

# SARA ELGADI

## Construction Officer | Civil Engineer

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Phone: (+249) 912387534 | Location: Sudan,  
+249912385897

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## PROFESSIONAL SUMMARY

20+ years leading high-impact infrastructure projects in crisis zones (Sudan, Ethiopia, UAE). Expert in emergency builds, BIM innovation (Revit/AutoCAD), and cost-efficient solutions that save lives. Adept at delivering child-safe shelters, clinics, and schools 10–20% under budget. Skilled in UN compliance, Construction standards, and collaborating with NGOs/governments to uplift vulnerable communities.

## CORE COMPETENCIES

- Construction Project Lifecycle Management (Concept to Handover)
- BIM/Revit Coordination & Clash Detection (Navisworks, Lumion)
- Stakeholder Engagement (Contractors, NGOs, Government Bodies)
- Cost Optimization & Risk Mitigation Strategies
- Compliance with Building Codes (Dubai Municipality, Saudi Building Code)
- Emergency Infrastructure Development in Conflict Zones
- Primavera, MS Project, and Agile Scheduling

## PROFESSIONAL EXPERIENCE

### National Civil Engineer / Project Engineer

*United Nations Office for Project Services (UNOPS) | Ethiopia, Sudan, Djibouti | July 2021  
– Dec 2023*

- Directed \$2M+ healthcare infrastructure projects, including 3 hospitals, delivering **10% under budget** through Primavera-driven resource planning.
- Oversaw construction activities to ensure timely delivery, adherence to quality standards, and HSSE compliance, in coordination with the infrastructure project manager and supporting teams.
- Reviewed and confirmed material quantities to facilitate procurement processes and supported cost-effective procurement in collaboration with the procurement team.
- Monitored project progress and contributed to KPI assessments, reporting on

achievements, performance, and final project outcomes.

- Collaborated with local contractors for topographical and geotechnical investigations, providing technical input to the design and development processes.
- Supervised construction works and assisted in contract management, ensuring timely completion within budget while maintaining high-quality standards.
- Coordinated with 15+ NGOs and local authorities to construct 12 health clinics and 8 shelters in Gedaref and Kassala, serving 30,000+ displaced persons.

### **Senior Engineer Consultant**

*ALMADA Consultancy | Sharjah, UAE | Feb. 2024 – Present*

- Oversaw end-to-end design management for 15+ residential, commercial, and healthcare projects, achieving **100% Dubai Municipality compliance**.
- Streamlined BIM workflows (Revit, AutoCAD), reducing design preparation time by **20%** and enhancing multidisciplinary coordination.
- Mentored teams in clash detection and IFC package compilation, improving design accuracy and stakeholder communication.

### **Projects Manager, Executive Engineer**

*Gerres Home Architecture & Bakhit Elballa Engineering | UAE, Sudan | Apr 2018 – Jun 2021*

- Delivered 8 large-scale mixed-use developments, aligning designs with Saudi Building Code and UAE regulations.
- Rehabilitated water systems in IDP camps, cutting waterborne diseases by **50%** through UNICEF-partnered infrastructure upgrades.
- Trained 50+ engineers in conflict-sensitive construction practices, ensuring adherence to Standards.

### **Field Engineer**

*Faris Engineering | Sudan | Apr 2007 – Mar 2018*

- Reconstructed 50+ homes and 5 schools post-2016 Khartoum floods, improving community resilience.

- Reduced operational costs by **10%** via AutoCAD-driven process optimization and parametric family creation in Revit.

## EDUCATION & CERTIFICATIONS

- **Ph.D. (In Progress)**, Project Planning & Design | *Sudan University for Science and Technology*
- **M.Sc., Projects Planning** | *University of Khartoum 2003*
- **B.Sc., Architectural Design and Construction** | *University of Khartoum 2000*
- **PMP** | Project Management Institute (2024)
- **PRINCE2® Foundation** | AXELOS (2023)
- **OSHA 30-Hour Construction Safety** | (2024)
- **Autodesk BIM Management** | (2024)

## TECHNICAL SKILLS

- **Software:** Revit, AutoCAD, Navisworks, MS Project, Lumion, Primavera
- **Project Types:** Healthcare, Residential, Commercial, Emergency Infrastructure
- **Compliance:** Dubai Municipality, Saudi Building Code, OSHA, Sphere Standards

## KEY ACHIEVEMENTS

- Reduced project delays by **20%** through proactive risk mitigation and Agile scheduling at UNOPS.
- Achieved **30% improvement in design accuracy** by mentoring teams in BIM workflows.

