

# AbdulRahman Khattab

---

7616 Darcel Ave, Mississauga, ON | L4T 2Y1 | (709) 763-6224 | akkhattab@mun.ca

## Summary of Qualifications and Skills

---

- Experienced with preparing assessment plans and managing projects
- Ability to work effectively with fellow staff, project managers, senior management and clients; demonstrating strong interpersonal skills.
- Solid interpersonal and communication skills; well-developed time management and organizational skills
- Able to work as a team member or independently.
- Willingness to be flexible with hours of work and client demands.

## Education

---

**Master's Degree** (Environmental System Engineering & Management) Jan 2018 – December 2018  
Memorial University, St. John's, NL

**Bachelor's Degree** (Engineering Management in Construction & Building) Jan 2011 – Jan 2017  
Prince Sultan University, Riyadh, Saudi Arabia

## Work Experience

---

**Project Coordinator** Jan 2019 – June 2019  
Karwood, Paradise, NL

- Maintained and monitored project plans, project schedules, budgets and expenditures.
- Organized and participated in stakeholder meetings.
- Prepared necessary presentation materials for meetings.
- Ensured projects adhere to frameworks and all documentation is maintained appropriately for each project.

**Teacher-Assistant** Feb 2018 – June 2019  
Windsor Lake Water Treatment Plant, St. John's, NL

- Inspected equipment on a regular basis.
- Operated equipment to purify and clarify water or to process or dispose of sewage
- Followed Canada Environmental Protection Agency regulations
- 

**Assistant Production Manager** Jan 2018 – October 2018  
Quintanas, St. John's, NL

- Coordinated the food orders between waiters and cooks and followed up with the production line

# AbdulRahman Khattab

---

- Ensured all equipment follows quality insurance standards

## Engineering Manager

Jan 2017 - Nov 2017

Allied Arab Contracting Co., Riyadh, Saudi Arabia

- Responsible for preparing assessment plans for prepared assessment plans, throughout several phases of the project
- Conducted weekly meetings with supervisors on different aspects of the project
- Liaised with the account manager to follow up on the financial status of the project
- Coordinated and directed projects including the creation of detailed plans to accomplish goals and direct technical activities

## Site Engineer (Co-op Training)

June 2016 - Dec 2016

MOBCO, Riyadh, Saudi Arabia

- Acted as the contact person and liaised and managed correspondences between third party companies and contractors.
- Prepared monthly reports on achievements, obstacles and recommendations
- Negotiated with contractors on prices and quality

## Research Project Team Leader (Contract)

Sept 2015 - Dec 2015

Al-Saedan Real Estate Co., Riyadh, Saudi Arabia

- Worked on Elegance Tower project
- Conducted regular site visits to read and analyze civil, electrical, architectural and mechanical plans

## Computer Proficiencies

---

- **Microsoft Office:** MS Word, MS Excel, MS PowerPoint
- **Other:** BIM (Building Information Modeling), Primavera P6

## Memberships

---

Saudi Council of Engineers, Riyadh, Saudi Arabia

Jan 2017 - Present

## Volunteer Experience

---

Graduate Student Union – Engineering Representative, MUN, St. John’s, NL	May 2018 – December 2018
Ignite St. John’s – Organizer, St. John’s, NL	March 2018
4 <sup>th</sup> Students’ Conference – Speaker, Riyadh, Saudi Arabia	April 2014
TEDx Prince Sultan University – Speaker, Riyadh, Saudi Arabia	Aug 2013 - Sept 2013
Student Council – Media Officer, Riyadh, Saudi Arabia	Feb 2011 - Feb 2012

## References

---

Available upon request

