

HABTAMU TILAHUN ALEMAYEHU

Civil Engineer, PMP Certified Project Manager

Tel: +211929609636 e-mail: habt256@gmail.com Address: Freetown Sierra Leon

Sex: Male Birthdate: 1992, Nationality: Ethiopian



EXPERIENCE

Office Engineer

[Universal for General Construction & Trading Co. Ltd](#)

17/2024- To date Freetown, Sierra Leone

Universal for General Construction and Trading Construction Company based in south Sudan, Uganda, Sierra Leon and Liberia undertaking Building Construction, Road infrastructures and Oil Field Projects.

- Coordinating the order and delivery of materials to job sites
- Managing a team of 10 project managers
- Facilitating site planning meetings
- Tracking company resource usage
- Identifying project risks and proposing solutions
- Dispatching subcontractors and equipment
- Measuring and managing client satisfaction
- Facilitating weekly operations meetings
- Coordinating equipment maintenance
- Keeping track of vendor pricing

Project Coordinator:

[Universal for General Construction & Trading Co. Ltd](#)

03/2023- To date Juba, South Sudan

Universal for General Construction and Trading Construction Company based in south Sudan undertaking Building Construction, Road infrastructures and Oil Field Projects.

- Successfully coordinated and managed over 15 projects from initiation to completion, ensuring adherence to timelines, budget constraints, and quality standards.
- Developed and implemented effective project management strategies, resulting in improved efficiency and successful project delivery.
- Coordinate project management activities, resources, equipment and information
- Break projects into doable actions and set timeframes
- Liaise with clients to identify and define requirements, scope and objectives
- Assign tasks to internal teams and assist with schedule management
- Make sure that clients' needs are met as projects evolve
- Help prepare budgets
- Analyze risks and opportunities
- Oversee project procurement management
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Work with the Project Manager to eliminate blockers
- Use tools to monitor working hours, plans and expenditures

SUMMARY

I am a PMP Certified Civil Engineer with Over 9 years of experience in road and building construction. I am equipped with professional tools and techniques for project planning, design, and management in order to meet organizational objectives.

EDUCATION

MSC Project Planning
& Management GPA
Debre Markos University 3.92/4.0
10/2018 - 08/2020

BSC Civil Engineering GPA
Hawassa University 3.76/4.0
10/2010 - 09/2014

CERTIFICATION

[PMP Certification – 2023](#)

Project Management Institute

LANGUAGE

English -Proficient User

Amharic -Mother Tongue

- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting quality assurance tests

Project Engineer

BMD Engineering & Construction Co. Ltd

 03/2021- 01/2023  Juba, South Sudan

BMD Engineering & Construction is a construction company based in South Sudan and undertaking Asphalt road and building construction projects.

- Managed UN House Internal Asphalt road construction project amounted 4,741,023.00 USD.
- Provided technical and operational support to plan, design, and construct, Project Tasks.
- Prepare schedule, coordinate and monitor Project Tasks.
- Prepare Bill of Quantities (BOQ), cost estimates & Drawings
- Perform Technical & Financial Evaluation for outsourced Project Activities
- Create a procurement plan, and keep track of the supplies being delivered to projects on time
- Control The Cash Flow of the Projects.
- Control the quality of work and make sure the company's health and safety policy is followed.
- Prepare payment request documents.
- Prepare Monthly & Weekly Progress reports
- Give training & Technical support to the project team
- Prepare technical and Financial Bid Proposals for bids.
- Liaise with Project Stakeholders and Project team for the Satisfactory delivery of the project

Civil Engineer

MH Engineering PLC

 10/2019 - 03/2021  Addis Ababa , Ethiopia

MH Engineering is a Grade One Consulting Firm in Ethiopia that focuses on Design, Project Management, Contract Administration, and Supervision of Construction Projects.

- Supervised a \$37,258,220 construction project for a 3B+G+17 building owned by the Information Network Security Agency (INSA).
- Conduct Quality Control and Quality Assurance Activities for proper implementation of the project.
- Check & approve take off sheets and payment statements submitted by the contractor.
- Propose alternatives on the design & specification when needed.
- Liaise with Project Stakeholders and Project team for the Satisfactory delivery of the project
- Liaise with different design teams for the proper implementation of the project.
- Propose alternatives on the design & specification when needed.

SKILLS

- Civil 3D
- Microsoft Office
- Microsoft Project
- Primavera
- Revit
- ETABS
- AutoCAD
- STATA
- Project Management
- Leadership
- Communication
- Team Building

EXPERIENCE

Civil Engineer

MH Engineering PLC



12/2016 - 06/2019



Nekemte , Ethiopia

MH Engineering is a Grade One Consulting Firm in Ethiopia that focuses on Design, Project Management, Contract Administration, and Supervision of Construction Projects.

- Supervised the whole structural framing phase of a \$1,266,000 USD indoor gaming hall building construction project.
- Conduct quality assurance and control activities to ensure that the project is implemented correctly.
- In order to improve the design, communicate with the project owners and the design department.
- Make progress reports on a weekly and monthly basis.
- Monitor the project's adherence to the design, the specifications, and the contract.
- Create bid documents and assess bid submissions.
- Monitor the adherence to the standards by the project's resources and subcontractors.
- Take corrective action after assessing how the work is progressing in relation to the project timeline.
- Take corrective action after assessing how the work is doing in relation to the project schedule.
- Recognize project hazards, evaluate them, and prepare a risk response.

Quality Control Engineer

Country Club Developers



04/2016 - 12/2016



Addis Ababa , Ethiopia

Country Club Developers is a leading real estate developer in Ethiopia, designing and building various houses in Addis Ababa.

- Oversaw the Entire Construction of more than 160 G+2 & G+1 Houses.
- Organize, implement, manage, and conduct the Quality Management System in accordance with Company policy and contract specifications.
- Document control and quality records management, material procurement traceability, and other procedures outlined in the Project Quality Manual must be carried out.
- Ascertain that the company standards outlined in the Project Quality Manual are effectively implemented.
- Maintain a record of internal non conformances and follow-up as needed to ensure adequate corrective and preventive actions are taken.
- Project Quality Manual, Inspection and Test Plan, Method Statements, and project-specific procedures are reviewed and implemented.
- Performs all types of site inspections, activity follow-up, and approval.
- Supports corrective and preventive measures for nonconformities.
- Testing materials & Evaluate test reports.

EXPERIENCE

Site Engineer

Ethio telecom



12/2014 - 03/2016



Bahir Dar, Ethiopia

Ethio telecom is Ethiopia's leading telecom service provider.

- Manage civil work projects.
- Undertaking surveys, setting out sites, checking technical designs and drawings to ensure that they are followed correctly
- Supervising contracted staffs
- Ensuring project packages meet agreed specifications, budgets, and/or timescales.
- Liaising with clients, subcontractors, and other professional staff, quantity surveyors and the overall project manager.
- Providing technical advice and solving problems on-site, preparing site reports, and filling in other paperwork.
- Liaising with quantity surveyors about the ordering and the pricing of materials,
- Ensuring that health and safety, and sustainability policies and legislation is adhered to.

REFERENCES

Dagmawi Teferi

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Beteley Tamiru

Project Coordinator

MH Engineering PLC

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