## LANGUAGES

- **Arabic** (Native) | **English** (Professional)

|   |                    |  |   |                                     |   |                                       |                   |            |
|---|--------------------|--|---|-------------------------------------|---|---------------------------------------|-------------------|------------|
| <b>INSTRUCTIONS</b><br><br>Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.  |                    | <b>UNITED NATIONS DEVELOPMENT<br/>PROGRAMME<br/>PERSONAL HISTORY FORM<br/>(for Individual Contracts)</b> |   |                                     |   |                                       |                   |            |
| 1. Family Name<br>Elgadi  |                    | First Name<br><b>Sara</b>  |   | Middle name<br><b>Satti</b>         |   | Maiden name, if any                   |                   |            |
| 2. Date of Birth  | Da<br><b>11</b>    | Mo<br><b>12</b>  | Yr<br><b>1980</b>   | 3. Place of Birth<br>Khartoum-Sudan | 4. Nationality (ies) at birth<br>Sudan  | 5. Present nationality (ies)<br>Sudan | 6. Sexe<br>Female |            |
| 7. Height<br>168 cm   | 8. Weight<br>68 kg |  | 9. Marital status<br>Single <input type="checkbox"/> Married * <input checked="" type="radio"/> Separated <input type="checkbox"/> Widow <input type="checkbox"/> Divorced <input type="checkbox"/> |                                     |   |                                       |                   |            |
| 10. Permanent address<br><br><b>21 block 1 Elmerghaaneya-Khartoum-Sudan</b><br><br>Telephone No. +249912385897<br>Fax No. n/a   |                    |  | 11. Present Address (if different)<br><br><b>Doka, Gedaref State- Sudan</b><br><br>Telephone No. + 249912385897<br>Fax No.  |                                     | 12. Office Telephone No. +249912387534<br>Office Fax No.<br>Office E-mail No. sarasat2002@yahoo.com |                                       |                   |            |
| 13. Do you have a spouse and/or children? YES <input checked="" type="radio"/> NO <input type="checkbox"/> if the answer is "yes", give the following information:  |                    |  |   |                                     |   |                                       |                   |            |
| NAME  |                    | Date of birth  |   | Relationship                        |   | NAME                                  |                   |            |
| AbdulRahman Elfadil Mohammed Saeed  |                    | 20/4/2011  |   | Son                                 |   |                                       |                   |            |
| Ashraf ELfadil Mohammed Saeed   |                    | 25/7/2016  |   | Son                                 |   |                                       |                   |            |
| Elfadil Mohammed Saeed  |                    | 16/8/1965  |   | Husband                             |   |                                       |                   |            |
| 14. Have you taken up any legal permanent status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input checked="" type="radio"/><br>If the answer is "yes", which country?                                       |                    |  |   |                                     |   |                                       |                   |            |
| 15. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input checked="" type="radio"/><br>If answer is "yes", explain fully:  |                    |  |   |                                     |   |                                       |                   |            |
| 16. Are any of your relatives employed by UNDP, any other UN organization or any other public international organization? YES <input type="checkbox"/> NO <input checked="" type="radio"/><br>If the answer is "yes", give the following information: |                    |  |   |                                     |   |                                       |                   |            |
| NAME  |                    | Relationship   |   | Name of International Organization  |   |                                       |                   |            |
|   |                    |  |   |                                     |   |                                       |                   |            |
|   |                    |  |   |                                     |   |                                       |                   |            |
| 17. What is your preferred field of work?<br>Projects Design, Planning and Management, Construction, infrastructure , Quality Control   |                    |  |   |                                     |   |                                       |                   |            |
| 18. KNOWLEDGE OF LANGUAGES. What is your mother tongue? Arabic  |                    |  |   |                                     |   |                                       |                   |            |
| OTHER LANGUAGES   | READ               |  | WRITE   |                                     | SPEAK   |                                       | UNDERSTAND        |            |
|   | Easily             | Not Easily   | Easily  | Not Easily                          | Fluently  | Not Fluently                          | Easily            | Not Easily |
| English   | *                  |  | *   |                                     | *   |                                       | *                 |            |
|   |                    |  |   |                                     |   |                                       |                   |            |
|   |                    |  |   |                                     |   |                                       |                   |            |
| 19. For clerical grades only<br>Indicate speed in words per minute  |                    |  |   |                                     | List any office machines or equipment you can use   |                                       |                   |            |
| Typing<br><br>Shorthand   | English            | French   | Other languages   |                                     | Photocopier, binders, computers, scanners, printers   |                                       |                   |            |
|   |                    |  | Arabic  | 50 wpm                              |   |                                       |                   |            |
|   | 40 wpm             |  |   |                                     |   |                                       |                   |            |

