



# RAHMA MAHMOUD RAHMA MAHMOUD

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## Career objective

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I am Project Manager - civil engineering Seeking for apposition, In the Kingdom since 2007, I worked in several offices and engineering consulting companies, and I have certificates and development courses at the administrative and technical in the scope of structural engineering with expertise and strong leadership and problem-solving skills. Proven track record in successfully delivering complex projects on time and within budget. Skilled in stakeholder management, risk assessment, and resource allocation, ensuring seamless project execution and client satisfaction. Brings creativity and strategic thinking to optimize project outcomes and drive organizational growth.

## Experience

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Almnabr consulting professional Co | Najran  
Job position: project manager  
From 20-02-2023- current

### **Developmental Housing Project, Najran**

**Project description:** Construction of 36 residential buildings consisting of 3 Floors in addition to the main services

#### **Key accountabilities & Responsibility**

- Oversee the planning and execution of construction projects.
- Verify that project deliverables conform to quality stander established in the quality management plan by using appropriate tools and technique to meet project requirements and business needs.
- Manage a team of construction professionals, ensuring that all work is carried out to the highest standard.
- Liaise with stakeholders, including clients, architects, and engineers.
- Ensure that all projects are completed on time and within budget.
- Develop and implement project schedules and monthly updated.
- Ensure compliance with health and safety regulations.
- Establish the Performance Measurement Baseline (PMB), to compare project baseline to takes prevention or corrective action in timely manner
- Attend regular meetings of the project with the project stakeholders, discuss problems and found out solutions.
- Resolve any issues or delays that may arise during the construction process.
- Prepare and present progress reports to stakeholders.
- Ensure the quality of workmanship and materials on all projects.
- Review and approve daily, weekly and monthly reports, Quality Control reports and safety reports.
- Implement and manage change orders.
- Ensure all work is carried out in accordance with company policies and procedures.
- Continually review and improve construction processes and procedures
- Oversee the handover of completed projects to clients
- project closure and documents archived procedures according to project plan, and archive project documents and using generally accepted practices in order to comply with statutory requirements and for potential use in future projects and audits
- Cultivated strong relationships with clients, stakeholders, and team members, building a culture of trust and cooperation.
- Ensure all stakeholders, including clients, contractors, and consultants, are effectively engaged and informed throughout the project lifecycle.
- Develop and maintain project schedules and performance tracking systems
- Foster a culture of continuous improvement and operational excellence within the project management team
- Collate lessons learned that were documented through project cycle live.

Anakin Consultant Engineering | Riyadh Job  
Position: Project Manger  
From 15-01-2021- to 15-10-2022

**Almajidiah Residence124** - 20 Residential buildings, Qurta and almather  
22 villas in Riyadh.

**Key accountabilities & Responsibility**

- Streamlined communication channels between project teams and external partners, improving coordination and project cohesiveness.
- Facilitated regular team meetings and stakeholder updates, fostering open communication and collaborative problem-solving.
- Immediate review of the work carried out with the teams, tracking progress periodically.
- Attending periodic meeting at the administration headquarter of client.
- Conducted risk assessments to identify potential issues, implementing mitigation strategies to minimize project disruptions.
- Established strong connections with all stockholder's and leveraged relationships to drive achievement of project, operational goals.
- Implement approval changes and corrective actions by following the change management plan in order to meet project requirements.
- Mange the follow of information by using the commutation plan in order to keep stockholder's engaged and informed.

Essaif consultant Engineering | Riyadh,  
Job position: project manager  
from 10/12/2020 -15/01/2021

**Orphans Care Association in Hotat Bani Tamim**

**Key accountabilities & Responsibility**

- Matching the structural and architectural design to identify and treat devotions
- Full responsibility for all work during e project life cycle.
- Full coordination between the project teams.
- Distribution of tasks to the work team, each according to his specialization
- Inspected all material delivered to project compliance with the specifications of project .
- Oversaw the development of project documentation, maintaining clear and accurate records throughout project lifecycles.
- Championed quality assurance measures, overseeing the adherence to industry standards and project specifications.
- Directed the resolution of project issues and conflicts, ensuring minimal impact on project progress and outcomes.
- Led cross-functional teams to deliver projects within budget and on time, enhancing client satisfaction and stakeholder value.
- Integrated sustainable and environmentally friendly practices into project planning, aligning with corporate social responsibility goals.
- Analyzed project outcomes, conducting post-implementation reviews to identify lessons learned and best practices.
- Monitored fulfilment of contractual obligations by both parties.
- Coordinate and lead a team of project managers and other professionals in delivering large-scale infrastructure and building projects.

