

MOSTAFA KHALED

Professional Summary

Detail-oriented Construction Project Engineer with many years of experience supporting Project Managers in the planning, coordination, and execution of complex infrastructure projects, including light railway stations. Strong background in project coordination, document control, submittals, RFIs, inspections, and project closeout. Experienced in using Oracle Aconex to manage construction documentation, workflows, and compliance tracking. Highly adaptable with strong analytical, organizational, and English communication skills, and a proven ability to work across multidisciplinary teams in fast-paced construction environments.

Work Experience

Project Engineer (Steel Fabrication & Erection)

FMC , Jan/2026 – Present

- Coordinating steel fabrication and on-site erection activities, ensuring alignment between shop drawings, production, and installation.
- Worked on international projects, supporting coordination across multiple stakeholders, including clients, consultants, factory teams, and site engineers.
- Reviewed and tracked shop drawings, material submittals, and fabrication schedules to ensure compliance with project specifications and timelines.
- Handled coordination across different disciplines and locations to resolve technical issues and maintain smooth workflow between fabrication and site execution.
- Contributed to improving tracking and reporting processes, enhancing visibility on project progress, delays, and key risks.
- Supported packing and shipping procedures for steel components, ensuring proper documentation, logistics coordination, and delivery tracking.
- Assisted in material take-offs, procurement coordination, and quantity tracking for fabricated elements.
- Participated in quality control processes, including inspection of fabricated materials and verification of installation compliance on-site.

Project Engineer (Site Inspector / Technical Office Engineer)

Khatib&Alami, June/2021 – Dec/2025

- Supported Project Managers with daily coordination and workflow management across active infrastructure construction projects.
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Contact



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Skills

Professional

Analytical skills
Data Insight
Report and presentation skills
Quality assurance
Problem-solving

Technical

MS Office
AutoCAD
Salesforce
Oracle (Aconex)
MySQL
Power BI
Primavera P6
Water Cad
Sewer Cad
ArcGIS
STRUMIS
Revit
QGIS

Certifications

OCI Foundations Associate

- Conducted inspections of contractor works to verify compliance with approved drawings, technical specifications, quality standards, and contractual requirements.
- Created, issued, tracked, and closed submittals, RFIs, NCRs, and Site Instructions, ensuring timely reviews, approvals, and proper documentation.
- Managed full project document control using Oracle Aconex, including drawings, specifications, revisions, logs, and standardized status codes.
- Optimized the submittal and shop drawing review process, contributing to reduced approval turnaround time and improved workflow efficiency.
- Coordinated with contractors, consultants, and internal disciplines to track action items, resolve technical and coordination issues, and support timely decision-making.
- Generated progress reports, compliance logs, and structured status updates for Project Managers and key stakeholders.
- Supported Project Managers in contract administration, including review of contractual clauses, scope clarifications, compliance checks, and identification of discrepancies.
- Prepared and maintained punch lists (snag lists) and monitored closeout actions to support smooth project handover.
- Assisted in project closeout activities, including as-built documentation, compliance records, and support during final inspections.

Teleperformance (AT&T agent)

June/2020 – June/2021

- Delivered high-quality customer support for AT&T clients, handling billing inquiries, technical issues, and account management using Salesforce CRM.
- Consistently achieved and exceeded monthly sales targets through CRM-driven lead management, upselling wireless plans, internet services, and device upgrades.
- Maintained accurate customer records, cases, and transactions in Salesforce, ensuring data integrity and compliance.
- Developed strong English communication, problem-solving, and documentation skills through daily interaction with international customers.
- Ensured first-call resolution by efficiently managing cases, troubleshooting issues, and coordinating account updates within Salesforce.

Internships & Freelancing

Mariout for engineering and construction

Teleperformance (AT&T agent)

Cairo for investments and real estate developments

Tutoring Math & Physics in my free time

Languages

Native Arabic, Fluent English, Basic German, Basic French

Education

B.A. in Civil engineering

German University in Cairo, Cairo, Egypt

September/2015 – September/2020 Bachelor's

Project in Separate and combined sewage systems in smart cities (Grade: A) GPA:C(Good)

IGCSE Diploma