

*Abdallah Altaibi*  
**Senior Planning & Project Controls Engineer**

*Bachelor's Degree in Civil Engineering*

*Work Experience of 9 Years*

**Certified: (PMP)<sup>®</sup> , (PMI-SP)<sup>®</sup> , (PMI-RMP)<sup>®</sup> , (SFC<sup>™</sup>) , (SSYB)**

**PERSONAL INFORMATION:**

Full Name: Abdallah Marwan Hasan Altaibi  
Nationality: Jordanian  
Gender: Male  
Age: 32 years  
Date of Birth: 07/11/1988  
Place of Birth: Riyadh – Kingdom of Saudi Arabia  
Marital Status: Married  
Current Address: Dubai – United Arab Emirates  
Cell Phone: UAE: 00971 – 502817101  
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Linkedin Web: <https://www.linkedin.com/in/abdallahaltaibi1988/>



**EDUCATION:**

Years: 2006 - 2010.  
Degree: Bachelor's Degree in Civil Engineering.  
University: An-Najah National University, Nablus, Palestine.  
E-mail: info@najah.edu , Tel: 00970 - 9 - 2345113.  
Website: <https://www.najah.edu/en/>



**GRADUATION PROJECT:**

- Three-dimensional structural analysis and design of the “**Library of Palestine Technical University – Kadoorie**” in Tulkarm city, Palestine, using Structural Analysis Programs SAP2000 and ETABS, and using AUTOCAD.
  - Draw a three-dimensional model for the library which is composed of an underground story and a three over ground stories using SAP2000 and ETABS.
  - Design and analyze of all cast in situ footings, columns, beams, stairs and slabs, under gravity, wind and seismic forces based on ACI 318-08 and UBC97.
  - Doing structural drawings for footings, columns, beams, stairs and slabs using AUTOCAD.

**JOB OBJECTIVE:**

- Seeking a challenging Civil Engineering position at a professional work environment, in the field of Planning, Project Management, Scheduling, Project Controls, Coordination, Procurement, Constructions, Site Supervision, Factories, Production, Quality and Safety.

**WORK EXPERIENCE:**



<b>Position</b>	<b>Senior Planning &amp; Project Controls Engineer</b>
<b>Period</b>	<b>02 Years + 05 Months ( 12/2017 - 04/2020 )</b>
<b>Company Name</b>	<b>AL Ettihad Marble and Granite (FZC)</b>
<b>Location</b>	<b>United Arab Emirates - Dubai</b>
<b>Contact Details</b>	<b>Tel: 00971-6-5578897</b>



<b>Position</b>	<b>Planning &amp; Scheduling Engineer</b>
<b>Period</b>	<b>04 Years + 10 Months ( 02/2013 - 11/2017 )</b>
<b>Company Name</b>	<b>Alfanar for Building Systems</b>
<b>Location</b>	<b>Kingdom of Saudi Arabia - Riyadh</b>
<b>Contact Details</b>	<b>Tel: 00966-9-20006111</b>



<b>Position</b>	<b>Planning &amp; Coordination Engineer</b>
<b>Period</b>	<b>01 Year + 07 Months ( 07/2011 - 12/2012 )</b>
<b>Company Name</b>	<b>Emirates Stone Company LTD - Precast Factory</b>
<b>Location</b>	<b>United Arab Emirates - Sharjah</b>
<b>Contact Details</b>	<b>Tel: 00971-6-5583571</b>

### **RESPONSIBILITIES:**

- ✓ Study contract documents to become thoroughly acquainted with exact requirements and specifications.
- ✓ Based on Estimation Information sheet, kick off meeting, Bill of Quantity and Contract drawings, I will coordinate with Project Managers to prepare the Preliminary Contractual Schedule if it is required by the main contractor.
- ✓ Planning various kinds of Building construction Projects which involves from estimating to finishing the buildings target and ensure that all assigned work is completed as per agreed budget and time frame.
- ✓ Develop and maintain detailed project requirements and schedule using MS Project/Primavera and track them to insure they meet deadline deliverables.
- ✓ Establishment and development of Master Schedules for all projects.
- ✓ Create enterprise project structure, work breakdown structure, insert activities, define project calendar, add resources and assign cost using Primavera P6.
- ✓ Review contracts, budgets, spending reports, and logistics data to develop a comprehensive overview of project expenses.
- ✓ Responsible to control and monitor projects total expenditure including verifying and checking claims from suppliers, vendors and subcontractors to ensure that all project expenditures are captured and properly recorded.
- ✓ Create cost and financial expenditures reports and develop effective strategies for dramatically increasing efficiency.
- ✓ Prepare invoices for the running projects.
- ✓ Prepare daily, weekly and monthly reports to projects.
- ✓ Determining the status of assigned projects, expedite operations that delay schedules and alters schedules.
- ✓ Attending the coordination meetings organized by clients and the company with all types of contractors and consultants regarding all the issues in their projects and adjust my planning accordingly to finish the projects on time with no delays.
- ✓ Developing service standards & operating procedures with latest knowledge & modern skills for achieving business excellence in coordination with Stakeholders, Suppliers and Customers.
- ✓ Assist managers during the implementation of new workflows, including meeting with technicians and executives to make real-time adjustments to meet new challenges.

### PROFESSIONAL QUALIFICATIONS:

- **Certificate in “Project Management Professional – (PMP)®”**  
\*Certified through “Project Management Institute - PMI, PA, USA”
- **Certificate in “PMI Scheduling Professional – (PMI-SP)®”**  
\*Certified through “Project Management Institute - PMI, PA, USA”
- **Certificate in “PMI Risk Management Professional – (PMI-RMP)®”**  
\*Certified through “Project Management Institute - PMI, PA, USA”
- **Certificate in “Primavera P6 Program”**  
\*Certified through “Korean Palestinian IT Institute of Excellence (Kpitie), Palestine”
- **Certificate in “Scrum Fundamentals Certified – (SFC™)”**  
\*Certified through “Scrum Study-Targeting Success [www.scrumstudy.com](http://www.scrumstudy.com)”
- **Certificate in “Six Sigma Yellow Belt Professional – (SSYB)”**  
\*Certified through “6sigma Study-Targeting Success [www.6sigmastudy.com](http://www.6sigmastudy.com)”
- **Certificate in “AUTOCAD Program”**  
\*Certified through “Korean Palestinian IT Institute of Excellence (Kpitie), Palestine”
- **Certificate in “English Conversation”**  
\*Certified from “Professional Academy for Finance & Management Center, Palestine”

### COMPUTER SKILLS:

- Primavera P6 / MS Project
- Microsoft Office (Word, Excel, Power Point, Outlook).
- SAP (Systems, Applications and Products) / Focus / Eliplan
- Internet / Mails
- AutoCAD

### PERSONAL SKILLS:

- ✓ Management, interpersonal and presentation skills, motivated & result oriented.
- ✓ Ability to apply academic knowledge to real life situations.
- ✓ Flexibility to perform various tasks & meeting deadlines.
- ✓ Team working & performing well under pressure.

LANGUAGES: 01) Arabic 02) English

✓ **Certificates are available upon request**