20. EDUCATIONAL. Give full details - N.B. Please give exact titles or degree in original language.

A. UNIVERSITY OR EQUIVALENT Please do not translate or equate to other degrees.

| NAME, PLACE AND COUNTRY                                  | ATTENDED FROM/TO |                | DEGREES and ACADEMIC<br>DISTINCTIONS OBTAINED | MAIN COURSE<br>OF STUDY                                    |
|--|------------------|----------------|---|--|
|  | Mo./Year         | Mo./Year       |   |  |
| <b>M.Sc. University of Khartoum-Sudan</b>                | <b>2001</b>      | <b>2003</b>    | <b>Master of Science</b>                      | <b>Physical and Projects<br/>Planning and Architecture</b> |
| B.Sc. University of Khartoum-Sudan                       | <b>1995</b>      | <b>2000</b>    | <b>Bachelor honours of Science</b>            | <b>Architecture and Construction<br/>engineering</b>       |
| <b>Ph.D. Sudan University for Science and Technology</b> | <b>2018</b>      | <b>ongoing</b> |   | <b>Design and Quality control</b>                          |

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship)

| NAME, PLACE AND COUNTRY  | TYPE                                | ATTENDED FROM/TO |                  | CERTIFICATES OR<br>DIPLOMAS OBTAINED          |
|--|-------------------------------------|------------------|------------------|---|
|  |                                     | Mo./Year         | Mo./Year         |   |
| <b>PRINCE 2 Certificate, UN online</b>                                   | Professional Certificate            | <b>19/3/2023</b> |                  | <b>Certificate in Projects<br/>Management</b> |
| <b>Diploma in specialized computer programs,<br/>Khartoum-Sudan</b>      | <b>Computer Diploma</b>             | <b>2007</b>      |                  | <b>Diploma in Office, Autocad,</b>            |
| <b>AutoDesk Training Diploma in specialized computer<br/>programs</b>    | Professional Certificate            | <b>2024</b>      |                  | <b>Diploma in BIM Management,</b>             |
| <b>PMP, PRM Training Diplomas, Saudi Arabia</b>                          | Professional Certificate            | <b>2024</b>      |                  | Certificate in Projects<br>Management         |
| Diploma, Sudan University for Science and Technology-<br>Sudan           | Assets Valuation Diploma            | <b>5/12/2010</b> | <b>10/3/2011</b> | Diploma in Assets Valuation                   |
|  |                                     |                  |                  |   |
| <b>Secondary School Certificate, Sisters' School<br/>Khartoum- Sudan</b> | <b>Secondary School certificate</b> | <b>1991</b>      | <b>1994</b>      | <b>Secondary School certificate</b>           |

21. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

Sudanese Institute of Architects (SIA)

Sudanese Engineering Society

Sudanese Engineering Council

22. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (Do not attach)

Settlements Planning in an Urban/ural Development Context

Flood Resilient Cities- Research Project.

BUILDING CAPACITY FOR WATER JUSTICE: THE ROLE OF NGOS IN SOCIO-TECHNICAL INTERVENTIONS IN EL FASHER, NORTH DARFUR

23. EMPLOYMENT RECORD: Starting with your present function, list in reverse order every employment you have had. Use a separate block for each FUNCTION. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last and present FUNCTION.

