

# C.V

## MOUSSA SHARAF

**MSc., PGDPM, CE, PMP, VMA**

### **Contracts & Commercial Director**

(EPC – DB – Construction Contracts Environment)

*(Projects: Hospitals – Hotels – Multistory Buildings – Infrastructure – Railways – Airports – Oil & Gas (ARAMCO) – Power Plants – Waste Water Treatment Plants – Security Projects – Industrial)*

#### **Contact Information**

Full Name : Moussa Mohammad Moussa Mostafa Sharaf  
E-mail : mmmoussaeg@yahoo.com  
Mob. : +20 120 320 0371  
Mob. : +20 115 921 1704  
Address : Egypt, Cairo, Hyde Park – Fifth Settlement  
Nationality : Egyptian  
Date Of Birth: 01, Jul, 1964

- **Master Degree**, (Projects Management – Research in Claims and Disputes), 2006
- **Postgraduate Diploma** (Projects Management), 2000
- **Bachelor Science of Civil Engineering** (Structural Department), **1987**
- **PMP** (Project Management Professional), 2014, - 2023 PMI, USA
- **FIDIC** (Studies & Practical Use of FIDIC Contracts Forms), FIDIC
- **VMA**, (Value Methodology Associated), 2010 - 2022 SAVE International, USA
- **Adjudicator**, (Arab Center for Arbitration), 2022

#### **Accreditation:**

- **Consultant Engineer** (Accredited by: Saudi Council of Engineers – Egyptian Syndicate of Engineers)

#### **Membership/Follower**

- **CIArb** - CHARTERED INSTITUTE OF ARBITRATORS
- **SCL**, SOCIETY OF CONSTRUCTION LAW,
- **AACE**, ASSOCIATION FOR THE ADVANCEMENT OF COST ENGINEERING.
- **PMI**, PROJECT MANAGEMENT INSTITUTION
- **SAVE International** (SOCIETY OF AMERICAN VALUE ENGINEERS)

#### **Achievements/Participations**

- **Established** set of Contracts Forms used for all projects at Ministry of Interior, KSA (especially for KAP Projects)
- Parts and Clauses of the Set Contracts Forms are adopted by MOF in drafting the new “Government Tenders and Procurement Law” issued in 1440 H and Its Implementing Regulations issued in 1440 H.
- **Participated** in the Review of Government Tenders and Procurement Law issued in 1440 H and Its Implementing Regulations issued in 1440 H representing Dar Al-Handasah.
- **Participated** in the Committee established by SAVE International, to review the “VM Guide”; A Guide to the “Value Methodology Body of Knowledge”.

#### **Career Objective**

- Provides a Commercial, Contractual & Managerial leadership through more than Thirty years of experience in multidisciplinary construction environment as specialist in managing and maintaining all aspects of Commercial, Contracts, Sub-Contracts, and Financial Elements of Works. Establishes and complies with all Commercial and Contractual processes and procedures, identifies issues impacting and set resolutions for the successful delivery of the projects. Preparation of Tenders/Procurement Documentations (including RFP, RFQ, RFI, IFB for Design, Construction, Design-Build, Turn-Key Projects, etc.) and Selection of Contracts Payment Type (FP, T&M, CR, etc.). Review and preparation of Method of Measurements, Take-off, Bill of Quantities and Invoices. Drafting & Preparation of Contracts, Claims, Variations, Arbitration Documents, Assessment of Cost and Time Impact, Negotiation, Disputes Resolutions, Risk Assessment & Mitigation. Management and Projects Control aspects, including Planning, Scheduling, Cost Estimation, Budgeting, Pricing, Cost Control, Cash Flow, and Earned Value Management.

