

Haitham Abdullah Olaqi CV

Career objective

Seeking a challenging position in General Services in a reputable companies where I can utilize and exchange my knowledge as a Civil Engineering to gain much efficiently the functions assigned to me.

Personal data

- **Date of birth:** 25/9/1988
- **E-mail:** Haitham_al@outlook.com
- **Nationality:** Saudi
- **Mobile:** +966566922278

Achievement

- Deliver 9 projects with total budget of (APX 100 M) (FORD COMPANY)
- Currently working on ISO Code 9001- 2008.(ALNAFEA COMPANY)
- Supervising the Renovation of 20+ branches (Fransi Bank)
- Supervising a number of 50 ATM machines (new installation ,decommission)

Experience

Banque Saudi Fransi (Service logistics officer) (from 12-2013 till now)

- **Duties and responsibilities :**
 - managing parts of construction projects
 - overseeing building work
 - undertaking surveys
 - setting out sites and organising facilities
 - checking technical designs and drawings to ensure that they are followed correctly
 - supervising contracted staff
 - ensuring projects meet agreed specifications, budgets or timescales
 - liaising with clients, subcontractors and other professional staff, especially quantity surveyors and the overall project manager
 - providing technical advice and solving problems on site
 - preparing site reports and filling in other paperwork
 - liaising with quantity surveyors about the ordering and negotiating the price of materials
 - ensuring that health and safety and sustainability policies and legislation are adhered to

Al Nafea Holding (Project Coordinator) from 07-2013 till 12-2013)

Project Coordinator/ Partition (Sales)

- Marketing and executing finishing material office with clients.
- Responsible for layout.(Auto Cade)
- Negotiations with clients
- Assist in drafting agreements

Al Jazira- Ford Company (Project Coordinator) (from 05-2012 Till 06-2013)

- Conducting operational planning for 9 projects

Project Name	Status
Kortobah Services Centres	Excited
Rawdah Services Centres	Excited
Dhabab Services Centres	Excited
Al Yamamah Warehouse	Excited
Riyadh Branch	On Running
Al Badea Branch	On Running
Al Monsourah Branch	On Running
Onizah Brach	On Running
Al Karj Branch	On Running
Al Ras Branch	On Running
Truck Branch	On Running

SAUDI BIN LADEN GROUP (Assistant Engineer / Architecture) (from 05-2010 Till 07-2012)

➤ Duties and responsibilities

- Assist in the development and maintenance of preconstruction, construction, and closeout execution plans
- Assist in reviewing project drawings and specifications to gain a full understanding of project scope, client goals and expectations, and resource requirements for each phase of the project
- Identify construction approaches and risks to ensure efficiency and mitigate exposure
- Assist in soliciting and coordinating subcontractor and supplier bids for labor, material and equipment
- Assist in the development and maintenance of project schedules, durations, and sequencing logic
- Oversee the activities and performance of subcontractors and suppliers to ensure compliance with quality requirements
- Manage client interaction and promote positive relationships
- Monitor project progress to ensure compliance with financial and operational and/or scheduling requirements

Education

- Name of college: College of technology.
- City: Saudi Arabia – Riyadh.

- Duration of study: July 2007 - April 2010.
- Major: Civil technology in the field of Architecture Technology.
- GPA: 3.59 out of 5.00.

Training and courses

- April 2010 - **course in general marketing**
- 11 April 2009- 19 may 2009 - **course in electrical maintenance and failure**
- 15 April 2007- 17 may 2007 - **course in computer networks**
- 18 Sept 2000 – 24 Nov 2000 - **course in office work management**

Languages

Arabic: Native

English: Good

General Skills

- Commercial awareness – an understanding of how your actions can affect profitability of a project
- Team working and communication
- Technical skills
- An eye for detail
- Problem solving
- Management skills
- Key position