

# AHMED ZAIN ALABDEN KOHIL

- Address : 656 Hayes st , Irvine , CA
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## **EDUCATION**

### **Misr Higher Institute of Engineering and Technology**

- Degree attained: B.S. Civil Engineering
- Graduation date: Jun 2012

## **PROFESSIONAL EXPERIENCE**

### **Optima RPM, Irvine - CA (from Jan 2020 – Present)**

#### **Position: Project engineer**

#### **Responsibilities:**

- Coordinate with subcontractors to monitor job progress and ensure timely completion of tasks.
- Identify and resolve issues or challenges that arise during construction, such as unforeseen conditions, design changes, or logistical issues.
- Maintain accurate records and reports related to project progress, labor, equipment usage, and materials.
- Ensure all the activities completed on schedule and on budget.
- Maintain clear and regular communication with project stakeholders, including owners, subcontractors, and team members
- Communicate with project team regarding RFI's, material submittals, as well as schedule and manage all site inspections with the city and the other departments
- Maintain the project's daily Job Logs/photos.
- Ensure project materials and workmanship to meet the project Quality Standards.
- Ensure project closeout to obtain guarantees, warranties, and related provisions for turnover to the owner, including closeout requirements
- Maintain updated As-built drawings on site. Keep a testing plan and log, performing all required tests in accordance with the contract. Address any deficiencies promptly.
- Attend weekly meetings with both sub-contractors and consultancy or client.
- Prepare and process meeting agenda and minutes and attend weekly meetings

### **Misr Italia properties, Egypt (from Mar 2019 – Jul 2019)**

#### **Position: Project engineer.**

#### **Responsibilities:**

- Work with the project managers to identify the sub trades and subcontractors required to prepare a bid, along with sending bid invites and creation of a cohesive and organized bid binder in both hard copy and electronic formats.
- Review all structural workshop drawings and details for site work development according to required project standards.
- Inspects construction sites daily and works with contractors to schedule deliveries.
- Solve all the obstacles in the site.
- Managing and tracking the proposal process with the subcontractors.
- Monitor and report to Projects Manager of project details, including progress, risks and opportunities in a timely manner.

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## **Hospitality Board Holding, Saudi Arabia (from Aug 2015 – Aug 2018)**

**Position:** Project engineer.

### **Responsibilities:**

- Plan, coordinate and control of projects from scratch to completion according to our company requirements in order to produce a functionally and financially viable project.
- Specify projects objectives and plans including delineation of scope, budgeting, scheduling, setting performance requirements and selecting projects participants.
- Direct construction projects from concept phase to operation phase.
- Create and revise civil drawings on AutoCAD.
- Maintains safe and clean working environment by enforcing procedures, rules, and regulations.
- Communication and coordination with clients and a variety of professionals including engineers, architects and subcontractors.
- Attending weekly/monthly meetings with both consultancy & owner.
- Request material submittals from subcontractor, communication with architect for approval, and distribution of submittals to appropriate parties.
- Review of subcontractor's time schedule, Cash flow and payment requests.
- Studying all structural change proposal and try to minimize effect of both money and time.
- Coordinate with Operation, Administration, Marketing, IT, Procurement departments to finish & handover all new built restaurants on time.
- Keep continuous follow-up to ensure the conformity of the produced drawings with the standard specifications and presentation samples.
- Resolve questions, plan, coordinate, and execute work in a safe, timely, cost effective and compliant manner.

## **Omar Al-Harby Company, Saudi Arabia (from August 2012– to Aug 2015).**

**Position:** Site engineer

### **Responsibilities:**

- Preparing & reviewing structural workshop drawings prior to submission to consultants according to required project standards.
- Coordinate between Architectural, Mechanical, Electrical, Plumbing & Civil drawings to solve any miss-match between several type drawings.
- Monitoring progress of work at sites by subcontractor including all quality control reviews.
- Participate in regular project progress meetings.
- The completion of QC site instructions and coordinate their closure the review of inspection test packages during construction activities.
- Review subcontractor structural workshop drawings and details for site work development prior submission to consultants according to required project standards.
- Attending regular site co-ordination meetings with both sub-contractors and consultancy.
- Following up with consultant to obtain necessary approvals

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- Review of subcontractor's schedule and pay requests.

## SOFT SKILLS

- PMP ( project management professional )
- 10-Hour OSHA Construction Safety and Health Certificate
- Primavera Enterprise P6. (Oracle certified).
- AutoCAD 2D
- Bluebeam.
- MS project.
- Procore.
- Microsoft Office (Word, Power point, Excel, & Outlook).
- Soft skills & Courses:
  - Leadership skills
  - Communication skills
  - Negotiation skills seminar.
  - Attention to detail

## LANGUAGES

- Arabic: Native
- English: V. Good