

# Zulal Elhaj

Architect

## Contact

**Address**  
Cairo, Egypt 3753450

**Phone**  
+201283419125

**E-mail**  
zulalelhaj@gmail.com

**WWW**  
<https://bold.pro/my/zulal-elhaj-230804090708/133>

## Skills

Project Management  
Excellent

Technical Support  
Very Good

Documentation and reporting  
Excellent

Expense reporting  
Excellent

Strategic planning  
Very Good

Risk management  
Excellent

Contract Management  
Excellent

Sales and marketing  
Very Good

Budgeting  
Very Good

## Software

Microsoft Office

- Architect
- constructions and buildings Sites
- Construction chemicals and waterproofing
- Buildings maintenance.
- Professional Project Management Specialist with experience working with teams to accomplish short- and long-term project goals. Managed budgets and monitored project costs.
- Motivated professional with extensive experience in customer service, sales and administrative tasks.
- Hardworking and focused Administrative professional offering excellent communication, planning and prioritization skills demonstrated through 10 years of performance. Skilled at drafting reports and business correspondence, managing mail and updating tracking spreadsheets. Exceptional leadership skills with expertise in streamlining workflow to optimize personnel strengths.
- Retail sales professional versed in product placement and merchandising. Extensive experience in inventory management and shipment processing.
- Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.
- To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Organized and efficient Executive Assistant with 10 years of experience supporting top-tier executives in finance, sales and accounting. Demonstrates skills in managing complex functions that require stellar multi-tasking abilities.

## Work History

2023-07 -  
Current

### Executive Coordinator

*Middle East Company, Cairo*

- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Interacted diplomatically with clients, partners and vendors to support business development efforts
- Produced accurate office files, updated spreadsheets, and crafted presentations to support executives and boost team productivity.
- Used software to coordinate meetings, appointments, and tasks senior executives.
- Spoke for management team internally and externally under executive guidance and leadership.
- Screened calls and emails and initiated actions to respond or direct messages for managers.
- Organized and updated schedules for executives.
- Updated spreadsheets and created presentations to support executives and boost team productivity.
- Offered assistance, collaboration and clerical support to auditors throughout entire review process.
- Implemented updated policies and practices for organization and monitored effect.

2023-01 -

### ManagerDevelopment of Buildings and

Autodesk AutoCAD	Excellent
Primavera	Good

Languages	
English	Very Good
Arabic	Excellent

2023-04

Maintinance

Volvo -Sudan, Khartoum

- Supervised the development of buildings including modern renovations and periodic maintenance
- Supervised of periodic and express maintenance
- submitted weekly reports to the General Administration on the status of periodic maintenance and the development of existing buildings
- Presented modern designs for the implementation of future buildings
- Managed facility access and organized activity and building setup according to facility schedule
- Completed daily walk-through of property and verified aesthetically pleasing environment with fully functioning equipment and amenities
- Managed supervisor itinerary and appointments and streamlined scheduling procedures
- Organized and updated databases, records and other information resources

2022-01 -  
2022-12

Director of Building Materials and Waterproofing

Rwanco - Sudan, Khartoum

- Monitored office workflow and administrative processes to keep operations running smoothly.
- Oversaw operations and provided corrective feedback to achieve daily and long-term goals.
- Managed daily operations while overseeing multiple locations to foster increased productivity.
- Worked closely with organizational leadership and board of directors to guide operational strategy.
- Selected favorable filming locations and attained required permits to support shoot schedule.
- Monitored expenditures to mitigate risk of overages.
- Drafted and distributed reports to assist board members with critical business decisions.
- Leveraged professional networks and industry knowledge to strengthen client relationships.
- Oversaw supply chain functions to verify inventory levels and budget adherence.
- Established departmental performance goals and provided feedback for under performing areas.
- Evaluated scripts to identify creative strategies and resource needs.
- Remained composed and highly professional in fast-paced and constantly changing environment, effectively handling challenging situations and difficult individuals to achieve objectives.
- Directed work of lighting and sound crews to coordinate efficient production operations.
- Maintained working knowledge of building security, HVAC, electrical and other systems vital to successful building operation

