

Personal Resume



PERSONAL DETAILS

Name: Kareema A. Samad Mohamed

Address: House 77, Road 3501, Riffa-Alhajiyat 935, Kingdom of Bahrain

Nationality: Bahraini

Date of Birth: 04th/Dec/ 1986

CPR: 861210131

Marital Status: Married **Number of Kids:** None

Contact Details:

Mobile: (+973) 39775808 / 39660525

E-mail: K.asamad.eng@gmail.com

I am a graduated Bachelor in Civil Engineering and a member in CRPEP (Registered in Council for Regulating the Practice of Engineering Professions), seeking to develop my skills in my next challenge. I am a hard worker who enjoys working in a thorough and methodical role.

I am a good communicator with excellent interpersonal skills such as Strong organizational, problem solving, negotiation and analytical skills, I am Capable of leading teams and managing conflicts. Also I am self-motivated and enthusiastic about my career and happy to learn new skills in accordance with my role and the future equipment that I will be working with.

I can plan my time effectively and like to manage my list of tasks and ensure each gets completed on time.

I am a willingness person to take on further responsibilities and challenges.

KEY EXPERIENCE

- Project Engineer in Charge
- QA / QC Engineer
- HSE Engineer
- QS – Civil Engineer
- Assistant Engineer
- CAD (computer aided design) Technician
- Document control and record
- Properties Marketer
- Officer Operations
- Customer Services

Responsibilities and Achievements

- Managing all aspects of the contractual and financial side of development and construction projects.
- Manage, revise, and maintain status of the detailed project cost estimate/ forecast to include all phases of project execution from design/ engineering, material/ equipment procurement and deliveries, construction contracts through start-up activities to closeout.
- Managing costs on construction project and help ensure that the construction projects are completed within its projected budget.
- Assisting both Contract Manager and Cost Manager in their day to day functions.
- Updating the project team to ensure that the project cost is as per the approved budget.
- Reviewing all invoices for the project.
- Monitoring project progress both on and off site. Identifying deviations (progress trends) and escalating it to the Senior Manager.
- Ensuring all services deliverables meet quality standards and performance requirements.
- Responsible for monitoring key aspects of program and contract management, including subcontractor management, recruiting and staffing, security management, and linguist support processes and procedures to ensure compliance with contract and requirements.
- Responsible of routine and scheduled inspections of all aspect of contract performance.
- Recommending process improvements.

- Responsible for timely and accurate reports for Project report, QC/QA and QS reports, HSE performance, and etc. to the Clients / or CEO / and seniors.
- Complying always and fully with HSE requirements.
- Being quality conscious (dynamic approach towards quality improvement and aim at getting things right first time)
- Respecting and supporting fellow employees at all times.
- Responding to changes positively – Technical advancements as well as organizational adaptations.
- Following Process Flow Charts and interact with other departments when required.
- Implement and enforce security strategies for the Plant's / office facilities including access and exit control and monitoring, vehicle and personnel checks, security patrols and the preparation of all related reports.
- Coaching and advising team on the content of HSE standards, in order to create awareness on the HSE expectation and enable the team of best practices.
- Ensuring that the Organization / or Contractor comply with all aspects of the Worksite HSE plan and policy; site regulations, permit to work.
- Performing Civil Construction activities as per drawings, specifications and project documents in accordance with the project field procedures and site instructions.
- Ensuring Quality inspectors and contractors supervisors carry out the inspections, surveillance checks, BOQ, and etc... in accordance with the contract and as per as the Specifications documents.
- Preparing and reviewing Bills of Quantities, based on the Drawings provided by the team/ or client.
- Interact with the clients face to face.
- Handling customer/applicant queries personally, via email and telephone.
- Handling cash and bank related transactions of assigned and ensure 100% accuracy.
- Record and maintain all application data. Ensuring accurate and timely data entry into the system with zero errors.
- Adaptability and presence of mind to handle customer queries and complaints.
- Ability to Innovate an enhance procedures and methods to increase productivity and cost effectiveness

