



## **CONTACT ADDRESS:**

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## **PERSONAL DETAILS:**

CPR I.D# 910805016  
Nationality Tunisian  
Date of Birth 06 August 1991  
Place of Birth Manzah 1, Tunisia  
Marital Status Married  
Passport No. F842673

## **EDUCATION:**

**June 2009** Scientific high-school degree,  
Sheikh Abdul Aziz secondary boys' school (GPA: 93.3%)

**Jan 2014** B.Sc. in Civil Engineering,  
College of Engineering, University of Bahrain (GPA: 2.78/4)

## **CERTIFICATIONS:**

**April 2016** Software training for PRIMAVERA P6 V8.3 –  
Certificate Number: MMTIBH-840, Marvel Management  
Training Institute (MMTI) Kingdom of Bahrain

**PERSONAL PROFILE:**

- a) With 6 years working experience in GCC as a Project Engineer/ Site Engineer.
- b) Registered COEPP (Commission on Organizing Engineering Professional Practice) – Bahrain.
- c) With valid Bahraini driving license.
- d) Proficient in AutoCAD.
- e) Proficient in Project Planning.
- f) Proficient in Primavera P6.
- g) Proficient in Microsoft office applications.
- h) Project site management.
- i) Building maintenance.
- j) Execution of work as per drawings, specifications, quality and budgeted cost and control.
- k) Understand and negotiate the contracts.
- l) Able to work with minimal supervision and I am a cooperative team player.
- m) Able to priorities and work under pressure.
- n) Highly self-motivated and goal oriented.
- o) Excellent report writing and communications skills.
- p) Able to initiate and handle Site Coordination, Purchasing, Material Management, Client/Consultant & Contractor Negotiations.
- q) Implementations of all civil and MEP works at site.
- r) Excellent presentation and communication skills.
- s) Effective time management.
- t) Ability to establish and maintain good working relationships with colleagues and clients.
- u) Experienced in managing and coordinating project tasks.
- v) Knowledge of local laws and regulations.
- w) Fluent in English; reading, writing and speaking
- x) Strong communication skills, financial acumen, investment underwriting, and listening skills.
- y) Ability to prepare project presentations to higher management.
- z) Excellent knowledge of International construction standards, design techniques and tools in construction, planning, estimating and project management.

**WORK HISTORY:**

**Company (1) Abdullah Hassan Aldarazi & Sons – Contractor**

P.O. Box 697 Seef, Kingdom of Bahrain, Tel: +973 17 564664

**Inclusive date:** February 2014 – December 2017

**Position:** Site / Project Engineer

**Major Project(s) :**

**Proposed Ramez Mall at Askar**

**Client-** Mr. Ramez Mohamed Al-Awadhi

Askar, Kingdom of Bahrain

**2 NOS of 9 Storey Buildings at Tubi**

**Client-** Ministry of housing

Tubli, Kingdom of Bahrain

**Project habitat Diyar al-muharraq – 262 villas**

**Client-** Diyar

Muharraq, Kingdom of Bahrain

**Duties and responsibilities:**

1. Ensures that all the works done are in accordance with the approved construction drawings, contract documents, project specifications, and all applicable standards whether local, national or international standards.
2. Ensures that all site works are done according to all applicable quality standards.
3. Directly responsible for the safety of all civil and MEP groups' personnel of the project by ensuring that the project execution will be done according to all applicable health, safety, sanitary and environmental standards.
4. Selecting subcontractors and suppliers.
5. Coordination of Manpower and Equipment.
6. Site supervision to meet set deadlines.
7. Material procurement and management.
8. Preparation of RFI (Request for inspection) and MAC (Material Approval Certificates).
9. Manage and monitor the relevant project information and documents related to progress, issues, Non-conformities, correctives actions, reports, plans and logs from the supervision team and contractors and provide approval towards the same.
10. Preparation of valuation and all additional claims/omitted (variation) pay items.
11. Site meeting and measurements with the CED (Cost Engineering Directorate) representative for all of the claimed pay items included in the valuation.
12. Execution of Core Civil Construction projects and to ensure the timely completion.
13. Coordinating with the consultant/client or contractor for the site inspection.
14. Managing the Site office employees, attendance, performance and work culture.
15. Ability to work in a fast-paced environment with shifting priorities and work demands
16. Organize the delivery of materials and equipment needed for the construction project, in coordination with purchase department and supervise labour.
17. Estimates, prepares and assigns the resources such as manpower, materials, consumables, equipment, tools, etc., required for all civil works prior to execution.

**Company (2) Arab Architects (architects & Engineers) - Consultant**

P.O. Box 75799 Manama, Kingdom of Bahrain, Tel: +973 17 243992

**Inclusive date:** January 2018 – Present

**Position:** Project Engineer

**Major Project(s): City Centre Twin Towers (44 stories)**

**Client-** Mr. Mahmood Faqeeh

Seef area, Kingdom of Bahrain

**Duties and responsibilities:**

1. Planning and control the project.
2. Coordinate with authorities throughout all projects phases.
3. Establishing start-up and planning documents.
4. Establishing the Construction Management Plan procedures, project communication, project control and administration systems.
5. Review and recommend of the Contractor's proposed materials and method statements.
6. Monitor the project processes to identify opportunities for improving the project financial results on the basis of project changes and events (schedule, scope etc.) and initiate/take action to obtain these.
7. Managing financial aspects of the project against assigned budgets, monitoring budgeted and committed costs cash flow, making sure the project remained within target budget.
8. Planning, executing, and finalization of projects in line with strict deadlines and within budget.
9. Managing contractors in order to deliver project according to plan.
10. Managing day-to-day operations to ensure high performance standards in line with project plan.
11. Ensuring that the quality of materials and the installation of work are in accordance with the criteria identified for the project.
12. Provided periodical project status design & implantation progress reports.
13. Chair and manage progress meetings with the Client, stakeholders, contractors and helps resolve outstanding issues particularly related to site.
14. Implement and monitor the specific QA/QC program, and ensure that the plans are in line with the program and the Client expectations including relevant stakeholders. Further ensure that quality plans are adhering to the requirements outlined in the contracts, specifications and quality standards
15. Assign targets for accomplishments and ensure targets are met on daily basis for all construction groups at site.
16. Attends progress meetings to discuss procedures, progress, schedules and problems which may require a decision or an action from the Client and/or stakeholders and coordinates for the resolution of the issues.
17. Ensures that the Client's requirements are fully translated in to project realization.
18. Monitoring, report and provide assurance to the project director, that the contractors are administering the construction contract in accordance to the client's expectation towards time, cost and quality.
19. Managing shop drawings approval and design process.
20. Reviews and comments on the content, standards, documents, specifications and other project documents related to his trade/discipline and report any flaws, ambiguities, mistakes or any missing details in drawing or documents.

## **FUTURE PLANS:**

- To reach heights in the Civil Engineering field by acquiring through experience and gaining knowledge by hard working and dedication in the field.
- Acquire practical on site experience, apply academic skills on the field of construction and gain knowledge in the design phase.

## **TRAINING PROGRAMS & WORKSHOPS:**

As a Civil Engineering graduate (BSc in civil Engineering) from University Of Bahrain, I have started my career in 2013 and gaining and exploring to build my knowledge to utilize it for the construction field.

**2012:** Worked in Best Conseils Construction Company in Tunis as required by the University Of Bahrain (Training 1).

**2013:** Worked in Ministry of Works (Road Projects and Maintenance Directorate) in Bahrain as part of university mandatory industrial training for two months (Training 2).

## **Skills**

- ✚ Active communication and coordination skills between staff and lessees, retaining loyal tenants through multiple leases
- ✚ Engaged, hands-on problem solving, from emergency repair calls to tenant conflicts
- ✚ Successful real estate sales abilities, closing an average of six properties per quarter
- ✚ Proficient in computational analysis and budget reports, managing overhead property costs.
- ✚ Fluent in real estate law and tax code

## **CHARACTER REFERENCES:**

Available up on request.

## **ADDITIONAL SKILLS:**

**Interpersonal skills** Handle work under pressure, team spirit, meet deadlines, helpful, responsible, problem solver, negotiator, decision maker & cooperative.

**Languages** Arabic (mother language), English (Fluent), French & Indian (speaking)

## **HOBBIES:**

Computer  
Soccer  
Body building