

Nehal Mohamed ALkhalifah

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Al Rawda , Dammam Saudi Arabia

ADDITIONAL INFORMATION

Date of Birth: 1/8/1988.

Nationality: Egyptian.

Gender: Female.

Religion: Muslim.

Marital Status: Married.

PROFESSIONAL SUMMARY

The objective is to work in the design field and architecture implementation in a challenging environment that allows me to develop my skills acquired during my academic years and work experience, enhance my achievements acquired that puts me on the right track, and where my interpersonal skills can be rectified and developed. I am a highly motivated person, full of ambition willing to learn and able to work under stress.

WORK HISTORY

08/2018 – current

AL Muhaid consulting engineers | Dammam , Saudi Arabia

General coordinator

I am working at Al Muhaid consulting engineers as a general coordinator.

projects:

1- (preparation of studies, designs and technical support for humanization projects for the city of dammam project) at Eastern Province municipality - Agency for building and projects.

Functional tasks:

- Communicate with all project team and arrange meeting schedules.
- Communicate with the project owner, hand over the stages of the project and take feedback from the owner.
- Communicate with the project team to link the work phases
- Follow-up all transactions and official letters of the project between the company and the project owner



SKILLS

Computer skills

- 3DS MAX
- Sketch up
- AutoCAD 2D
- Adobe Photoshop
- Lumion
- ICDL (international Computer Driving License)

personal skills

- have an organized mind & analytical thinking
- good sense in presentation & sketching
- ability to take responsibility & self-motivated

EDUCATION

2012

Shoubra Faculty Of Engineering, Benha University. | Cairo

A-levels : Bachelor Degree of Architecture

2- (preparation of studies, designs for gardens in Qatif city) at Qatif municipality

Functional tasks:

- Review and make notes on the work phases from the perspective of the project owner
- prepare a timetable for the project and update it in accordance with the requirements of the stages of work
- Prepare project extracts and develop an expected plan for the quantities and dates of the extracts in accordance with the schedule
- Communicate with all project team and arrange meeting schedules
- Communicate with the project owner, hand over the stages of the project and take feedback from the owner
- Communicate with the project team to link the work phases
- Follow up all transaction and official letters of the project between the company and project owner
- Assist the design team in some project outputs

3- (preparation of studies, designs and for improve and develop Al Emam Ali road in Qatif city) at Qatif municipality

Functional tasks:

- prepare a timetable for the project and update it in accordance with the requirements of the stages of work
- Prepare project extracts and develop an expected plan for the quantities and dates of the extracts in accordance with the schedule
- Communicate with all project team and arrange meeting schedules
- Communicate with the project owner, hand over the stages of the project and take feedback from the owner

4- (preparation of studies, designs and for improve and develop Riyadh street in Qatif city) at Qatif municipality

Functional tasks:

- prepare a timetable for the project and update it in accordance with the requirements of the stages of work
- Prepare project extracts and develop an expected plan for the quantities and dates of the extracts in accordance with the schedule
- Communicate with all project team and arrange meeting schedules
- Communicate with the project owner, hand over the stages of the project and take feedback from the owner

5- (preparation of studies, designs for water fronts in Qatif city) at Qatif municipality

Functional tasks:

- Review and make notes on the work phases from the perspective of the project owner
- prepare a timetable for the project and update it in accordance with the requirements of the stages of work
- Prepare project extracts and develop an expected plan for the quantities and dates of the extracts in accordance with the schedule
- Communicate with all project team and arrange meeting schedules
- Communicate with the project owner, hand over the stages of the project and take feedback from the owner
- Communicate with the project team to link the work phases
- Follow up all transaction and official letters of the project between the company and project owner

6- (preparation of studies, designs and for improve and develop king Abdul Aziz road in Qatif city) at Qatif municipality

Functional tasks:

- Review and make notes on the work phases from the perspective of the project owner
- prepare a timetable for the project and update it in accordance with the requirements of the stages of work
- Prepare project extracts and develop an expected plan for the quantities and dates of the extracts in accordance with the schedule
- Communicate with all project team and arrange meeting schedules
- Communicate with the project owner, hand over the stages of the project and take feedback from the owner
- Communicate with the project team to link the work phases
- Follow up all transaction and official letters of the project between

06/2017 – 07/2018

AL Haddad engineering consulting | Dammam , Saudi Arabia
Architect and Interior Designer

I worked in AL Haddad engineering consulting as an architect and interior designer for some villas and places in Saudi Arabia

10/2015 – 05/2017

Lamar designers office Khobar , Saudi Arabia
Architect and Interior Designer

I worked in Lamar office as an architect and interior designer for some villas and places in Saudi Arabia

07/2012– 05/2015

Expertise Engineering Consulting Office | Cairo , Egypt

Architect

I worked in Expertise Engineering Consulting Office as an architect

projects:

1- Al latifia hospital 300 beds at Saudi Arabia (subcontractor for Khatib & Alami company)

2- Construction of the supporting facilities building in Dwadmi Arabia (subcontractor for Khatib & Alami company)

3- Al khozama compound in Saudi Arabia

4- Onizah mall in Al Qassim – Saudi Arabia

5- AL Ojeh palms farm in Saudi Arabia

6- Military hospital 500 beds in Kumsi city – Ghana

Functional tasks:

- Prepare shop drawing (plans, sections, elevation, wall section)
- Prepare architectural details
- Prepare tables of quantities and specification