deadlines.

💎 Enhancing Procurement Accuracy

Improved procurement accuracy by 30% by implementing detailed engineering and procurement logs.

Projects

- ADF Royal Projects (Saudi Arabia)
- Privet Royal Palaces (Saudi Arabia)
- KSP King Salman Park (Saudi Arabia)
- Jeddah Opera House (Saudi Arabia)
- Seven Abha (Saudi Arabia)
- Makkah Protocol Villas (Saudi Arabia)
- CFC Business Buildings (Egypt)
- International Shooting Club (Egypt)
- ALRASAM Ready-mix (Saudi Arabia)
- Residential Projects (Saudi Arabia)
- Administration Capital Airport (Egypt)
- Grand Egyptian Museum (Egypt)

Technical Engineer & Site Coordinator

Haz Marble Egypt

📅 12/2011 – 11/2013 📍 Cairo, Egypt

Projects

- Grand Egyptian Museum

Key Responsibilities:

- Coordinate stone and marble works for large-scale landmark projects.
- Prepare shop drawings, cutting lists, and installation details for stone façade and finishes.
- Coordinate between factory fabrication teams and site installation teams.
- Supervise site activities to ensure proper installation according to approved drawings and quality standards.
- Liaise with the main contractor and consultant for approvals and inspections.
- Monitor material delivery, installation progress, and site coordination activities.
- Support technical problem-solving related to stone fixing systems and site constraints.