- Archive project documents and using generally accepted practices in order to comply with statutory requirements and for potential use in future projects and audits

Essaif consultant Engineering |, Makkah  
Al-Mukarramah,  
Job position: project manager  
from 10-03-2019 to 10-12-2020

### **Construction of the fishermen's port in Al-Leith**

**project owner:** Ministry of Environment, Water and Agriculture

#### **project overview :**

result of concerted efforts in the Kingdom of Saudi Arabia, represented by the Ministry of Environment, Water and represented by the Ministry of Environment, Water and represented by the Ministry of Environment, Water and to raise the level of water resources in a way that guarantees life, by constructing fishing harbors projects to achieve Making the most of it and developing the fisheries sector. The fishermen's harbor in Al-Leith in the Makkah sector. The fishermen's harbor in Al-Leith in the Makkah production of marine fisheries, increase the number of fishermen in the Kingdom, and enhance food security. National, developing the quality of food products and increasing job opportunities for Saudi citizens in the facilities affiliated with the harbor.

#### **Accomplishment and Responsibility**

- Reviewing and approving the project implementation, plans, such as General Layout-Sections - Break Water- Floating pontoon -Precast Concrete Blocks-Rock Protection Slope-Marine slide - Harbor service buildings.
- Collect activity status at defined intervals from activity owners via reports, meetings or other standard procedures in order to update and review the project progress.
- Obtain Final Acceptance of the Project Completion Scope from project sponsor, in order to facilitate project closeout.
- Establish the Performance Measurement Baseline (PMB), to compare project baseline to takes prevention or corrective action in timely manner.
- Working on permanent motivation for the work team to carry out the tasks and responsibilities, each according to its specialization.
- Perform schedule analysis and audit, on in-house and subcontractor sing industry standards, guidelines and best practices in order to identify and report project schedule, status, changes, impacts or issues
- Coordinate and lead a team of project managers and other professionals in delivering large-scale infrastructure and building projects.
- Serve as the primary point of contact between the project team and the VP - PMC, providing regular updates and reports.
- Implement project management best practices, ensuring all PMC operations align with industry standards and client expectations.

Essaif consultant Engineering | Riyadh  
Job position: project manager  
from 15/ 01/2018 - 10/03/2020

### **Model Education Schools and Yamani School**

#### **Accomplishment and Responsibility**

#### **Accomplishment and Responsibility**

- Streamlined communication channels between project teams and external partners, improving coordination and project cohesiveness.
- Coordinated activities on large-scale to achieve cost-effectiveness.
- Monitored service delivery and intervened proactively to correct problems.
- Delivered solutions to customers based on comprehensive research and needs analyses.
- present work progress to the owner at regular meetings.
- Review change orders.
- Project closure and archiving procedures have been implemented
- Ensure compliance with local and international regulations, safety standards, and environmental requirements.
- Foster a culture of continuous improvement and operational excellence within the project management team.
- Collaborate closely with various internal departments to ensure resources are allocated efficiently.

### **Wadi Tabala Dam project in the Asir Region- Bisha**

**Project Owner:** Ministry of Environment, Water and Agriculture.

**Project Description:** The dam is of the type of earth dams with an asphalt core. It consists of the main dam with a length of 374 meters and a height of 45 meters from the level of the valley and spillway with a length of 175 meters and a height of 5 meters and a diversion channel with a length of 173 meters and its sector consists of reinforced concrete at a horseshoe section, in addition to U/Sand D/S dams.

#### **Responsibility**

- Require the contractor to make a detailed work schedule for the project in addition to work plans
- Use the best tools and techniques during the project lifecycle
- Follow up on the approved detailed plan and prepare performance and progress reports accordingly
- Forecasting the resources needed to complete the project according to the approved schedule to achieve the project goal in an effective manner and achieve the required efficiency
- Track project costs to measure cost performance index (CPI) and study budget at completion (BAC) as well as make the necessary forecast for completion (ETC)
- Provide stakeholders with all project updates in order to gain their trust and support the project.
- Risk management and the necessary analyzes to do so in order to prepare for any emergency.
- Consistently exceeded project goals through effective use of technologies, techniques and best practices.
- Directed the resolution of project issues and conflicts, ensuring minimal impact on project progress and outcomes.
- Conducted risk assessments to identify potential issues, implementing mitigation strategies to minimize project disruptions.
- Coordinated with clients to define project objectives and requirements, ensuring alignment with business goals.
- Assessed team performance and provided constructive feedback, contributing to professional development and skill enhancement.
- Monitored service delivery and intervened proactively to correct problems.
- Coordinated activities on large-scale to achieve cost-effectiveness.
- Oversaw auctioning of various products to reach profit goal.
- Set monthly KPIs and tracked performance against objectives to monitor and optimize clients strategies.