EXPERIENCE

December 2019 **KP-Kingdom Properties Real Estate, Bahrain**

KP Real Estate SPC which is a subsidiary of Kingdom Projects was born out of the desire of visionary leaders and magnanimous individuals who are keen on making significant inroads to help improve people's lives by providing the best in class affordable housing units. We have achieved this objective private sector innovation participation and partnerships. Independently, each associate company has gained momentous achievements in their own right establishing themselves as major players in the Kingdom of Bahrain and in the GCC in the following fields: Construction of high rise buildings, Large turnkey residential complexes, 5-star hotels, Infrastructures, Real estate development, Project management, Maintenance and property management, Landscaping, Safety and security, Education, Information technology and Hospitality. Worked as **Marketer representative** for KP Organizations - as part time employee, as of:

- In **"BIPEX Bahrain 2019"** from 7th December 2019 to 10th December 2019, and
- In **"Janayin Al-Hamala Project"** from 16th and 17th December 2019.

12th Feb.2017 – 07th Dec. 2017 **ISA TOWN OUTSOURCING WDD-RIFFA, ALTHAWADI CONTRACTOR, Bahrain**

EWA(Electricity and Water Authorization)-WDD Isa Town Outsourcing Project is operating from WDD Riffa Maintenance Depot since November 2012. The main purpose of this outsourcing project is to improve the quality and speediness of the emergency repair works cost effectively, to give services to the customers and thereby improving customer satisfaction levels and achieving a considerable reduction in repair time and enhance water conservation. Worked as **Project Engineer** - Responsible of:

- Attending the daily meetings and discuss the issues with the Project Manager.
- Checking the QA/QC of the Project and checking the HSE of the Project according to the job specification and requirements.
- Preparation Arabic/English reports or mails relating to outsourcing as requested by the WDD outsourcing Project Manager.
- Preparation of Daily/Monthly/annual reports in addition to incident reports with photos of major repairs when required and submit to WDD Engineer.
- Submitting the BOQ optional details (Deep Excavation, Multiple repairs, Water Tankers etc.) to WDD Engineer.
- Functioning of the Dispatch Center and overseeing the day to day activities.
- Solving any complaints related problems of the Dispatchers.
- Attending sites for major repair works (self-Damage/ 3rd Party Damage), Flashing time in the water quality issues in presents of OS-WDD team and WDD lab team this in addition to frequently visiting on sites for minor repair works,
- Follow up of the repairs with the dispatchers and ensuring the good quality of the repairs.
- Maintain proper files about the emergency repair works including the photos of the repair works.
- Checking on material request forms and maintaining the stores and ensure the spares are available for repairs.
- Ensuring to send the defective water meters to WDD metering section on weekly basis.
- Taking necessary action to dispose the defective pipes/Valves to EWA stores through proper procedures.
- Submit to WDD, the AS Built drawings for the repairs carried out on main pipes for updating in the GIS system.
- Ensuring that the staffs are following EWA safety regulations.
- Coordinating with WDD, Juffair through WDD engineer to obtain the permits. EX: Traffic, Batelco, etc.
- In addition to pervious point coordinating with WDD Juffair regarding the valve operation and other related works.
- Availability for any queries from WDD Project Manager regarding the outsourcing problems.
- Coaching Bahrain EWA (Electricity and Water Authorization) call center agent employees and introduction EWA services for the Customers and providing them with the services of EWA and guiding call center team with the technics of dealing with the Customers.

Jan. – Dec. 2016 DARSSH, Bahrain

SSH specialize in the delivery of world class construction projects in the MENA region. SSH are multidisciplinary firms with over 50 ears' expertise in architecture, engineering, infrastructure and project management. Worked as **Senior Quantity Surveyor** - Responsible of:

- Carry out various activities to review and check works in accordance with contract documents.
- Regularly communicates and coordinates with other Quantity Surveyors and REs to convey technical information effectively.
- Execute certain assigned tasks and duties, related to own discipline, with independence and minimal guidance.
- Fully competent and compliant in using SSH systems ensuring that key information related to Take-off drawings are properly archived for efficient reporting and retrieval.
- Collects relevant data to assist SQS & QS in evaluating cost/time claims.
- Work in projects in accordance to Quantity Surveyor as defined in the Project Management Plan document (QA & IMS Documentation).
- Reporting to the Client and line manager the monthly progress report of the project.
- In addition to above points also worked as Project Quantity Surveyor in - KFCA Island "A"- Project, checking the Interim Payments with accordance to the volumes as well as checking the contractor drawings and IR's with accordance to the delivery summary schedules.