A. PRESENT FUNCTION (LAST FUNCTION, IF NOT PRESENTLY IN EMPLOYMENT)

| FROM  | TO             | SALARY PER ANNUM |             | EXACT TITLE OF YOUR FUNCTION:  |
|---|----------------|------------------|-------------|--|
| MONTH/YEAR  | MONTH/YEAR     | STARTING         | FINAL       |  |
| <b>June 2021</b>  | <b>present</b> | <b>3400 USD</b>  | <b>4900</b> | <b>Projects Engineer/ Civil Engineer</b>   |
| NAME OF EMPLOYER:<br><b>United Nations Office for Projects Services UNOPS</b> |                |                  |             | TYPE OF BUSINESS:<br><b>Non profit organization-UN</b>   |
| ADDRESS OF EMPLOYER:<br><b>Down town Port Sudan- Sudan</b>                    |                |                  |             | NAME OF SUPERVISOR:<br><b>Ghada Omer Saeed</b>   |
|   |                |                  |             | NO AND KIND OF EMPLOYEES<br>SUPERVISED BY YOU:<br>2 Engineers<br>1 Admin<br>35 Labours<br>1 Driver |
|   |                |                  |             | REASON FOR LEAVING:<br>-   |

DESCRIPTION OF YOUR DUTIES

- Evaluate and assess works schedules and programs, including the comparison with the schedule baselines and reports to the Project Manager accordingly
- Responsible for the preparation and verification of a database for the available materials shipped to the project, schedules of labor force, and monitoring of quality of such during the progress of works
- Check, verify and approve the interim payments submitted by the Contractor/s and submit detailed reports to the Project Manager
- contributed to building UNOPS profile in Gedarif, where this is the first time UNOPS is working there, through attending the different working groups sessions and being involved in the tasks organized.
- Directed \$2M+ healthcare infrastructure projects, including 3 hospitals, delivering 10% under budget through Primavera-driven resource planning.
  - Oversaw construction activities to ensure timely delivery, adherence to quality standards, and HSSE compliance, in coordination with the infrastructure project manager and supporting teams.
  - Reviewed and confirmed material quantities to facilitate procurement processes and supported cost-effective procurement in collaboration with the procurement team.
  - Monitored project progress and contributed to KPI assessments, reporting on
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- achievements, performance, and final project outcomes.
  - Collaborated with local contractors for topographical and geotechnical investigations, providing technical input to the design and development processes.
  - Supervised construction works and assisted in contract management, ensuring timely completion within budget while maintaining high-quality standards.
- • Coordinated with 15+ NGOs and local authorities to construct 12 health clinics and 8 shelters in Gedaref and Kassala, serving 30,000+ displaced persons

B. PREVIOUS FUNCTION (IN REVERSE ORDER)

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| FROM  | TO               | SALARY PER ANNUM |                 | EXACT TITLE OF YOUR FUNCTION:  |  |
|---|------------------|------------------|-----------------|--|--|
| MONTH/YEAR  | MONTH/YEAR       | STARTING         | FINAL           |  |  |
| <b>March 2010</b>   | <b>June 2021</b> | <b>1000 USD</b>  | <b>1500USD</b>  | <b>Real Estate Evaluator, Teams Leader</b>   |  |
| NAME OF EMPLOYER:<br><b>Mubarak Firm for accounting, auditing &amp; financial</b>   |                  |                  |                 | TYPE OF BUSINESS:<br><b>Private company</b>  |  |
| ADDRESS OF EMPLOYER:<br><b>Khartoum/ GEDAREF/ PORTSUDAN/ WAD MADANI, Sudan</b>  |                  |                  |                 | NAME OF SUPERVISOR:<br><b>Mubarak Ali Ibrahim</b>  |  |
|   |                  |                  |                 | NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:<br>- <b>3 Engineers</b><br>- <b>2 admins</b><br>- <b>2 surveyors</b><br>- <b>2 labours</b> | REASON FOR LEAVING:<br><b>Found a better job</b> |
| DESCRIPTION OF YOUR DUTIES  |                  |                  |                 |  |  |
| - ASSETS EVALUATION<br>- EVALUATION AND MONITORING<br>- Quality Control<br>- Risk Assessment  |                  |                  |                 |  |  |
| <b>April 2007</b>   | <b>May 2021</b>  | <b>400 USD</b>   | <b>1000 USD</b> | <b>Executive Manager/ Head of design dept.</b>   |  |
| NAME OF EMPLOYER:<br>- <b>Faris Engineering</b>   |                  |                  |                 | TYPE OF BUSINESS:<br><b>Private company</b>  |  |
| ADDRESS OF EMPLOYER:<br>Alamarat st.15, Khartoum- Sudan<br>Bakhitfaris71@gmail.com  |                  |                  |                 | NAME OF SUPERVISOR:<br><b>Dr. Bakhit Elballa Ahmed</b>   |  |
|   |                  |                  |                 | NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:<br>- <b>5 Engineers</b><br>- <b>2 Admins</b><br>- <b>20 Labours</b>                        | REASON FOR LEAVING:<br><b>Found a better job</b> |
| DESCRIPTION OF YOUR DUTIES  |                  |                  |                 |  |  |
| - Planning, monitoring and evaluation of projects<br>- quality control<br>- projects and construction management<br>- Staff Management.<br>- Delivered large-scale mixed-use developments, aligning designs with Building Code and regulations.<br>- Rehabilitated water systems in IDP camps, cutting waterborne diseases by 50% through UNICEF-partnered infrastructure upgrades.<br>- Trained 50+ engineers in conflict-sensitive construction practices, ensuring adherence to Standards. |                  |                  |                 |  |  |
| <b>January 2001</b>   | <b>May 2006</b>  | <b>250 USD</b>   | <b>400 USD</b>  | <b>Designer/ Site Engineer</b>   |  |
| NAME OF EMPLOYER:<br>Sama Sundus Engineering  |                  |                  |                 | TYPE OF BUSINESS:<br><b>Private Company</b>  |  |
| ADDRESS OF EMPLOYER:<br>Khartoum- Sudan   |                  |                  |                 | NAME OF SUPERVISOR:<br><b>Essam Fadl Almoula</b>   |  |

