

# Taha Mohammed Abdou

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## SUMMARY

Operation Engineer with 8 years of experience in construction and project management. Skilled in optimizing workflows, improving efficiency, and solving complex problems to deliver projects on time and within budget. Proven ability to lead teams, ensure compliance with standards, and support operational growth through data-driven strategies.

## EXPERIENCE

### Project Manager

Shalfa

December 2024 - Present, Riyadh, KSA

Shalfa provides security support services to public and private organizations, as well as operational and maintenance assistance.

- Led the mobilization of three concurrent projects at Shalfa, overseeing all startup operations including workforce planning, contractor onboarding, and supplier engagement.
- Developed and executed comprehensive operational plans, resulting in a 100% on-time mobilization and smooth transition into project execution phases.
- Recruited, trained, and deployed project teams across multiple sites, improving workforce readiness and reducing ramp-up time by 30%.
- Negotiated and finalized contracts with subcontractors and suppliers, securing competitive terms and ensuring uninterrupted project support.
- Managed project operations from kickoff to execution, ensuring alignment with timelines, budgets, and quality standards across all three projects.
- Established clear operational workflows and communication channels, increasing early-stage efficiency by 25% and minimizing project startup risks.

### Operation Manager

Addicta

November 2022 - September 2024, Cairo, Egypt

- Spearheaded operational reorganization, leading to a 40% increase in efficiency and a 25% reduction in operating costs within the first year by applying Lean Six Sigma methodologies and advanced data analytics.
- Delivered strategic leadership and oversight to maintain smooth organizational operations, achieving over 35% improvement in operational efficiency.
- Developed and implemented policies, procedures, and performance standards, driving a 60% increase in productivity and a 30% reduction in operational costs.
- Collaborated with cross-functional teams to streamline processes and improve efficiency, resulting in a 25% decrease in project completion times.
- Played a pivotal role in business development, including client acquisition and relationship management, contributing to a 30% growth in client base and a 30% increase in annual revenue.

### Administrative Office

Addicta

April 2022 - August 2023, Cairo, Egypt

- Directed administrative functions across finance, human resources, and procurement, ensuring strict compliance with regulations and policies, resulting in a 97% compliance rate and improved audit outcomes.
- Managed budgets, financial reporting, and forecasting to enable informed decision-making, achieving a 20% increase in financial accuracy and a 30% reduction in budget variances.
- Implemented process improvements and automation initiatives, enhancing operational efficiency by 25% and reducing operational costs by 13%.
- Oversaw talent acquisition, employee development, and performance evaluation, leading to a 30% improvement in employee retention and a 20% increase in overall workforce productivity.

### Project Manager

Addicta

October 2021 - April 2022, Cairo, Egypt

- Led cross-functional teams to deliver high-quality digital solutions, achieving 100% on-time delivery and adherence to budget across all projects.
- Directed end-to-end project management, overseeing all phases from initial planning and scope definition through execution and delivery.
- Collaborated closely with clients to assess project needs, ensuring alignment with objectives and fostering long-term relationships, resulting in an 80% client retention rate.
- Developed and implemented a hybrid project management methodology, combining waterfall and agile techniques to boost productivity by 40% and adapt to evolving project demands.
- Leveraged strong communication, problem-solving abilities, and leadership to coordinate multiple projects simultaneously, consistently achieving high client satisfaction ratings.
- Streamlined project workflows to increase efficiency by 40%, reducing average project completion time by 15%.

### Founder | Chief Executive Officer (CEO)

OTOR

September 2019 - February 2023, Cairo, Egypt

- Established and led a multidisciplinary company specializing in B2B services, expanding the client base from zero to over 10 businesses within three years.
- Devised and implemented strategic business plans, securing funding and achieving a 20% annual growth rate.
- Directed daily operations, coordinating across departments to ensure seamless service delivery and client satisfaction, resulting in a 95% client retention rate.

- Created and maintained financial forecasts, maintaining a balanced budget and optimizing cash flow to support sustained growth.
- Built and managed a cross-functional team of 10 professionals, increasing productivity by 30% through targeted training and performance standards.
- Developed partnerships with key industry players, expanding service reach and enhancing market visibility by 15%.
- Conducted regular assessments of operational processes, reducing overhead costs by 19% through process optimization and resource reallocation.
- Paused company operations after three years to pursue additional professional development, gaining further knowledge and expertise for future ventures.

## Free lancer Civil Engineer

Freelancer

October 2017 - March 2024, Cairo, Egypt

- Supervised finishing works across multiple projects, reviewing and approving shop drawings and submittals, and coordinating with other trades and contractors to ensure seamless integration and timely completion through regular quality assessments.
- Managed and resolved complex construction conflicts, collaborating closely with clients, architects, and contractors to devise effective solutions, and maintaining continuity in project workflows.
- Trained and led finishing crews, providing guidance to ensure strict adherence to project specifications, safety standards, and high-quality workmanship.
- Optimized project schedules and budgets, achieving a 15% cost savings through strategic resource allocation and budget control.
- Designed and delivered architectural and structural projects for 4 residential villas, enhancing project efficiency by 10% through streamlined design and approval processes.

## Construction Manager | Site Engineer

Royaa Construction

December 2017 - September 2019, Cairo, Egypt

- Directed a team of 50 workers, achieving 98% adherence to construction schedules and maintaining strict budgetary control.
- Performed detailed quality assessments to review and approve shop drawings and submittals for finishing works, ensuring full compliance with project specifications.
- Resolved over 13 critical on-site conflicts, streamlining project flow and preventing potential stoppages, minimizing risks of delays.
- Spearheaded construction and finishing works for a high-priority project, achieving completion 5% ahead of schedule and under budget, generating a 12% cost savings for the client.
- Enhanced resource management by reducing material waste by 9%, driving a 10% improvement in overall project efficiency.

## COOP / Trainee

Construction and Planning Co. Ltd. (C&P)

August 2017 - October 2017, Riyadh, Saudi Arabia

- Completed a comprehensive training program covering core construction elements, including concrete work, finishing processes, and project planning.
- Collaborated with senior team members on concrete-related tasks, upholding structural integrity and quality standards, resulting in a 10% increase in project durability.
- Coordinated finishing activities, contributing to the on-time completion of 100% of project milestones.
- Tracked and updated task statuses to support project planning, ensuring schedule alignment and reducing delays by 7%.
- Built strong expertise in construction workflows, safety protocols, and effective project coordination within a hands-on construction environment.

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## EDUCATION

### Bachelor of Civil Engineering

Minor in Civil Engineering • AL- Safwa High Institute of Engineering • Cairo, Egypt • 2017

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## SKILLS

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**Project Management:** Expert in managing all aspects of the project lifecycle, including the review and approval of shop drawings and submittals, and conducting regular quality assessments to ensure project compliance.

**Conflict Resolution:** Expertise in identifying and resolving construction conflicts, achieving a 20% reduction in project delays.

**Team Leadership:** Successfully supervised teams of up to 50 workers, leading to a 98% schedule adherence rate across multiple projects.

**Finishing Works Supervision:** Managed and oversaw finishing works, resulting in a 100% on-time project completion rate.

**Stakeholder Coordination:** Liaised effectively with clients, architects, and contractors, ensuring project objectives were met with a high level of satisfaction.

**Safety Standards Compliance:** Maintained rigorous safety standards, contributing to high task completion rates without compromising worker safety.

**Budget and Schedule Management:** Preparing and managing project schedules and budgets.

**Time Management:** Maximizing productivity to meet project deadlines.

**Technology Integration:** Using AutoDesk and MS Office to enhance project efficiency.

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