Mar. 2014 – Dec. 2015 CHARILAOS APOSTOLIDES / CHAPO, Bahrain

Formed in December 1982 as a joint venture between YNA Kanoo W.L.L. a leading international business conglomerate based in Bahrain, and Chariloas Apostolides and Co. Limited. The company has successfully completed numerous large-scale, multi-million dollar projects, encompassing all aspects of contracting and civil engineering works including major road works, irrigation and drainage schemes, dams and electrical substations. Project sectors have included government, residential, commercial, retail, educational and recreational. Worked as **Civil Engineer QS** - Responsible of:

- Checking accuracy of the documents which received by the client or / the consultant.
- Studying the documents and preparing enquiry list in addition to corresponding attachments for sub-contractor.
- Making quantity take off and prepare BOQ.
- Updating the statutes of inquiries from time to time.
- Collating and compiling all the quotation and making sure that all quotations have been receive.

Nov.2008 – Aug. 2013 WS ATKINS AND PARTNERS OVERSEAS, Bahrain

In the Middle East Atkins is one of the largest engineering design consultancies. Atkins plan, design and enable clients' capital programs in and around the built environment. Atkins business is that of a technical consultancy, and provides advice and engineering design for both public and private sector clients. The multidisciplinary nature of their skills allows them to draw on expertise from across the business to deliver complex projects across the region, drawing as necessary on more than 17,500 staff worldwide. Atkins delivers engineering and technically integrated design, together with project and cost management services, to a wide range of clients. The company areas of operation include transportation, buildings and public realm, environment, energy and infrastructure design.

- Sep. 2012-Aug.2013 Worked as Assistant Engineer
 - In addition to my pervious tasks with WSATKINS (year 2008-2012) I start working as Assistant Material Engineer, after completion of bachelor degree in many projects such as Wadi Al Buahair-Bahrain, Half moon Bay-KSA and Durrat marina-Bahrain, East Hidd Housing-Bahrain etc.
- Nov. 2008- Sep. 2012 Worked as CAD Technician
 - Worked with infrastructure team in different projects such as Durrat Al Bahrain, Mahdiyah hills (KSA), Bahrain National Theatre, Bahrain Bay, Nurana, KAIA(KSA) etc.

Responsible of:

- Producing / updating designs-initial outlines or full plans of utilities (Water, Electrical, Telecom, etc.) by the assistant of Design Engineer in some projects such as Bahrain bay, Durrat Al Bahrain, etc.
- Presenting project details and technical information to colleagues
- Checking BOQ according to the drawings.
- Checking accuracy of the documents which received by the client if any.
- Studying the documents and enquiry list.
- Corresponding attachments for sub-contractor.
- Providing technical CAD support for preparation of construction drawing for the projects.
- Responsible for assisting injured people in the office as First Aider.

Apr – Nov. 2008 ARSENALS ENGINEERING & DESIGN, Bahrain

Establish in 2008 and registered with Bahrain Committee of Engineering to perform and practice Engineering Consultancy. ARSINALS service in: Planning, Design and Supervision. Worked as **CAD Technician** - Responsible of:

- Checking BOQ according to the drawings.
- Checking accuracy of the documents which received by the client.
- Providing technical CAD support for preparation of construction drawing for the projects.
- Responsible of Documenting and recording the documents.

2008 PROPERTIES EXHIBITION, KUWAIT

Attending properties exhibition held in Kuwait in 2008, with *Orchid Development- Bahrain team*.

- Participate as a member in marketing team in selling apartments.