|  |  |                     |
|--|--|---------------------|
|  | NO AND KIND OF EMPLOYEES<br>SUPERVISED BY YOU:<br>- <b>1 Engineer</b><br>- <b>15 Labours</b> | REASON FOR LEAVING: |
| DESCRIPTION OF YOUR DUTIES   |  |                     |
| - <b>site engineer</b><br>- <b>monitoring site and office works</b><br>- <b>quality control</b><br>- <b>design</b> |  |                     |

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|   |  |                                     |
|---|--|-------------------------------------|
| 24. DO YOU HAVE ANY OBJECTIONS TO OUR MAKING ENQUIRIES OF YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input checked="" type="radio"/><br>Ghada Omer Saeed, ghadao@unops.org   |  |                                     |
| 25. ARE YOU NOW, OR HAVE YOU EVER BEEN A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES <input type="checkbox"/> NO <input checked="" type="radio"/><br>If answer if "yes", WHEN?   |  |                                     |
| 26. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.<br><i>Do not repeat names of supervisors listed in item 24.</i>  |  |                                     |
| FULL NAME   | FULL ADDRESS / TEL NO. / EMAIL ADDRESS   | BUSINESS OR OCCUPATION              |
| <b>Bakhit Elballa Ahmed</b>   | <b>Faris Engineering, Khartoum- Sudan/+249912142718/Bakhitfaris71@gmail.com</b>                        | <b>General Manager</b>              |
| <b>Mubarak Ali Ibrahim</b>  | <b>Cairo- Egypt / Mubarak Firm for accounting, auditing &amp; financial/ mubarak.ibrahim@maafc.com</b> | <b>HEAD AND OWNER</b>               |
| <b>Samah Abdul Rahman Tambal</b>  | <b>Cairo-Egypt / samah_tambal@yahoo.com</b>  | <b>College Assisstant professor</b> |
| 27. STATE ANY OTHER RELEVANT FACTS IN SUPPORT OF YOUR APPLICATION. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.<br><br><b>Currently I am working as a project engineer for UNOPS in Doka Locality, Gedaref State- Sudan.</b>  |  |                                     |
| 28. HAVE YOU BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES <input type="checkbox"/> NO <input checked="" type="radio"/><br>If "yes", give full particulars of each case in an attached statement.   |  |                                     |
| 29. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice. |  |                                     |
| DATE: <u>2/10/2024</u> SIGNATURE: SARA SATTI ELGADI   |  |                                     |
| NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.   |  |                                     |

## Financial Offer

Date 18/05/2025

| Cost Components          | Quantity | UOM   | Fee<br>(USD) |
|--------------------------|----------|-------|--------------|
| Monthly Professional Fee | 1        | Month | 2500         |
|                          |          |       |              |



