

# Abdelrahman Razaa

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## Summary

A hardworking and technically minded professional who has extensive experience relating to Architecture , I have more than 5 years of experience in construction projects, I worked in different project as Procurement engineer , site engineer and technical office engineer coordinator , I use good (Auto cad , Sap , and Ms project ) , I looks for working in a suitable place to extend my experience and develop my technical skills in different construction fields especially site ,procurement and technical office project coordinator.

## Experience



### Procurement and Architecture Coordinator

Mahfouz for Architecture & Construction -

Full - time

Oct 2021 - Present · 1 yr 11 mos

Cairo · Hybrid

### Responsibilities :

-Extracting the technical specifications and raw materials contained in the contractual BOQ,  
coordinate and Follow-up the surveying and submitting the project time schedule, and the revision for approval by the general consultant.

-Coordinate and Submitting executive boards and required materials and Sent for revisions by the general consultant and the owner .

-Follow up on all e-mails and letters received from other parties and submit all documents and certificates .

-Coordination and follow-up of the Architectural Technical Office and ensuring the coordination of all other sectors and all shop drawing and matching them with the site construction To avoid any delays And provide proposals and solutions, if necessary .

-Follow up the extracts of suppliers and contractors and match them with the Boq quantities according to the contractual measurement .

-Follow-up and coordination of site work, agreement with suppliers on raw Materials, Introduction in vendor list, and provision of alternatives, arranging their supply dates and dues .

-Follow-up extracts of suppliers and contractors and And compare their prices with Project contract prices .

-Conducting BOQs for the raw materials required to be supplied to the construction site, and ensuring that the raw materials are available in the local markets before approval from the general consultant for the project .

-Coordinate the final papers of the project and submit them for approval and send them to the Document control sector.

### **Exciting projects :**

#MID Bank new cairo branch

#Emirates NBD aldaher branch.

#Arab international Bank AIB elbatal ahmed abdelaziz branch.

#attijariwafa bank suez branch

# arab African international bank al alamin branch al masa hotel .

#arab bank arkan mall branch

#MID bank el madii branch.

#master gold concard plaza branch new cairo

#ADCB abu Dhabi commercial bank Digital branch water way 5A branch new cairo.

**Skills:** Architectural Project Management · Procurement · Site Coordination · AutoCAD · Microsoft Office



## **Site Coordinator**

EZZSTEEL Full-time

Aug 2020 - Sep 2021 · 1 yr 2 mos

Egypt · On-site

### **Responsibilities :**

- Construction expansion works for melting furnace foundational
  
- Determine the quantities of concrete required for the project and the quantities of iron required to complete the operation process according to the specifications of the general consultant for the project
  
- Doing payments for contractors.
  
- Follow up the extracts of the construction
  
- Give all the specifications for the formation of iron for the necessity of operation
  
- Attending meetings related to any modifications , presenting and discussing construction schedules
  
- Checking drawings to ensure that they are followed correctly and handling with contracted staff.
  
- Ensuring projects meet agreed specifications.
  
- Executing project
  
- #Melting furnace expansion project And the construction of servant tunnels .

**Skills:** Site Coordination · AutoCAD · Microsoft Office



## **Executive Engineer**

MAHMOUD MOSTAFA · Full-time

Jun 2017 - Jul 2020 · 3 yrs 2 mos Jun 2017 - Jul 2020 · 3 yrs 2 mos

Cairo, Cairo, Egypt · On-site

### **Responsibilities :**

- Finishing works for the internal , external facades .
- Landscape and hard scape works for the area in charge of it (u4) .
- Calculation quantity of raw material
- Swimming pools construction , Up to the final finishes.
- Learning how to use level instrument and total station.
- Handling with contracted staff and solving problems on site.
- Finishing works for the u4 area of Coronado, North Coast, which includes 108 chalets .
- Dealing with internal and client technical queries and requests.
- Counting the quantities of all items required to be counted.
- Follow up the extracts of the subcontractors and workers in the u4 area.
- Conducting meetings with chalet owners, if necessary, architectural modifications, following up on their implementation, and giving all the necessary technical specifications.
- Doing a shop drawing for chalets .
- Follow up the modifications with the owners and finalize them until the handover

### **Executing projects**

#Cornado north coast

#Cornado marina sokhana

#Central hub mall New cairo

**Skills:** Infrastructure Development · Sales · Site Coordination · AutoCAD · Microsoft Office

## Education



### **EGI Academy**

Bachelor's degree, Civil Engineering  
Jul 2012 - Jun 2017

**Grade:** Good

**Skills :** AutoCAD - Procurement - Architecture coordinator - Construction engineer - Payment - Microsoft office - Sap2000

## Honors & Activities

Football - Gym - Reading