



Objectives

To utilize the leverage of my fine experience in problem-solving and logistics, along with my excellent interpersonal skills, for an overview of better work-related procedures and greater company gains.

Education

Lugansk National Agrarian University, Lugansk - Ukraine

Master of Industrial and Civil Engineering

[June, 2013]

Lugansk National Agrarian University, Lugansk - Ukraine

Bachelor of Engineering

[May, 2012]

Donetsk National Medical University of Maxim Gorky, Donetsk - Ukraine

Certificate of Russian language and engineering subjects

[July, 2008]

Experience

***Worked for Lafa Molfi Al Otaibi Est. for Contracting**

Earthwork phase one project - Triple Bay AMAALA

As **Project Manager** since 1/Jul/2020 – 30/Dec/2020

***Worked for Al-Omaier Trading and Contracting Company,**

211-C03 Project (P&C of railway crossings, pipe bridge and site preparation of eastern utility corridor) owned by Royal Commission

As **Procurement Manager** starting since 2/Oct/2018 – March/2020

-Roles and Responsibilities:

1. Establish procurement strategies for acquisition, receiving and tracking of project materials with Al-Omaier Co. management that optimize quality, cost and timely delivery criteria.
2. Work collaboratively with Al-Omaier management and the Design team to coordinate supplier selection, credit and terms, track supplier performance standards and conduct ongoing evaluation. Conduct research via the Internet, catalogues, trade publications and trade shows to identify potential suppliers. Interview prospective suppliers either face-to-face or over the phone to determine prices, discounts, terms, etc. Create spreadsheets with vendor & product or service comparison of prospective suppliers to support management decisions.
3. Prepare, maintain and review purchasing file and records, price lists, the status of requisitions, contracts and orders, locate suppliers, approve bills for payment, monitor subcontractor performance, calculate the cost of orders, ensure invoices are charged to the appropriate accounts and monitor inventory transfer forms for bookkeeping records.
4. Prepare procurement execution plans and oversee the full array of materials management and procurement functions of purchasing, expediting, shipping, receipt and inspection and logistics.

Eng. Mohammad Bassam Sawalha

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5. Supervise and direct warehouse personnel and assist where necessary the receipt of materials from suppliers, kitting of project materials, loading of Al-Omaier Co. vehicles for project construction.
6. Develop plans for the effective organization and temporary storage of project materials and general inventories at various company and/or independent warehouse locations. Ensure maintenance of accurate records for all stored materials and the safe, secure and orderly upkeep of Al-Omaier Co. warehouse.
7. Optimize the material and supplier portfolio - that is what material should be bought in bulk and consumed as needed from inventory by projects and which materials are best to acquire as needed for specific projects. Establish stocking criteria, replenishment levels, inventory management and tracking and reporting procedures.
8. Collaborate with management in the negotiation of contracts and lines of credit with suppliers and subcontractors.
9. Support and in some cases lead cost reduction efforts.
10. Prepare and communicate to the Sales, Design and Construction team product directions.
11. Monitor and support returns, damage replacement and warranty claims.

***Worked for Al-Omaier Trading and Contracting Company, Saudi Arabian Railway Co. (SAR)**

Project (Dammam-Jubail Link) 930,630,000.00 SR

As **Technical and Procurement Engineer** starting since 3/Aug/2014 – 1/Oct/2018

Brief: CTW120 Project is a railway project linking between Dammam and Jubail with double track (for cargo and passengers)

-Roles and Responsibilities:

1. Control and monitor drawing submissions and approvals in line with the baseline project schedule in cooperation with the Design Manager
2. Ensure and monitor the latest available drawing issued to the construction and concerned department in cooperation with the Design Manager.
3. Prepare in daily and weekly basis main progress reports with clarifying delays if any.
4. Coordinate with all suppliers and sub-contractors and prepare their sub-contracts and scope of work
5. Prepare work schedules for sub-contractors in collaboration with Planning Manager
6. Prepare supply schedules for suppliers in collaboration with Planning and Construction Managers
7. Monitor and ensure that suppliers and sub-contractors are complying with the technical requirements and schedules
8. Collection / review, in collaboration with Project QNQC Manager, of the relevant technical brochures and quality certificates
9. Execution of the materials purchasing orders
10. Receiving and storing of materials in collaboration with Project QA/QC Manager, Construction Manager

A side Roles & Responsibilities:

11. Prepare technical letters to all Authorities interfacing with CTW120
12. Arrange works of other contractors interfering our work area in order to achieve CTW120 goals (Financially and Productively)
13. Coordinating and Monitoring Utilities relocation works in collaboration with Interface and Construction Managers
14. Conducting and Pre-testing Telecommunication works for CTW120 along the rail-track
15. Assisting with bedding for other projects for Al-Omaier Co. by Surveying new project locations and pricing work items and materials

***Worked for Al Ibticar Co. for Mechanical & Electrical Contracts; (Head Office, Amman)**

As **Office Engineer** for 6 months

***Worked for Regional Bureau for Consultants (Head Office, Amman)**

As **QS Engineer** for 6 months

Special Courses

- 📄 ARAMCO Work Permit Receiver Course 2019
- 📄 Application of Software Analysis & Design of High-Rise Buildings (ETABS) [Engineers Training Center in Jordan Engineers Association 20/07 -06/08/2013]
- 📄 Primavera P6 [Engineers Training Center in Jordan Engineers Association 27/07 - 07/08/2013]
- 📄 AutoCAD 2D,3D [Geneva Academy for Computer Studies]2011

Internships

- 📄 Practiced as site Engineer in ENG. Jamal Demes contracting EST.
- 📄 Practical training with university
 - ✓ The first technological Practice with mark (Excellent)
 - ✓ The second technological practice with mark (Very Good)
 - ✓ Pre-graduation practical training with mark (Excellent)

Skills

Learned Skills

- Computer skills (Microsoft office, Adobe Acrobat and various internet search engines for research purposes)
- Translating skills (translate from to any of these languages – Russian, English and Arabic).
- Written Communication.
- Drawing and Design skills by specified applications.
- Official letters Writing.
- Photoshop
- Pricing Strategy Knowledge of Importing procedures
- Submittals

Other Skills

- Quick Learner.
- Negotiation skills
- Problem solving.
- Organizational Skills.
- Technical skills.
- A Teamwork Person.
- Team Leadership Capability.
- Ability to work under pressure.

Languages

[Arabic – Native Language]

[English – Professional working proficiency including speaking and reading, writing & listening]

[Russian – Professional working proficiency including speaking and reading, writing & listening]

References

Upon request



**ROYAL COMMISSION FOR JUBAIL AND YANBU
ROYAL COMMISSION IN JUBAIL
CONSTRUCTION DEPARTMENT**

NON-TECHNICAL SUBMITTAL REVIEW - Contractor Copy

Contract No.: 211-C0J

CONTRACTOR SUBMITTAL NO 166 Doc. No: 01-005-01

RC TRANSMITTAL No: _____

TITLE: CV of Proposed Procurement Manager - Engineer
Mohammad Bassam Sawalha

<input checked="" type="checkbox"/> 1	Work May Proceed	<input type="checkbox"/> 3	Revise and Resubmit, Work May Not Proceed
<input type="checkbox"/> 2	Revise and Resubmit, Work May Proceed subject to incorporation of changes and comments	<input type="checkbox"/> 4	Review Not Required
			Work:
			<input checked="" type="checkbox"/> May Proceed
			<input type="checkbox"/> May Not Proceed
<p><i>Note: Permission to proceed does not constitute acceptance or approval of design details, calculation analyses, test methods or materials developed or</i></p>			
<p><u>Seo, Jeongbok</u> Resident Engineer</p>		<p>JB Seo SIGNATURE</p>	<p>23/04/2019 DATE</p>

Note:

Comments must be written on the Comments sheet and attached. Comments which can only be possible on the contractor's submittal must be indexed on this form

Document status applies to technical content only. Use of foreign materials, equipment and services is subject to royal commission's approval. Once this technical submittal is given code 1 or 2 status, contractor shall submit vendor approval (with technical submittal package) for royal commission's review. Procurement prior to this approval is done at the contractor's own risk.
