

# Mohammed Khasib

## Project Manager PMP

Manama - Bahrain 00973  
khassib2001@hotmail.com - 00973-6666-6250

Willing to relocate: Anywhere

### WORK EXPERIENCE

#### **Deputy General Manager**

UNITED ARAB CONSTRUCTION COMPANY - June 2014 to November 2016

#### **Project Manager**

UNITED ARAB CONSTRUCTION COMPANY - April 2010 to May 2014

1. Car Wash at East Riffa
2. Car Wash at Sitra
3. Car Inventory for Auto Mall at Sitra
4. Safia Kanoo Mosque at Tubli
5. Arab Open University at A'ali Branch

- Review project proposal or plan to determine and establish time frame, work plan, funding limitations, staffing requirements and allotment of available resources of various phases of the project.
- Review all bid packages prior to distribution to bidders and review all correspondence/proposals prior to submission to client to insure accuracy and thoroughness.
- Oversee/control construction through administrative direction of on-site superintendents to ensure project is built in accordance with design, budget and schedule. Included interfacing with client representatives, architectural and engineering representatives and subcontractors.
- Plan, coordinate and/or manage activities of all company personnel on assigned project(s).
- Periodic inspection of job site.
- Ensure all company, client and project policies/procedures are adhered to as specified.
- Responsible for continuously expanding and updating professional knowledge and honing skills and competencies to enhance individual and team innovation and productivity.
- Accommodate additional responsibilities as assumed through personal initiative or assigned by management.
- Maintained client relationships; prepared bids; liaised with clients and sub-consultants to comprehend the output requirements and monitored project costs and progress

#### **Liaise the Technical Engineer for submission of material submittals to Consultant**

BOKHOWA GROUP COMPANY - October 2008 to March 2010

Manama, Bahrain October 2008 - March 2010  
QA/QC

Project: Durrat Al-Bahrain

- Perform all daily inspection and test of the scope and character necessary to achieve the quality of construction required in the drawings and specifications for all works under the contract performed ON or OFF site.
- Carry out inspection and checking for all quality related procedures in the site and ensures activity at the site are as per approved method statement and inspection test plan.

- Coordinate with the consultant's representative and Site in charge for inspection and meeting about quality problems including the closure of Non-Compliance Report.
- Taking care of QA/QC documents of the entire project including certificates, calibration, test results, inspection requests, non-compliance reports and site instruction/observations, permanent materials delivered and other QA/QC documents. Responsible for the closure of Non-conformance, NCR and Site Instruction, SI.

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- Responsible for the quality and workmanship of every activity, thorough knowledge of all phases of engineering construction relating to Civil, Architectural and Structural discipline interfacing the multidisciplinary operations.
- Develop method statement for the activity including risk assessment and job safety environmental analysis and Inspection Test Plan and Checklist based on specifications of the project.
- Carry out Internal Audit at the site as scheduled in the Project Quality Plan, PQP.
- Liaise the Technical Engineer for submission of material submittals to Consultant.

### **Project Manager**

ORIENT HOUSE FOR DEVELOPMENT AND CONSTRUCTION CO - Abu Dhabi, AE - January 2008 to October 2008

Project: Proposed Six Villas Compound at Abu Dhabi

- Review project proposal or plan to determine and establish time frame, work plan, funding limitations, staffing requirements and allotment of available resources of various phases of the project.
- Review all bid packages prior to distribution to bidders and review all correspondence/proposals prior to submission to client to insure accuracy and thoroughness.
- Oversee/control construction through administrative direction of on-site superintendents to ensure project is built in accordance with design, budget and schedule. Included interfacing with client representatives, architectural and engineering representatives and subcontractors.
- Plan, coordinate and/or manage activities of all company personnel on assigned project.
- Periodic inspection of job site.
- Ensure all company, client and project policies/procedures are adhered to as specified.
- Responsible for continuously expanding and updating professional knowledge and honing skills and competencies to enhance individual and team innovation and productivity.
- Accommodate additional responsibilities as assumed through personal initiative or assigned by management.
- Maintained client relationships; prepared bids; liaised with clients and sub-consultants to comprehend the output requirements and monitored project costs and progress

### **Project Engineer**

ORIENT HOUSE FOR DEVELOPMENT AND CONSTRUCTION CO - July 2007 to January 2008

Project: Proposed Garden Tower (G+5P+26Typ+2H+HP) at Sharja - UAE

- Prepare, schedule, coordinate and monitor the assigned engineering projects.
- Monitor compliance to applicable codes, practices, QA/QC policies, performance standards and specifications.
- Interact daily with the clients to interpret their needs and requirements and represent them in the field.
- Perform overall quality control of the work (budget, schedule, plans, personnel's performance) and report regularly on project status.

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- Assign responsibilities and mentor project team.
- Cooperate and communicate effectively with project manager and to provide technical

support.

- Review engineering deliverables and initiate appropriate corrective actions.

### **ENG CHARLIE KIDDIS**

AMARA ENGINEERING OFFICE - June 2007 to November 2007

Project Engineer

- Supervision.
- Material estimation.
- Ensuring that the work adheres to standards and drawings.
- Planning, managing, and monitoring projects.
- Monitoring and reporting of progress

### **Designer and Site Engineer**

- April 2005 to November 2005

- Supervision and designing.
- Material estimation.
- Ensuring that the work adheres to standards and drawings.
- Planning, managing, and monitoring projects.
- Advising on tender
- Monitoring and reporting of progress.

### **Resident Engineer**

HIJAZI ENGINEERING OFFICE - September 2004 to April 2005

- Supervision of construction work.
- Material estimation.
- Ensuring that the work adheres to standards and drawings.

### **Site Engineer**

AL-ABBASI GENERAL CONTRACTING COMPANY - October 2003 to July 2004

- Supervision of construction work.
- Material estimation.
- Ensuring that the work adheres to standards and drawings.

## **EDUCATION**

### **B.sc. in Structural Engineering**

Birzeit University

1998 to 2003

Qaffen Boys Secondary School

1997 to 1998

## **SKILLS**

AutoCAD (Less than 1 year), Microsoft Office (Less than 1 year), Microsoft Project (Less than 1 year), MS OFFICE (Less than 1 year), Primavera (Less than 1 year)

## LINKS

<http://www.pmi.org>

## ADDITIONAL INFORMATION

### SKILLS

- Primavera Course (Certified)
- AutoCAD 2007
- Staad
- Microsoft Project
- Microsoft Office
- Demonstrated exceptional leadership qualities
- Designing Project and Writing Funding Proposal
- Earthquake Course
- Excellent reporting ability
- Very good interpersonal communicative capability
- Excellent presentation ability
- Decisive
- With driving license
- Adapt new concepts quickly while working under pressure.