

# Frederick D. Mwesigwa

## Personal Info

Date of Birth: April 11<sup>th</sup> 1975 | Nationality: Ugandan | Marital Status: Married  
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Dear Sir/Madam,

Please accept my application for the role of Project Coordinator/Site Engineer.

I am enclosing my resume for your review. Presenting my background in Civil Project Coordination Especially Water, Electricity and sewerage pipelines and my experience with managing staff, setting goals, overseeing project completion, and enforcing quality.

With over 13 years of experience as a Project Coordinator and Site Engineer, I have been privileged to work with Clients such as: Bahrain Electricity Water Authority (EWA), Bapco, Saudi Aramco, Tatweer, Bahrain Ministry of Works, Bahrain Ministry of Housing, etc. at a subcontract level.

I have overseen teams as large as 40. I am currently working at Arabian Jacking Enterprises-AJECT Bahrain. I have simultaneously managed up to 5 crews at on different Projects including:

- Non-Destructive Road Crossings (NDRC)- Micro tunneling Works,
- Offshore and onshore Sheet piling Projects for Bridge Piers, Chambers, Manholes, Thrust and Receive Pits, Building Foundations, etc.
- Horizontal Directional Drilling (HDD)- Cable laying, Cable Pulling, sewerage works, etc
- Small to Large Earth Excavation Works,
- Construction of secant piles for Tall structures and Bridges, etc.

My main responsibilities, which directly relates to the Project coordinator position, are highlighted below:

- I coordinate responsibilities and ensure timely and correct completion of all works, manage manpower, resources and equipment so that they are equally distributed amongst all the crews
- Coordinate project management activities, Manpower, resources, equipment and information
- Break projects into doable actions and set time frames
- Liaise with clients, Consultants to identify and define requirements, scope and objectives
- Assign tasks to internal teams and assist with schedule management
- Make sure that clients' needs are met as projects evolve
- Help prepare budgets and Analyze risks and opportunities
- Oversee project procurement management
- Monitor and report project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Work with the Project Manager to eliminate Delays
- Use tools to monitor working hours, plans and expenditures
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting quality assurance tests

With my experience, I believe I will meet your expectations and be an asset to your Team.

Please feel free to contact me, I am available for an interview at a convenient time.

Thank you for your time and consideration.

Sincerely,

Frederick Mwesigwa