## Technical Profile

- Civil Engineer with wide experience in Contracts and Sub-Contracts Administration, Commercial, Projects Management and Projects Control.
- Experienced with Governmental and international Contracts, especially the FIDIC Forms and working in, preparing, reviewing and administering different types of Contracts for both Consultancy Services and Contracting Works including Design Contracts, Supervision Contracts, Design-Build Contracts, Construction Contracts, BOT, EPC, etc.
- Preparing and Reviewing of Claims / Variations and issue the approved Change Orders.
- Preparing and Reviewing of Tender packages for Client approval, assist Client in conducting pre-tender meetings, arrange for Bidder Conference, site visits, reply to tenderers' queries, preparation of supplementary letters to the Bidders, evaluation of tenders, recommendations of award, preparation of Contract documentation for signature.
- Excellent oral and written communication and negotiation skills, as well as strong presentation skills and having an ability to communicate effectively with client interfaces.
- Ability to multi-task /work flexibly, showing commitment to achieve successful results and strong attention to detail and follow-up to ensure accurate and complete contractual documentation.
- Ability to work under pressure and create a good professional relationship with clients and internal stakeholders and the ability to lead teamwork and work in a team / matrix environment.
- Having project control tools including planning, scheduling, cost control, budgeting, estimation, cash flow & data analysis. (Using *Primavera* in addition to *Microsoft office*).
- Experienced with all Constructions activities and techniques, and the Quality Control and Quality Assurance as well. Familiar with codes and standards.
- Certified as Consultant Engineer from Egyptian Engineers Syndicate and Saudi Council of Engineers.

---

## Detailed Professional Experience

Mar 2021 -

Present

### Commercial Director - Hassan Allam Construction

#### HUB Civil Sector

Providing the Projects within the HUB Civil Sector with an extensive support of Commercial and Contractual Management for all the on-going Projects throughout the Contracts Duration from the Commencement and up to Closing-out, including the Contracts, Subcontracts, Consortium, and Joint Venture Contracts Management, Invoicing, Variations, Claims etc. The Projects comprise the following:

- 1- Bashteel Railway Station. (EGP 4.2 B)
- 2- Light Rail Transit (LRT). (Consortium of Four Companies & JV) (USD 250M).
- 3- Black Sand Factory (EGP 1.5B)
- 4- Sphinx Airport (EGP 1.0B).
- 5- Alamain Airport (EGP 1.7B)
- 6- MN Data Center (EGP 3.2B)
- 7- Egypt Gaza Security Border (EGP 2.3B)
- 8- Reviving of Humanity Memorial (EGP 2.2B)
- 9- Jotun Factory (EGP 500M)
- 10- Rehabilitation of Marina Sharm Hotel (EGP 55M)
- 11- COP 27 (EGP 1.5 B)
- 12- Renovation of 52 VIP Golf Villas at Sharm Elsheikh (EGP 1.1B)
- 13- Nuweibaa Central Hospital (EGP 257M)
- 14- Presidential Terminal – Sphinx Airport (EGP 550M)
- 15- Saint Catherine Development Project. (EGP 1.4B)

Mar 2008 – Mar

2021

### Senior Contracts Manager - Dar Al-Handasah – Riyadh – Saudi Arabia

- 1- Sr. Contracts Manager, providing the Head Office, in Riyadh, with an expertise and all commercial, legal, and contractual supports for all on-going Dar Projects in Saudi Arabia and for all the proposals being submitted to Clients. (2008 to present) such as and not limited to SAUDI ARAMCO, MODON, MOI, MOD, MOF, MNGHA, MOT, SAR, MOMRA, etc.
- 2- Sr. Contracts Manager for the project of Five Specialized Hospitals in Riyadh, Jeddah, Taif and Qassim, for the Ministry of National Guard - Health Affairs (MNGHA) – (with an amount of SR 8.5 Billions) (from 2014 to present)

- 3- Sr. Contracts Manager (In Riyadh Office) (2013 - 2014); Preparing and reviewing several Bidding / Tenders Documents (RFP, RFQ, IFB) for Design, Supervision, and Construction and preparing and reviewing many Claims and Variations for many projects to the following Clients:
  - i. Riyadh Municipality.
  - ii. Ministry of Transport.
  - iii. Saudi Railway Organization.
  - iv. Saudi Aramco.
  - v. Private Sector.
  
- 4- Senior Contracts Manager (Ministry of Interior (MOI's Projects (Central for Developmental Projects (CDP)) KSA - Head of Contracts – Studies & Designs Department ) for more than 1,800 projects and 250 Contracts for our client with cost of more than Saudi Riyals (110 Billions), (During the period from 2008 to 2013).

My responsibilities include the following:

- Carry out all activities related to contracts such as drafting, preparation, finalization, negotiation, issuing and administration.
- Responding to inquiries regarding contract obligations and revisions.
- Identifying risks, issues & suggesting alternatives that leads to the best solution.
- Reviewing and managing contractual obligations of the parties and provides continual review to ensure that all terms and conditions are met.
- