

## CURRICULUM VITA

### Saeed Naser



#### **Objective:**

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*To obtain a challenging position within a progressive firm that will allow me to take a part in developing my community also to enhance my skills, develop and improve myself in parallel with achieving the goals of the company.*

#### **Personal Details:**

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- **Date of Birth:** 21<sup>th</sup> October 1988
- **Nationality:** Jordanian
- **Marital Status:** Married
- **Gender:** Male
- **Address:** Riyadh, KSA
- **Cell Phone:** +966 58 254 2661
- **E-mail Address:** [saeedbnaser@gmail.com](mailto:saeedbnaser@gmail.com)

#### **Education**

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##### University

**2006 - 2010 BSc in Civil Engineering,**  
An-Najah National University, Nablus, Palestine.

#### **Career History**

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##### **Duties & Responsibilities**

- 1) Conducts market visits and trade shows to increase the market network and awareness.
- 2) Develops and continuously maintains a supplier/subcontractor performance evaluation system that incorporates input from Procurement and Construction Team.
- 3) Develops, maintains and updates the technical library with the relevant Supplier/subcontractor brochures and catalogs.
- 4) Responsible for the material procurement database
- 5) Studies contract documents to become thoroughly acquainted with exact requirements and specifications.
- 6) Generates the required material and subcontractor logs to meet the Procurement plan approved by Procurement and Subcontracts Manager.
- 7) Sends and collects Request For Quotation (RFQ) to subcontractors and suppliers for

his respective project.

- 8) Reviews supplier and subcontractor proposals in coordination with Construction & technical Team to ensure scope of work are in line with job scope and requirements.
- 9) Prepare/analyze comparison sheets for the review of the Procurement and Subcontracts Manager.
- 10) Attends site meetings as and when necessary to coordinate procurement requirements.
- 11) Responsible for the preparation of technical submittals, material samples and subcontractor pre-qualifications and shop drawings for Construction Team to obtain Client / Consultant approval.
- 8) Assists Construction Team to ensure timely delivery of materials as specified and as per approved samples/materials.
- 9) Ensures all required operational and maintenance manuals spare parts lists, and guarantees are delivered to QA/QC during job hand over.
- 10) Assists Procurement and Subcontracts Manager in negotiating with supplier/subcontractor prices, delivery terms, contracts and payment terms and conditions.
- 11) Issues Letters of Intent (LOI), Letter of Acceptance (LOA) and Subcontract Agreements (SCA) based on company's approved template.
- 12) Corresponds with sub-contractors, suppliers, Project Managers, Construction Managers, Project Engineers, and Site Engineers to clarify sub-contractor and supplier queries.

### **(2021 – Present)**

**Company Name:** Salini Saudi Arabia Co. Ltd (WEBUILD)

**Position:** Senior Procurement Engineer.

**Work Location:** Riyadh, Main Office

#### **Executed Projects Summery**

**Project Name:** Design, Execution & Handover of Diriyah Square Package 2 Super-Basement

**Employer:** Diriyah Gate Development Authority

**Project Brief:** The Diriyah square super basement package 2 project is a three multi-story car park located in the Ad Diriyah district, Riyadh,KSA providing car park spaces, Three & four lane tunnels & utility tunnel situated below a network of pedestrian streets, public squares, courtyards, souks & bazaars which are to be executed by others.

Total BUA – 781,000 Sqm & Total Parking 10,500 Cars

**Project Value:** 3.4 Billion Saudi Riyal

**(2020 - 2021)**

**Company Name:** Saudi Amana Contracting Company.

**Position:** Senior Procurement Engineer.

**Work Location:** Jeddah, Head Office

**Executed Projects Summary**

**Project Name:** TRSDC – Design & Build Coastal Village (COV) - Management HOTEL

**Employer:** Red Sea Real Estate Company

**Project Brief:** Design & Building of Luxury Hotel Including Substructure, Superstructure, MEP Works, Internal Finishing, external works & landscape, located in Umluj

**Project Value:** 150M Saudi Riyal

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**Project Name:** TRSDC – Design & Build Coastal Village (COV) - RESIDENTIAL BUILDINGS

**Employer:** Red Sea Real Estate Company

**Project Brief:** Design & Building of 18 residential buildings Including Substructure, Superstructure, MEP Works & Internal Finishing

