



Mohammed Assaf
Construction Manager

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Personal Information

Nationality:	Jordanian
Resident of:	Riyadh, Saudi Arabia
Birthdate:	19 Sep, 1977
Gender:	Male
Marital Status:	Married
Number of Dependants:	2

Languages

Arabic	Mother Tongue
English	Good

Career Objective

To assume a challenging position in Engineering Management that utilize my experience in that field

PERSONAL Skills

- Problem Solving & Analytical Skills
- Communication & Presentation Skills
- Leadership Skills
- Self-Motivated

Professional Experience

1- CERCON General Contracting Co. Riyadh, Saudi Arabia (July 2012 – Present) **CONSTRUCTION MANAGER**

Responsible for the planning, management, co-ordination and financial control of a construction project.

Projects:

❖ **RESIDENTIAL PROJECT**, The project contains of **170 Villas**

Project Area: About 200,000 m2

Project Value: 90,000,000 SR.

The Owner: Ministry of Housing- Saudi Arabia.

❖ **ADMINISTRATIVE and RESIDENTIAL BUILDINGS**, The project contains of **11 Building**

With Built up area 25000 m2

Project Area: About 300,000 m2 with infrastructure and Landscape

Project Value: 250,000,000 SR.

Duties & Responsibilities :

- Evaluate construction methods and determine cost effectiveness of plans
- Schedule the project in logical steps and budget time required to meet deadlines
- Planning ahead to prevent problems on site before they occur.
- keep track of people and progress (prepare monthly look ahead, weekly target and daily duties)
- Prepare material list required based on monthly look ahead.
- recruiting specialists and sub-contractors
- Plan, organize and direct activities concerned with the Engineers
- monitoring sub-contractors to ensure guidelines are maintained.
- making sure the quality standards are met
- making sure that all the aims of the project are met
- Take actions to deal with the result of delay
- Cost saving.

HEAD of TECHNICAL SECTION

Duties & Responsibilities :

- 1- Leading shop drawings team (2 structural engineers, Electrical engineer, mechanical engineer & CAD operators).
- 2- Coordinate with the client and consultant for design issues.
- 3- Prepare method statements and shop drawing.
- 4- Take part of project planning and scheduling.
- 5- Analyzing material data to ensure that has met the best price and quality required before Submit it to consultant for approval.
- 6- Ensure all purchase orders are according to the specs and project requirement.
- 7- Support the sites in all technical issues
- 8- Value Engineering & Cost Saving in all activities.

2-Dar Al-Arkan Real Estate Development Co. Riyadh, Saudi Arabia

Senior Site Architect & Design (June 2004- June 2012)

Projects:

- ❖ Shopping Mall. (ALQASR MALL)
- ❖ Residential & Commercial Project (Total Area 800,000 m²).
(The project contain about 3000 unit as villas & residential complex)
 - Work as senior site Architect in charge of managing on-going construction by contractor to ensure that work being done in compliance with plans and specifications.
 - Handling the necessary site architectural coordination work and contributing with monitoring the overall progress of work.
 - Review Shop Drawings and As-Built Drawings
 - Performs scheduled and random site inspections to observe non-compliant works.
 - Implement all aspects of the quality management systems and control site supervision activities provision related to the Architectural Works across the project, to deliver quality installations in accordance with the contract documents, relevant international standards .

- ❖ Residential & Commercial Project (Total Area 5 million m²)
Worked in design development & design review.
- ❖ Residential Project (Consists of 420 Villas)
Worked in design development & preparing construction drawings then as site architect.

Duties & Responsibilities:

- Develop cost estimates and recommend cost effective alternatives.
- Responsible for the design review of all the conceptual, schematic and tender drawings to oversee their conformance
- Review the specifications documents, to ensure the document reflected in the design.
- Review the detailed design to ensure that the design implementation has met the requirements.
- Responsible for Preparing Finishing Schedules by selection of materials quality with best prices.
- Prepare & manage site construction drawings including layouts, site plans, floor plans, elevations, sections, pattern plans, ceiling plans, furniture plans, and other various details.
- Coordinating with other disciplines (Structural and Electromechanical drawings).
- Manage on-going construction by contractors to ensure that work being done complies with plans and specifications.

3-Al-Oqbi Consultant (January 2003 - May 2004)

Engineering Consultant Office.

Jeddah, Saudi Arabia

worked as Architect

Education

March 2010:	Al Nahj Trainig Center, Riyadh, Saudi Arabia Training course, Productive Project Management
October 2008:	Dale Carnegie Training, Riyadh, Saudi Arabia Training course, Performance Management For Success Program
March 2007:	Execu Training, Riyadh, Saudi Arabia, Auto CAD 3D course
September 2002:	Annajah National University, Nablus, Palestine Bachelor's degree/ of Architecture Engineering
June 2002:	Nablus, Palestine, 3D Studio Max Interior & External Presentation

Skills

Skill	Level
AutoCAD up to 2012	Expert
MS Word, MS Excel & Internet Navigation	Expert