

**Eng.Sara Nasser Al Attar**  
**Civil Engineer**



**SUMMARY**

- Profile : Female
- Nationality : Bahrain
- Current Location : Bahrain
- Current Position : QA/QC Engineer
- Company : CHAPO
- Contact Number : (+973) 39811525
- Email ID : [Sara89nasser@gmail.com](mailto:Sara89nasser@gmail.com)

**WORK EXPERIENCE IN BAHRAIN**

**September 2019**

**CHAPO**

**QA\ QC Engineer**

- Present Project** : Addari Substation & Askar Substation
- Designation** : QA/QC Engineer
- Client** : EWA
- Consultant** : IKA
- Main Contractor** : CHAPO

**Job Responsibilities and Duties:**

- 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.
- Report to the PM, control, and monitor all activities related to Quality.
- Submit Inspection Request for Engineers Inspection
- Prepare QA/QC Daily, Weekly and Monthly Reports
- Update Concrete Cube Test, Material Tracking Sheet Log
- Submit Transmittal Document
- Prepare Statistic Report and Project performance report

**December to April 2018**

**Shapoorji Pallonji International**

**QA\ QC Inspector**

- Present Project** : Marassi Project.  
Construction of Marassi Galleria Mall & Vida Hotel  
(Joint Venture with Cebarco)
- Designation** : QA/QC Inspector
- Client** : Eagle Hills
- Consultant** : Pace
- Main Contractor** : Shapoorji Pallonji International & Cebarco

**Job Responsibilities and Duties:**

- 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.
- Carry out Internal Audit at the site
- Report to the QA/QC Manager, control, and monitor all activities related to Quality.
- Coordinate with the consultant's representative and Site In-charge for inspection.
- Develop a method statement for the particular work on the site.
- Review Method Statement approval or comments of the Engineer and take an action.
- Submit Inspection Request for Engineers Inspection
- Prepare QA/QC Weekly Reports
- Prepare QA/QC Monthly Reports

**April to August 2018****First Kuwaiti Trading & Contracting****Civil Project Site Engineer**

**Present Project** : East Hidd Housing Project.  
Construction of East Hidd Housing Main Contract of

**Designation** : Civil Site Engineer

**Client** : Ministry of Housing

**Consultant** : MSCEB

**Main Contractor** : First Kuwaiti Trading & Contracting

**Job Responsibilities and Duties:**

- Monitor day to day work progress and prepare the weekly and monthly program and report.
- Prepares engineering documents by developing construction specifications, plans, and schedules.
- Record work hours using the time sheet.
- Handle over the resulting structures and services for use
- Comply with guidelines and regulations including permits, safety etc. and deliver technical files and other technical documentation as required
- Maintain and record update of site work progress obtained from Project Manager.
- Attending the progress meeting.
- Prepares monthly report reflecting work progress summary.
- Prepare monthly consumption (fuel, manpower etc.,)

**March 2016 to August 2017****Mercury Mena Middle East****Civil Project Site Engineer**

**Project** : Mondelez Bahrain biscuit factory project.  
Construction of Mondelez Biscuit Factory Main Contract of 36 Million US Dollars.

**Designation** : Project Civil Site Engineer

**Client** : Mondelez

Consultant : Bilfinger Tebodin  
Main Contractor : Mercury Mena Middle East

**Job Responsibilities and Duties:**

- Liaising and working jointly with the design team (consulting engineers) to implement refinements;
- Negotiating modifications with architects and consulting engineers;
- Dealing skillfully with a diverse range of people including clients, architects, other engineering professionals, sub-contractors and members of the public;
- Taking responsibility for health and safety on site;
- Making judgements and solving problems;
- Supervising construction;
- Dealing with the logistics of supplies;
- Scheduling work;
- Providing appropriate plans for construction;
- Monitoring the provision of materials;
- Liaising with and directing the work of sub-contractors employed on the project;
- Ensuring quality of workmanship.
- Managing, directing and monitoring progress during each phase of a project
- Discussing requirements with the client and other professionals (e.g architects)
- Making sure sites meet legal guidelines, and health and safety requirements
- Finding solutions to overcome unforeseen construction difficulties;
- Scheduling and adjusting each stage of the project to meet time and budget targets.

**Education and Qualification:**

2011- 2015 BSc Honours Degree in Construction Engineering Caledonian Collage of Engineering in Oman.	Land Surveying, Personal and Peoples' Skills Development, Professional and Employability Skills Development, Building Performance, Construction Engineering, Construction Technology, Structural Engineering Principles, Property Economics, Introduction to Construction Costs, Construction and Property Contracts, Managed Project Learning, Contract and Project Finance, Advanced Life Skills Development, Statutory Control, Construction Process Management, Corporate Strategy, Project Management, Building Performance.
2007- 2010 Diploma in Dental Hygiene College of Health Science, Bahrain	English, Chemistry, Effective Work Relationships for Dental Hygiene, patient Management, Human Relation.
2004- 2007 Sitra Secondary School, Bahrain.	English, Mathematics, Chemistry, Physics.

**Training and Courses:**

Challenges & Benefits of Work from Home Webiner with BIBF in November 2020

Managing a Remote Team Webiner with BIBF in May 2020

Training as Trainee Engineer in Awal Gulf for two months since January 2015

PMO conferences for two days since 2014

Self development conference for 2 days in 2014

Training in BAPCO for one month since 2013

English course in British council in Bahrain for one month since 2011.

Training in Ibn Sena health center for one month in 2010.

Working in Sitra health center as a community services for one month in 2009.

Basic life support course for one day in 2009.

Two English courses in Al-Madina institute for one month for each course since 2005 and 2004.

**Skills Set:****Engineering Skills:**

AutoCAD: where I had finished two courses in the college in learning AutoCAD.

Primavera6: I had finished one course in the college in learning Primavera and project management.

Manual Drawing: I had completed one course in hand drawing will other course works that need manual drawing.

Risk Register+: where this Ipad tool was used while project work to manage the project.

**Soft kills:**

Organizing: participate with origination of sickle cell disease in Bahrain as a volunteer in one of their events and I organize this ceremony and it's fulfill a huge success in Bahrain.

Time management: work with group in the collage and I work with them as a time keeper and we always finish in the time.

Willing to learn: I study more than one program at college and I plan to complete master degree.

**References:**

Mr. Adel Abdellah

Civil Department Manager

MCSC, Bahrain

Phone: +973 66377345

E-mail: adel.abedallah@mercurymena.com