2019-10 -  
2021-12

## **Project Coordinator**

*GSK, Khartoum*

- Created project roadmaps for staff, defining specific milestones and timelines to encourage timely project completion
- Analyzed project costs to confirm positive return on investment (ROI) for new proposals
- Oversaw multiple simultaneous projects, maintaining high levels of quality and producing excellent results
- Facilitated communication between departments to enhance project success
- Retrieved material and services quotes from vendors for ongoing and proposed projects
- Identified and adapted to project dependencies, altering strategic prioritization
- Authored best practice guidelines to participating project members, setting policies and protocols to maximize efficiency and reduce risk
- Followed up on change orders to ongoing projects, confirming necessary alternation completions occurred on time
- Checked compliance with Service Level Agreements (SLAs) across entire project
- Served as primary conflict resolution official, mitigating intra-team and inter-team issues with predetermined mediation protocols
- Handled risk management and change management duties on projects with active liability concerns

2016-07 -  
2018-02

## **Technical Manager Waterproofing Projects**

*Treatment, Khartoum*

- Developed suggestions for technical process improvements to optimize resources.
- Liaised between business and technology units to manage delivery schedules for applications.
- Communicated cross-functionally with technology leaders across analysis, architecture, build, quality assurance, deployment and support teams on project execution.
- Analyzed project-related information and made recommendations based on discoveries.
- Guided, coached and lead project teams, delegating tasks and evaluating performance and progression of project pace.
- Evaluated reputation risk and regulatory risk.
- Evaluated customer impact risk, reputation risk and regulatory risk.
- Managed implementation of new technological improvements resulting in increased efficiency.
- Gathered requirements and maintained communication between project teams, internal clients and external stakeholders.
- Analyzed company processes to determine outsourcing feasibility.

2012-06 -  
2016-06

## **Building Maintenance Manager**

*unity high school, khartoum*

- Delegated tasks to carefully selected employees in alignment with resource management goals,
- Presided over 50 employees and workers
- Completed partial or full dismantling of equipment to quickly repair or replace defective components and restore functionality.
- Supervised employee performance, preventive maintenance, and safety.
- Planned scheduled maintenance outages as part of preventive maintenance program.
- Prepared and reviewed maintenance contracts with external service providers to offer mutually binding agreements.
- Established and documented protocols for preventive maintenance procedures, decreasing equipment issues, and reducing downtime.
- Created and implemented maintenance program to optimize operational efficiency and reduce downtime.
- Scheduled regular inspections of equipment and facilities to manage wear and tear.
- Assisted in organizing and overseeing assignments to drive operational excellence.

2011-02 -  
2012-02

## **Project Site Engineer**

*unity high school, Khartoum*

- Recorded daily events and activities in site diary to evaluate process and improve productivity.
- Ordered and tracked delivery of construction materials and supplies from vendors.
- Oversaw quality control and health and safety matters for construction teams.
- Checked technical designs and drawings for adherence to standards.
- Gathered data, incorporating into drawings, schematics and maps.
- Assessed project requirements against current GMP, GLP and EHS standards and practices.
- Analyzed survey reports, maps, blueprints, and other topographical and geologic data to plan infrastructure and construction projects.
- Created work schedules and adjusted as needed to meet project deadlines and keep shifts properly staffed.
- Suggested process and technical design changes to improve performance and efficiency.
- Compiled and presented reports explaining project details to non-technical stakeholders.
- Applied engineering principles to troubleshooting and followed up on defined corrective actions to prevent reoccurrences.
- Displayed strong communication and interpersonal skills while visiting clients, jobsites and consultant offices to support project and business development needs.

2010-08 -  
2011-01

- Visited project sites during construction to monitor progress and consult with contractors and on-site engineers.
- Facilitated construction by mapping out utility installations and establishing reference points, grades and elevations.

## Architect

*matilda, Khartoum*

- Consulted with clients to determine functional and spatial requirements of new structure .
- I have followed up on over 15 projects
- Coordinated all architectural construction documentation and drawings for each phase of fast-track projects.
- Engaged with clients to determine needs and requirements for custom homes.
- Completed comprehensive code compliance evaluations to scrutinize projects against established architectural criteria
- Monitored and analyzed project costs and resource allocation to mitigate overages
- Researched materials to determine appropriate selection for projects
- Maintained quality control standards and procedures for accurate and precise measurements, illustrations and documentation
- Prepared detailed fee estimates used to coordinate with architect-engineering firms for design services

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## Education

2006-05 -  
2011-05

### **Bachelor of Arts: Architectural And Building Technology**

*Future University - Khartoum- Sudan*

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## Custom

**Interested in reading a lot, interested in historical and modern novels, books on culture, science and psychological development**