# SAEED SALEM AL MASHJARI

- Civil Engineer with six years of project management experience in construction and real estate development.
- Strong engineering professional experience with a Master's Degree in Project Management.

## PERSONAL INFORMATION

- **Mobile Number**: +971508372998
- **Email Address:** saeed.3in@gmail.com
- **Date and Place of Birth**: 6th June,1991- Abu Dhabi, UAE
- **Marital Status:** Single
- Valid UAE driving license

## EDUCATION

- Master's Degree in Project Management **(2017- 2019)**          **Abu Dhabi University**
  - CGPA: 3.70
- Bachelor of Science Degree in Civil Engineering **(2010-2014)**  **Abu Dhabi University**
  - CGPA: 3.76 out of 4.00

## EXPERIENCE

**Project Manager (Jan 2015- Present)**                          **Manazel PJSC**

- Ensure that the project progress is running as per project program and budget, and monitor the quality of the project during execution and before taking-over
- Preparing detailed monthly reports about the project progress for the higher management and end-users.
- Delivering and explaining the different ideas of the higher management to the technical team to ensure the same are implemented.
- Preparing and reviewing the scope of work in the process of preparing the Request for Proposal
- Reviewing the received proposals and ensure that they are matching with the contract value and in line with the project scope of work
- Liaising with the concerned governmental entities to expedite granting of required approvals/ NOCs, to hand over the project assets, and to review MOUs and agreements
- Preparing of official letters to Governmental entities, consultants, or contractors
- Verifying the eligibility of the invoices of consultants and contractors according to the project cash flow prior to certify the same
- Verifying eligibility of variations and claims of consultants and contractors according to the project scope of work

# SKILLS

### Personal Qualities:

- o Have the passion to learn and quick learner.
- o Have time Management and organization skills.
- o Hard worker and able to work under pressure.
- o High sense of responsibility and integrity.
- o Ability to work with team and to lead a team.
- o Open minded and out of the box thinker.

### Computer Software skills:

- o **Microsoft Office** Applications (Word, PowerPoint, Excel & Access)
- o **AutoCAD** program drawing skills

### Communication Skills:

- o Arabic language (native language)
- o English language (fluent)

# REFERENCES

References are given upon request.