**Project Value:** 200M Saudi Riyal

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**Project Name:** Design & Build of The Coastal Village Package C10 Enlarged Studio Buildings

**Employer:** Red Sea Real Estate Company

**Project Brief:** Design & Building of 10 No Studio Apartment Blocks Including Substructure, Superstructure, MEP Works & Internal Finishing

**Project Value:** 100M Saudi Riyal

**(2011- 2020)**

**Company Name:** Gulf Cooperation Symbols Contracting Company.

**Position:** Senior Procurement Engineer.

**Work Location:** Khobar, Head Office

**Executed Projects Summary**

**Project Name:** Sadeen Town House Project.

**Employer:** National Housing Company

**Project Brief:** Construction of 997 Villa Including Substructure, Superstructure, MEP Works & Internal Finishing.

**Location:** Dammam – Riyadh Road.

**Project Value:** 500M Saudi Riyal

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**Project Name:** C-35 Housing Units for Mosques Staff - Phase 1 .

**Employer:** ROYAL COMISSION.

**Project Description:** Construction of 45 Villas.

**Location:** Jubail Industrial City – Mutrafiah

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**Project Name:** Riyadh Metro Project.

**Project Description:** Finishing Works for Under Ground Substations with Complete System

**Client:** Fast Consortium.

**Location:** Riyadh City.

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**Project Name:** Hawiyah & Haradh Gas Compression Plants.

**Project Description:** Temporary Construction Facilities & Services. ( Camp Offices, Buildings, Site Facilities, Infrastructure)

**Client:** ARAMCO – TR (Tecnicas Reunidas).

**Location:** Hawiyah & Haradh.

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**Project Name:** Marjan Project

**Project Description:** Temporary Construction Facilities & Services. (Camp Offices, Building)

**Client: Package 1** ARAMCO – TR (Tecnicas Reunidas)

**Package 2** ARAMCO – SINOPEC

**Location:** Marjan.

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**Project Name:** Emergency Response Building.

**Project Description:** Construction of Emergency Building with Complete System – Turnkey Project

**Location:** Jubail Industrial City.

**Client:** SADARA – FLUOR.

**Project Value:** 130M SAR

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**Project Name:** Precast Buildings Project

**Project Description:** Construction of 250 Precast Buildings with complete system (Civil + MEP) – Turnkey Project

**Location:** Jubail Industrial City

**Client:** SADARA – TR (Tecnicas Reunidas)

**Project Value:** 200M SAR

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**Project Name:** Industrial Project – Pipe Rack & Substation, Tanks

**Location:** Ras AL-Khair City

**Client:** MA'ADEN (Saudi Arabia Mining Company)

**Project Value:** 140M SAR

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**Project Name:** Fadhili Gas Program (FGP)  
**Project Description:** Temporary Construction Facilities & Services.  
**Location:** FADHILI  
**Client:** ARAMCO – TR (Tecnicas Reunidas)  
**Project Value:** 90M SAR

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**Project Name:** Finishing Works for Precast Concrete Blast Resistant Buildings.  
**Project Description:** Finishing Works For 17 Precast Buildings Including (MEP Works)  
**Location:** FADHILI  
**Client:** ARAMCO – PSAL (Petrofac Saudi Arabia Limited)  
**Project Value:** 150M SAR

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**Project Name:** National Guard Wakala Building.  
**Project Description:** Construction of Concrete Buildings with Complete System (Turnkey Project)  
**Location:** Dammam – Khobar Highway  
**Client:** Ministry of National Guard  
**Project Value:** 120M SAR

### Key Skills

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- High ability to work under pressure.
- Good communication skills.
- Dynamic personality with motivation & initiative.
- Ability to work within a team.
- Leadership skills and responsibility.
- Fast learner.

### Computer Skills

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- Good knowledge of Microsoft Office (PowerPoint, Word, Excel)
- Works on different field programs: (AutoCAD, Primavera)
- Good knowledge of ERP System

### Languages

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	Reading	Speaking	Writing
Arabic	Fluent	Fluent	Fluent
English	Excellent	V. Good	V. Good

### References

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Upon to your request

**Note**

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Valid driving license.  
Transferable Iqama.