Dec. 2007 - Mar. 2008 GLOBAL ENGINEERING BUREAU, Bahrain

Established in 2003 and registered with Bahrain Committee of Engineering to perform and practice Engineering Consultancy. GEB has 2 sister companies Namely GLOBAL ENGINEERING SURVEY DIVISION with office in Exhibition avenue in Manama and GLOBAL DESIGN SYSTEM in Manila, Philippines. GEB service in: Planning, Design and Supervision. Worked as **CAD Technician** - Responsible of:

- Checking accuracy of the documents which received by the client.
- Providing technical CAD support for preparation of construction drawing for the projects.
- Satisfying customer needs for designing.

2007 BAPCO –BAHRAIN PETROLEUM COMPANY ORGANIZATION, BAHRAIN

- Working 3 Months as per as University of Bahrain course requirements to complete my Diploma Degree.

QUALIFICATION

Sep. 08– Jul. 12	GULF UNIVERSITY Bachelor Degree in Civil Engineering (Obtained Cumulative GPA: 3.24)
Sep. 04 – Jun. 07	UNIVERSITY OF BAHRAIN Associate Diploma Degree in Civil Engineering.
Sep. 01 – Jun. 04	WEST RIFFA GIRLS SECONDARY SCHOOL Secondary Degree in Science.

TRAININGS

May 2015	MARVEL MANAGEMENT TRAINING INSTITUTE PMP-Project Management Professional (PMI-USA)
Oct –Dec. 14	AL-MOALEM INSTITUTE STAAD-Pro V8i program. (CAD Center India)
May 14	AL-MOALEM INSTITUTE CIEH level four health and safety for managers, supervisors and safety representatives. (U.K certificate)
Aug. 12	AL-MOALEM INSTITUTE Award in Health and Safety at Work (NEBOSH -U.K certificate)
Sep. 10	VICTORY TRAINING CENTER Revit, Training Course.
Aug.–Sep. 09	AL-MOALEM INSTITUTE 3D Max level I (Obtained Final mark 96%). (CAD Center India)
May–Jun. 08	AL-MOALEM INSTITUTE Auto Cad level III (Obtained Final mark 94%). (CAD Center India)
Jan.–Feb. 08	AL-MOALEM INSTITUTE

Auto Cad level II (Obtained Final mark 90%). (CAD Center India)

Sep.–Oct. 07 **AL-MOALEM INSTITUTE**

Primavera (Obtained Final mark 92%). (CAD Center India)

Jul.– Aug. 07 **AL-MOALEM INSTITUTE**

Auto Cad level I (Obtained Final mark 94%). (CAD Center India)

Sep. 04 **CAMBRIDGE INSTITUTE**

TOFEL Course (Obtained Final mark A-).

WORKSHOP

Nov.- Dec. 2014 **SEEDS TRAINING CENTER**

Attended the following Training Courses:

- Project Management Fundamentals. (Attendance Certificate / 18 Hours)
- Communication Skills. (Attendance Certificate / 18 Hours)
- Writing by Design-Scientific and Technical Writing. (Attendance Certificate / 18Hours)
- Essential Workplace Ethics. (Attendance Certificate / 12Hours)

March 2013 **UNIVERSITY OF BAHRAIN**

Advanced Environment Impact Assessment (Attendance Certificate)

2009 & 2011 **FIRST AID & CPR, American Mission Hospital, Bahrain**

Participated in Community Course in First Aid & CPR (Aid Certificate)

Jul. 06– Oct. 06 **ENVIRONMENT FRIENDS SOCIETY**

Responsible as Secretary Assistant, Conference Organizer and Volunteer in workshops

OTHER SKILLS

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|------------------------|---------------------------------|
| ➤ Management Skills | ➤ MS. Office (Advance) |
| ➤ Team Working Skills | ➤ Photoshop (Intermediate) |
| ➤ Communication skills | ➤ Marketing Skills |
| ➤ Presentation Skills | ➤ Coaching and mentoring Skills |

LANGUAGES

- Arabic (Fluent)
- English (Advance)
- Hindi / Urdu (Intermediate)

REFERENCES

- Will be provided upon request.