

TAEYB SALEH ALI ZELAEY

Architect | Project Manager | Branch Operations Lead

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Professional Summary

Architect and with 3+ years of experience in consultancy, supervision, and quality assurance, skilled in project management, design, and stakeholder coordination, with proven ability to lead teams and deliver high-quality projects on time and within budget..

Architect | Bin Jarallah Trading and General Contracting Company Nov ٢٠٢٢– Nov ٢٠٢٥

- Architect and Site Engineer at Al-Hayat Hotel, Jazan (November 2022 – September 2024).
- Architect and Site Engineer at Al-Hayat Hospital, Muhayil Asir (September 2024 – November 2025).
- Reviewing and modifying architectural designs and plans.
- Overseeing project schedules and work deliverables.
- Supervising architectural works and ensuring site execution aligns with the plans.
- Reviewing the Saudi Building Code and ensuring compliance with quality standards for the hotel and hospital.
- Implementing quality assurance systems based on ISO standards to ensure compliance and enhance performance.
- Enhancing client satisfaction through effective coordination with stakeholders.

Foreman | Asaad bin Hamood Al Qahtani Contracting Company Mar ٢٠٢٠ – Mar ٢٠٢١

- Supervised on-site construction operations and organized daily tasks for workers.
- Enforced occupational health and safety standards, reducing risks on site.
- Reported progress and quality performance to management.

Education

Bachelor of Architecture – Jazan University, Jan 2020

Certifications & Training

- OSHA Construction Safety & Health Certificate – OSHA Academy.
- Residential Unit Classification – Saudi Real Estate Institute.
- Structural Safety for Projects – Saudi Contractors Authority.

Skills

- Project Lifecycle Management.
- Design Management & Deliverables.
- Risk Management & Quality Assurance.
- Stakeholder & Client Relations
- Sustainable Design & Building Codes Compliance.
- Team Leadership & Technical Oversight.
- Budgeting & Resource Allocation.
- Contract Management.
- Reporting & Documentation.
- Time Management & Problem Solving.

Technical Skills

Revit | AutoCAD | SketchUp | 3ds Max | Lumion | Microsoft Office Suite

Languages

Arabic – Native

English – Professional