

Adel Barakat

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SUMMARY

Experienced and detail-oriented professional with over 15 years of expertise in technical drafting, and construction supervision across various industries, including telecommunications, and construction. Proficient in AutoCAD (2D) & Revit Structure & BIM Modeling Basics, Microsoft Word & Excel, and other project management tools, with a strong background in overseeing complex projects from initiation to completion. Skilled in creating precise technical drawings, managing resources, coordinating teams, and ensuring project timelines and budgets are met. Proven track record of handling financial documentation, including payroll, contracts, and project expenses, with a focus on compliance and quality control. Adept at fostering communication between stakeholders, contractors, and project teams to ensure successful project outcomes. Highly organized, with a commitment to continuous learning and process improvement.

KEY COMPETENCIES

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| • AutoCAD (2D) Drafting | • Revit Structure PRO | • Administrative Support |
| • Telecommunications Project Supervision | • Payroll | • Construction & Engineering Drawings |
| • Construction Site Management | • Microsoft Word & Excel | • Communication & Stakeholder Management |
| • Contract Preparation & Review | • Project drawings | • Monthly payroll preparation |
| • Supervising work sites | • Inventory management | • Issuing financial advances for projects |

PROFESSIONAL EXPERIENCE

Advanced Planning Contracting Est

Technical Draftsman, Administrator, and General Supervisor for Telecommunications Projects (2022 – 2024)

- Led and supervised the execution of telecommunications projects, ensuring adherence to timelines, budget, and quality standards.
- Created and modified detailed technical drawings, blueprints, and schematics for telecommunications infrastructure.
- Coordinated project workflows, resources, and team activities to ensure efficient project completion.
- Provided administrative support by managing documentation, scheduling meetings, and liaising with clients and contractors.
- Conducted site inspections and quality control to monitor the progress and performance of ongoing projects.
- Facilitated communication between various teams to resolve project-related issues and maintain smooth operations.
- Ensured compliance with industry standards and regulations throughout the project lifecycle.

Contracting Company jazirat alwaha

Administrator, General Supervisor for Sites, and Technical Draftsman (2020 – 2022)

- Managed and supervised construction sites, ensuring smooth operations and adherence to project plans and timelines.
- Administered and coordinated site activities, including resource allocation and logistics.
- Drafted and reviewed technical drawings, site plans, and layouts for construction projects.
- Prepared and reviewed contracts, ensuring compliance with legal and safety regulations.
- Managed insurance and municipal permits for buildings and construction projects, ensuring all necessary documentation was in place.
- Oversaw site inspections and quality control to ensure project standards were met and regulatory requirements were followed.
- Collaborated with project managers, engineers, and clients to ensure timely project delivery.

Al Manar Arabian Corporation

Technical Draftsman and Administrator (2009 – 2020)

- Created and modified technical drawings and schematics for various construction projects, ensuring precision and adherence to project specifications.
- Collaborated with engineers and architects to develop detailed designs and layouts for construction.
- Managed administrative tasks for the Al-Ahsa branch, ensuring smooth day-to-day operations.
- Responsible for payroll processing and financial accountability for project-related expenses.
- Managed project financials, including tracking budgets, and expenditures, and ensuring compliance with financial protocols.
- Assisted in the preparation of reports, documentation, and correspondence related to project progress and financial matters.
- Ensured the timely and accurate handling of financial records and transactions for multiple ongoing projects.

CONAR For Trading & Contracting

Technical Draftsman and Administrator (2003 – 2008)

- Developed detailed technical drawings and plans for construction projects, ensuring accuracy and alignment with project requirements.
- Worked closely with project managers and engineers to create comprehensive designs for various infrastructure and building projects.
- Assisted with administrative duties, ensuring efficient office management and smooth project coordination.
- Supported project documentation and reporting processes, tracking progress and ensuring the completion of necessary paperwork.
- Contributed to the coordination of project activities, ensuring the timely availability of resources and materials for construction.

TRAINING COURSES

- **2D AutoCAD – Accredited by Mansoura University**
- **AutoCAD – CAD Master - Accredited by Autodesk**
- **Revit Structure PRO - CAD Master - Accredited by Autodesk**

EDUCATION

- **Industrial School Diploma – Graduated in 1998**

LANGUAGE

- **Arabic – Native**
- **English – Good**