

## Contact

Istanbul-Turkiye  
00905323030579 (Tr Mobile)

Manama/Bahrain  
0097332391935 (Bh Mobile)

mmetinkayra@hotmail.com

## Top Skills

Superstructure Engineering  
Highway Engineering Infrastructure  
Engineering

## Computer Skills

AutoCAD  
Microsoft Excel & Word  
Primavera P6  
Microsoft Teams  
Microsoft Project

## Language Skills

Turkish  
English

## Identity & Visa

Republic of Turkey ID  
Kingdom of Bahrain Visa

## Registered Memberships

IMO (Turkey Council of Engineers)  
SCE (Saudi Council of Engineers)



# Mehmet Metin Kayra

Civil Engineer & Technical Office Manager

Nationality: Republic of Turkey

## Experiences

٠٤] ^|a} &A€

City, Country: Al Khobar, Eastern, Saudi Arabia

Company Name: Tamimi Markets

Job Role: Technical Office Manager

Date worked: May 2023 - May 2025 (2 years 1 month)

Project Name: Tamimi Markets Construction

Responsibles: Budgeting, BOQ works, invoicing, planning and preparing comparison sheets by collecting material prices from suppliers then making purchasing requests for civil works after the director selects the supplier for Tamimi Strip mall, Supermarket, Express market, Agriculture, Coffee shop, Distribution center and Restaurant projects.

## Experience 9

City, Country: Khemis Miliana, Alger

Company Name: Mng Holding Llc

Job Role: Technical Office Manager

Date worked: April 2018 - June 2022 (4 years 3 months)

Project Name: Khemis Miliana-Hanacha 34km Highway Construction

Responsibles: 16 pcs. Viaduct, 4 pcs. Bridge, 12 pcs. Overpass, 11 pcs. Subway, 8 pcs. Culvert and Concrete piping works. Working schedule planning, updating and follow-up; Budget; Monthly reporting; Monthly progress payment ; Drawing of some details in Autocad; Check and approval inspection forms and material approval; Presentation, follow-up and listing of projects...

## Experience 8

City, Country: Al-Dammam, Saudi Arabia

Company Name: Tek Yapi Co.

Job Role: Technical Office Manager

Date worked: May 2016 - December 2017 (1 year 8 months)

Project Name: 3M Dammam Factory Project

Responsibles: Working schedule planning, updating and follow-up (giving information for the completion of delayed manufacturing to site team); Budget; Monthly, Weekly and Daily reporting; Progress payment for subcontractors and administrative; Drawing of some details in Autocad; Preparation control forms; Documentation and reporting for the head office and for the customer; taking material approval...

## Experience 7

City, Country: Istanbul, Turkey

Company Name: DEA Yapi Co.

Job Role: Technical Office Manager

Date worked: April 2015 - April 2016 (1 year 1 month)

Project Name: Mercedes Benz Turk Bus Factory (2 New Built, 3 Add. Part)

Responsibles: All technical office works , structural-finishing works inspection and final account settlement.

## Experience 6

City, Country: Almaty, Kazakhstan

Company Name: EA Construction Limited

Job Role: Technical Office Manager

Date worked: March 2014 - March 2015 (1 year 1 month)

Project Name: Muratbaeva Housing Project (136 flats)

Responsibles: Planning; Budget; Selection of subcontractor; Monthly,Weekly and Daily reporting; Progress payment for subcontractors and administrative; Drawing of some details in Autocad; Preparation control forms; Documentation and reporting for the head office and for the customer...

## Experience 5

City, Country: Istanbul, Turkey

Company Name: Tek Yapi Construction Limited

Job Role: Technical Office Manager

Date worked: May 2012 - February 2014 (1 year 10 months)

Project Name: Volvo Truck Service Factory Project

Project Name: Chipita New Industrial Food Production Factory Project

Responsibles: Planning; Budget; Selection of subcontractor; Monthly,Weekly and Daily reporting; Progress payment for subcontractors and administrative; Drawing of some details in Autocad; Preparation control forms; Documentation and reporting for the head office and for the customer...

## Experience 4

City, Country: Istanbul, Turkey

Company Name: Surtaş Co.

Job Role: Planning Manager

Date worked: April 2011 - April 2012 (1 year 1 month)

Project Name: Sinpas Butterfly Housing Project (448 flats)

Responsibles: Planning, Budget, Selection of Subcontractor, Monthly and Daily report, Technical office works...

### Experience 3

City, Country: Benghazi, Libya

Company Name: Arsel Co.

Job Role: Technical Office Manager

Date worked: October 2009 - March 2011 (1 year 6 months)

Project Name: Garyounis University Campus Project

Responsibles: Planning , Technical Office Works , Progress payment , Dailly Report , Weekly Report , Monthly Report , Method of Statement , Inspection forms preparation...

### Experience 2

City, Country: Chelyabinsk, Russian Federation

Company Name: Yenigün Co.

Job Role: Technical Office Engineer

Date worked: August 2008 - January 2009 (6 months)

Project Name: Mega Shopping Center Project

Responsibles: Structural works organization, Unit price cost analyses of the specific activities. Calculation of the bill of quantity of the materials. Drawing of some details in Autocad.

### Experience 1

City, Country: Istanbul, Turkey

Company Name: AA Group Construction

Job Role: Site Engineer

Date worked: June 2006 - July 2008 (2 years 2 months)

Project Name: Cultural Center Building And Bridge Crossing Projects

Responsibles: Ordering all kind of materials required in the site. Coordination of the subcontractors in the site. Preparation of the bill of quantities and interm payment certificates for the subcontractors. Preparation of the schedule for the site. Documentation and reporting for the head office and for the customer.

## Education

Dumlupinar University, Turkey

Bachelor's degree, Civil Engineering · (2001 - 2006)