



Khaled Waleed Mustafa

General Supervisor

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Jeddah, Saudi Arabia

Syrian

01 / 12 / 1983

KSA Resident Visa

KSA Driving license

Education

● High School certificate.

Homs, Syria

Skills & Strengths

- Team management and leadership.
- Organization and resource management.
- Effective communication and public relations.
- Operational planning and strategic management.
- Problem-solving and decision-making.
- Quality control and cost monitoring.
- Compliance with policies and regulations.
- Reporting and data analysis.
- Ability to work in multicultural environments.
- Proficiency in Microsoft Office.
- High communication skills.
- Time management.
- Development skills.
- Teamwork and leadership collaboration.
- Ability to work under pressure.
- Hard work.
- Commitment to deadlines.
- Responsibility skills.

About Me

General Supervisor with over 18 years of experience in the Saudi job market specializing in contracting.

I have a diverse and extensive career path in project management and overseeing construction and professional operations.

My career has been enriched with multiple certifications from reputable companies.

I possess effective leadership skills and the ability to organize teams and motivate them to work diligently and earnestly.

I consistently strive to achieve the highest standards of quality and safety in every project I manage, ensuring excellent results within defined timelines and budgetary constraints.

I have broad experience in client management, understanding their needs, and ensuring complete satisfaction with the services provided.

Committed to continuous development and staying abreast of modern technology and best practices in my field to ensure sustainable professional growth and innovative business performance.

Seeking an opportunity to contribute my skills and experiences in an environment that fosters excellence and outstanding performance.

Professional Experience

● General Supervisor | Al Kohaji Contracting Company

“Eastern Province – Saudi Arabia”

2022 – Present

Key responsibilities:

- Managing and coordinating all construction activities on-site.
- Ensuring compliance with all quality, safety, and environmental requirements.
- Identifying and resolving site issues promptly.
- Leading and supervising a team of construction workers and craftsmen.
- Ensuring the safety and well-being of all team members.
- Handling conflicts and problem-solving.
- Ensuring the execution of all construction tasks according to specifications and drawings.

● General Supervisor | Al Dar Al Arabiya Company

“Jeddah, Saudi Arabia”

2017 – 2022

Key responsibilities:

- Planning and overseeing all stages of construction projects, from planning and design to execution and delivery.
- Ensuring compliance with all occupational health and safety standards at the work site.
- Resolving issues that may arise during the course of work.
- Maintaining a safe and clean work environment.

● General Supervisor | Al Hussam Trading Company

“Jeddah, Saudi Arabia”

2010 – 2017

Key responsibilities:

- Supervising all daily activities and ensuring their efficient implementation.
- Monitoring workflow and ensuring adherence to set schedules.
- Following up with and motivating the team to achieve desired goals.
- Collaborating with various departments to coordinate operations and achieve integration.
- Resolving any arising issues.

Languages

- **Arabic** (Native)
- **English** (Good)

● **General Supervisor** | Noor Al Ehsan General Contracting

📍 "Jeddah, Saudi Arabia"

1/2014 – 12/2014

Key responsibilities:

- Ensuring compliance with all occupational health and safety standards at the work site.
- Communicating with clients to understand their needs and requirements.
- Resolving any issues that may arise during project execution. Preparing regular reports on work progress and project status.
- Ensuring adherence to the project's specified budget. Maintaining a safe and clean work environment.

● **General Supervisor** | Injaz Private Constriction Co. Ltd

📍 "Jeddah, Saudi Arabia"

6/2011 – 6/2013

Key responsibilities:

- Ensuring efficient production organization and product distribution while maintaining product quality and appropriate costs.
- Monitoring overall company performance to ensure achievement of strategic objectives and required quality standards.
- Planning staff needs, guiding and training them to ensure performance efficiency and general well-being.
- Ensuring compliance with legal and environmental standards and workplace safety for all employees.

● **General Supervisor** | Rafiq Krediya Contracting Company

📍 "Jeddah, Saudi Arabia"

2009 – 2011

Key responsibilities:

- Organizing and managing overall company operations, including coordinating between different departments and ensuring smooth workflow.
- Monitoring project progress and ensuring efficient implementation according to specified standards and timelines.
- Ensuring adherence to highest quality and safety standards in all work aspects, including material usage and safety procedures.
- Building strong relationships with clients and partners, ensuring their satisfaction with services provided and projects executed.

● **General Supervisor** | United Contracting Company Limited

📍 "Jeddah, Saudi Arabia"

2006 – 2009

Key responsibilities:

- Organizing and managing company operations overall, including coordinating between various departments and ensuring smooth workflow.
- Monitoring project progress and ensuring efficient execution according to specified standards and timelines.
- Ensuring the application of highest quality and safety standards in all work aspects, including materials usage and safety procedures.
- Building strong relationships with clients and partners, ensuring their satisfaction with provided services and completed projects.