Essaif consultant Engineering | AL dilam & Al aflaj, Riyadh  
Job position: site Engineer  
From 09/2007 - 12/2007

**Project Owner:** Ministry of Environment, Water and Agriculture-Riyadh Water.

**Project Description** The project is the extension of water networks in the governorates of Ad Dilam and Aflaj (Al Hadar), and it consists of:

**1. Al-Dilam project:** it is an extension of the drinking water network with several new Schemes.

**2. Aflaj project (Al Hadar):** It is a drinking water and the establishment of a station with ground tanks and an elevated tank of reinforced concrete.

#### **Responsibility**

- Receipt of works and compliance with the technical specifications of the project
- Review for drawing and make audit t
- Review quantity work and submit it to the project manager
- Supervising the work of soil and concrete tests on the site
- Inspected daily progress.
- Checked daily & monthly report

#### **Skills**

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- KPI setting and management
- Stakeholder engagement
- Influential communication
- Conflict resolution
- Relationship Management
- Time management
- Regulatory compliance
- Flexibility
- Resource allocation
- Process optimization
- Compliance awareness
- Client relationship management
- Contract negotiation
- Professional integrity

#### **Language**

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Native language: Arabic

Other language: English Intermediate

#### **Education**

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Omdurman Islamic University | Khartoum, Bachelor Degree in Bachelor Degree in Civil Engineering September 2023

#### **Approvals**

- Member of Saudi Council of Engineer
- Classification: Consultant
- Membership no: 105946

#### **Training & Courses**

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##### **Project Management Professional Courses:**

- PMP- Preparation Course-6 Edition- Pm- Tricks in Saudi Arabia on 11-11-2020
- Certificate Number:67156

##### **Technical and Vocational Training Corporation**

- Certificate of attendance for an electronic development Course-Saudi Arabia On 2-7-2020
- Attended the PMP Professional Project Management Course, approved No.: 16218975(36) hours for a period of (6) days

##### **Course of management professional with PMI'S BMBOOK®**

- Project Management Professional (PMP) pmp@Number2866858 on 26-11-2020

- **PMI-Risk Management professional PMI-RMP@** Number3020609 on 24-1-2021
- **Scheduling Professional (PMI-SP) PMI-SP @**Number3140219 on 15-09-2021

#### **American Management Institute**

- **Certificate of Skills** on 25-02-2021

#### **Planning Course**

- **Radiance Group for Training and Human Resource Development PRIMAVIRA 6- With General Grade: Excellent** From23-5-2021 to 1-6-2021
- **Primavera 6 Professional Fundamental- Riyadh- Saudi Arabia** certificate no 2102162131812940248 On 31-1-2021

#### **Planning Using Microsoft-Engineering Tricks**

- **Certificate no 33866-7BB1E**

#### **Building and Design Key Performance Indicators (KPI)**

- **8 Dimension of Development in Bahrain kingdom**
- **Grand: Excellent**
- **Certificate no: 8dimension /93**

#### **Civil Engineering Design Courses**

##### **Engosoft Company-Riyadh -Saudi Arabia**

- **Cis-Sap Professional Design Course-in civil engineering** from 14-07-2020 To 6-08-2020  
General course grade: Excellent
- **Cis-Safe Professional Design Course-in civil engineering** from 25-08-2020 TO 8-9-2020  
General course grade: Excellent

##### **Csi Etabs- Professional Design Course-in civil engineering** from 10-09-2020 TO 22-9-2020

General course grade: Excellent

- **AutoCAD Authorized Training Center**

##### **Revit Structure in Civil Engineering, certificate no: EM303374098817549449291**

##### **Radiance Group for Training and Human Resource Development**

- **AutoCAD 2D**
- **Sap2000 V19**
- **Safe 2016**
- **Etabs 20016**
- **Robot Structure Analysis 2021**
- **Revit Structure 202**



Eng / Rahma mahmoud \_ Certificate