

SARA ELGADI

Construction Officer | Civil Engineer

Email: sarasat2002@yahoo.com | LinkedIn: linkedin.com/in/sara-satti-elgadi-66533362

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

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

Series 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)

INSTRUCTIONS <p>Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.</p>	UNITED NATIONS DEVELOPMENT PROGRAMME PERSONAL HISTORY FORM <i>(for Individual Contracts)</i>
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1. Family Name Elgadi		First Name Sara	Middle name Satti	Maiden name, if any																										
2. Date of Birth 11	Da Mo Yr 12 1980	3. Place of Birth Khartoum-Sudan	4. Nationality (ies) at birth Sudan	5. Present nationality (ies) Sudan	6. Sexe Female																									
7. Height 168 cm	8. Weight 68 kg	9. Marital status Single <input type="checkbox"/> Married *● Separated <input type="checkbox"/> Widow <input type="checkbox"/> Divorced <input type="checkbox"/>																												
10. Permanent address 21 block 1 Elmerghaaney-Khartoum-Sudan		11. Present Address (if different) Doka, Gedaref State- Sudan		12. Office Telephone No. +249912387534 Office Fax No. Office E-mail No. sarasat2002@yahoo.com																										
Telephone No. +249912385897 Fax No. n/a		Telephone No. + 249912385897 Fax No.																												
13. Do you have a spouse and/or children? YES ● NO <input type="checkbox"/> If the answer is "yes", give the following information:																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NAME</th> <th>Date of birth</th> <th>Relationship</th> <th>NAME</th> <th>Date of birth</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td>AbdulRahman Elfadil Mohammed Saeed</td> <td>20/4/2011</td> <td>Son</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ashraf ELfadil Mohammed Saeed</td> <td>25/7/2016</td> <td>Son</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Elfadil Mohammed Saeed</td> <td>16/8/1965</td> <td>Husband</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							NAME	Date of birth	Relationship	NAME	Date of birth	Relationship	AbdulRahman Elfadil Mohammed Saeed	20/4/2011	Son				Ashraf ELfadil Mohammed Saeed	25/7/2016	Son				Elfadil Mohammed Saeed	16/8/1965	Husband			
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14. Have you taken up any legal permanent status in any country other than that of your nationality? YES <input type="checkbox"/> NO ● If the answer is "yes", which country?																														
15. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO ● 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 ● If the answer is "yes", give the following information:																														
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17. What is your preferred field of work? 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 <i>Indicate speed in words per minute</i>					<i>List any office machines or equipment you can use</i>																									
Typing 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 DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Mo./Year	Mo./Year		
M.Sc. University of Khartoum-Sudan	2001	2003	Master of Science	Physical and Projects Planning and Architecture
B.Sc. University of Khartoum-Sudan	1995	2000	Bachelor honours of Science	Architectue and Construction engineering
Ph.D. Sudan University for Science and Technology	2018	ongoing		Design and Quality control

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 DIPLOMAS OBTAINED
		Mo./Year	Mo./Year	
PRINCE 2 Certificate, UN online	Professional Certificate	19/3/2023		Certificate in Projects Management
Diploma in specialized computer programs, Khartoum-Sudan	Computer Diploma	2007		Diploma in Office, Autocad,
AutoDesk Training Diploma in specialized computer programs	Professional Certificate	2024		Diploma in BIM Management,
PMP, PRM Training Diplomas, Saudi Arabia	Professional Certificate	2024		Certificate in Projects Management
Diploma, Sudan University for Science and Technology- Sudan	Assets Valuation Diploma	5/12/2010	10/3/2011	Diploma in Assets Valuation
Secondary School Certificate, Sisters'School Khartoum- Sudan	Secondary School certificate	1991	1994	Secondary School certificate

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	
June2021	present	3400 USD	4900	Projects Engineer/ Civil Engineer
NAME OF EMPLOYER: United Nations Office for Projects Services UNOPS				TYPE OF BUSINESS: Non profit organization-UN
ADDRESS OF EMPLOYER: Down town PortSudan- Sudan				NAME OF SUPERVISOR: Ghada Omer Saeed
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU: 2 Engineers 1 Admin 35 Labours 1 Driver
				REASON FOR LEAVING: -

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: Real Estate Evaluator, Teams Leader		
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL			
March 2010		June 2021	1000 USD	NAME OF EMPLOYER: Mubarak Firm for accounting, auditing & financial ADDRESS OF EMPLOYER: Khartoum/ GEDAREF/ PORTSUDAN/ WAD MADANI, Sudan DESCRIPTION OF YOUR DUTIES	TYPE OF BUSINESS: Private company	
					NAME OF SUPERVISOR: Mubarak Ali Ibrahim	
					NO AND KIND OF EMPLOYEES SUPERVISED BY YOU: <ul style="list-style-type: none"> - 3 Engineers - 2 admins - 2 surveyors - 2 labours 	
					REASON FOR LEAVING: Found a better job	
FROM	TO	SALARY PER ANNUM		NAME OF EMPLOYER: Executive Manager/ Head of design dept. ADDRESS OF EMPLOYER: Alamarat st.15, Khartoum- Sudan Bakhitfaris71@gmail.com DESCRIPTION OF YOUR DUTIES	EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		TYPE OF BUSINESS: Private company	
April 2007		May 2021	400 USD		NAME OF SUPERVISOR: Dr. Bakhit Elballa Ahmed	
					NO AND KIND OF EMPLOYEES SUPERVISED BY YOU: <ul style="list-style-type: none"> - 5 Engineers - 2 Admins - 20 Labours 	
FROM	TO	SALARY PER ANNUM		NAME OF EMPLOYER: Designer/ Site Engineer ADDRESS OF EMPLOYER: Khartoum- Sudan	EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		TYPE OF BUSINESS: Private Company	
January 2001		May 2006	250 USD		NAME OF SUPERVISOR: Essam Fadl Almoula	

DESCRIPTION OF YOUR DUTIES <ul style="list-style-type: none"> - site engineer - monitoring site and office works - quality control - design 	NO AND KIND OF EMPLOYEES SUPERVISED BY YOU: <ul style="list-style-type: none"> - 1 Engineer - 15 Labours 	REASON FOR LEAVING:
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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="checkbox"/> 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="checkbox"/> If answer if "yes", WHEN?		
26. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. <i>Do not repeat names of supervisors listed in item 24.</i>		
FULL NAME	FULL ADDRESS / TEL NO. / EMAIL ADDRESS	BUSINESS OR OCCUPATION
Bakhit Elballa Ahmed	Faris Engineering, Sudan/+249912142718/Bakhitfaris71@gmail.com	General Manager
Mubarak Ali Ibrahim	Cairo- Egypt / Mubarak Firm for accounting, auditing & financial/ mubarak.ibrahim@maafc.com	HEAD AND OWNER
Samah Abdul Rahman Tambal	Cairo-Egypt / samah_tambal@yahoo.com	College Assisstant professor
27. STATE ANY OTHER RELEVANT FACTS IN SUPPORT OF YOUR APPLICATION. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY. Currently I am working as a project engineer for UNOPS in Doka Locality, Gedaref State- Sudan.		
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="checkbox"/> 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: <u>SARA SATTI ELGADI</u>
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 (USD)
Monthly Professional Fee	1	Month	2500

Visas 3

كتابات

