

AFAF AL MASKARI

BSc Civil Engineering | Project Management

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EDUCATION

BSc in Civil Engineering

University of Technology and Applied Sciences, 2017 – 2021

Foundation Program

University of Technology and Applied Sciences, 2016 – 2017

General Education Diploma

Shatti Al-Qurum School, 2014 – 2016

TECHNICAL SKILLS

Project Planning and Management

Construction Site Management

Estimation and Budgeting

Risk Assessment

Quality Control

AutoCAD

Stakeholder Management

Contract Management

Time Management and Scheduling

Reporting and Documentation

Customer Relationship Management

PROFESSIONAL SUMMARY

Results-driven and highly motivated Civil Engineer with a good foundation in construction and project management. Skilled in coordinating with building and engineering professionals throughout all project stages. Proficient in property management, including sales, rentals, and customer service. Proven ability to handle accounts, marketing, and provide exceptional customer experiences.

Seeking a challenging role in project engineering and management or customer service, where I can leverage my technical expertise, communication skills, and passion for delivering successful projects to contribute to organizational growth and success.

WORK EXPERIENCE

PROPERTY MANAGEMENT COORDINATOR | 2018 – PRESENT

- Managing international properties, handling sales, rentals, and customer service for properties in Oman, Asia and Africa.
- Coordinating property viewings, negotiating lease agreements, and ensuring smooth tenant onboarding.
- Coordinating inspections & maintenance, resolving tenant concerns and issues professionally.
- Developing and executed effective marketing strategies using online platforms and targeted advertising.
- Built strong relationships with property owners, providing exceptional customer service, exceeding tenant and property owner expectations.

TRAINING AND DEVELOPMENT

A'SHARQIYAH UNIVERSITY | Oct 2023 – Present

- Worked in contracts & procurement department
- Conduct market research of different suppliers.
- Check evaluation of bids, considering criteria such as price, quality and supplier qualification.
- Currently working as a coordinator of College of Engineering Dean

SOFT SKILLS

Effective Communication

Teamwork and Collaboration

Problem-solving

Attention to Detail

Time Management

Adaptability and Flexibility

Analytical Thinking

*Client Relationship
Management*

Conflict Resolution

VOLUNTEERING

Oman Cancer Association

Give Without Limit

Blood Hereditary Disorders

REFERENCES

Theonette Maribojoc

Project Supervisor

+968 95611843

Amour Al Touqi

Civil Engineer Lecturer

+968 9945385

Training and Development (Continued)

- Communicate with suppliers to process the order & confirm that terms and delivery dates are accurate.

Middle East Design and Build | September 2022

- Construction & design workshop at Abu Dhabi National Exhibition Center (ADNEC).
- Engaged with qualified buyers, government bodies, and stakeholders.
- Establish supplier and distribution channels.
- Generated sales leads and networked with peers and clients.
- Stayed updated on industry trends and gained insights into existing and future projects.

HAPBCO Constructions | FEB 2022 – APRIL 2022

- Worked on-site and in the office.
- Ensured compliance with safety requirements and reviewed contracts, bills, and records.
- Coordinated with project teams for on-time and on-budget project delivery.

Al Foz Engineering Consultancy | Aug 2021 – Sep 2021

- Designed and inspected project sites for compliance with specifications and safety standards.
- Collaborated with engineering and construction teams to overcome design challenges.

Azri Architects | June 2019 – July 2019

- Oversaw construction and maintenance activities on project sites.
- Assisted with quantity surveying tasks.
- Collaborated with project teams for efficient project execution.

Robot Structure Analysis | July 2019

- Analyzed and designed structural elements using robot structural analysis software and optimized designs for efficiency & structural integrity.
- Applied engineering principles to optimize designs for efficiency

PROJECTS

- Generated electricity plan for a caravan using solar panels.
- Investigated properties of Sarooj (hydraulic cement).
- Worked on the highway dualization project of the road segment from Falaj Al-Sham Roundabout to Oman Cement Roundabout.