

# Frederick D. Mwesigwa

## Personal Info.

Date of Birth: April 11<sup>th</sup> 1975 | Nationality: Ugandan | Marital Status: Married  
Address: Al Riffa | Al Hajiyat 939 | Avenue 21 | Building 48 | Flat 22.  
Phone No: +973-36157915 | 13606129 | Email: mwesigwafrederick@gmail.com

Dear Sir/Madam,

Please accept my application for the role of Civil Project Coordinator/Supervising Engineer

I am enclosing my resume for your review. Presenting my background in Civil Project Coordination and Supervising Engineer.

With over 13 years of experience as a Project Coordinator and supervising Engineer in AJECT Bahrain, I have been privileged to work with Main Contractors such as: Al Koheji Electrical, NASS, AMA, Downtown Construction, Cebarco, Panorama Contracting, Bahrain Pipelines, Gamuda,.. to mention but a few.

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

- Non-Destructive Road Crossings (NDRC)- Micro tunneling Works,
- Offshore and onshore Sheet piling Projects for Bridge Piers, Chambers, Manholes, Jetties, Deep 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:

- Manage a branch Office in Bahrain, 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 with our Main Office in Saudi Arabia.
- 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 Main Contractor's 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

## Address | Contacts

Al Riffa | Al Hajiyat 939 | Avenue 21 | Building 48 | Flat 21 | Kingdom Of Bahrain.  
Email: mwesigwafrederick@gmail.com | Mob: +973 36157915 | Landline: +97313606129.

## Summary

- ♦ Hands-on Project Coordinator and Supervising Engineer with experience managing a variety of teams and projects.
- Adept at creating effective communication between personnel, suppliers, and management team.
- ♦ Strong background in project coordination, Site management and Supervision with enough background knowledge in HSE Procedures .
- ♦ Seeking to leverage experience into a role with a progressive organization.

## Skills

- ♦ Operate AutoCAD, Sketchup software
- Interpretation of Shop Drawing,
- HSE Onsite Procedures
- ♦ Good computer skills, including knowledge of Microsoft Word and Excel.
- ♦ Proficient knowledge of office administration
- ♦ Leadership skill to direct work assignments and the ability to hold internal staff and contractors accountable for timelines and prioritization
- ♦ Highly motivated with an ability to work under minimal supervision
- ♦ Communication Proficiency
- ♦ Ability to manage small to medium projects
- ♦ Possess knowledge of construction management from pre-construction to construction completion
- ♦ Possess strong written and oral communication skills

## Experience

**Civil Project Coordinator – Arabian Jacking Enterprises- AJECT,**

**06/2009 – 07/2020**

- Administering Construction Contracts
- Assist in securing new work by participating in estimates, including working with subcontractors and/or participating in proposals and presentations
- Assist the civil project superintendent and field workforce to establish and maintain our strong safety culture and environmental programs
- Attending client and design team meetings
- Co-ordinate all project work packages (Civil/Trenching, Building) with responsible sub- contractors Conducting site inspections
- Establish and monitor project safety and quality programs
- Manage the performance of employees through goal setting, ongoing assessment and coaching Managing key projects from start to finish in line with project specifications
- Preparing technical and progress reports

**Site Supervisor Engineer – Arabian Jacking Enterprises-AJECT, Manama**

**03/2007 – 06/2009**

- Directly responsible for site operations on projects including site management, technical advisory services, field execution performance (quality, schedule, Environmental Health & Safety, and Cost),
- Ensuring staff understands their roles and responsibilities, and manage them accordingly by providing guidance and training through certified organs as necessary
- Execute activities within site initiation and start-up, site monitoring, first dose activities, site management and site/study close-out according to internal SOPs/Work Instructions (WIs)/Instructions for Use (IFUs) and policies
- Line management of Assistant Site supervisors, indirect management of all other permanent staff
- Prepare sites prior to the start of construction work. Establish site and ensure high standard of welfare facilities are maintained. Drive performance and efficiency on site.
- Create and manage high performing teams. Site visits / Inductions. Manage subcontractors/control all working permits/authorizations are in place.
- Drive daily toolbox meetings and de- briefs with onsite crew and personnel.
- Perform site and facility inspection as per the quality assurance program

**Education**

**Kyiv National Aviation University** – BSc. Industrial And Civil Engineering

**1998 – 2003**

**V. N. Karazin Kharkiv National University**- Russian Language Certificate

**1997 – 1998**

**Bugema Adventist Secondary School** – A-Level Certificate

**1994 – 1996**

**References**

**References upon Request.**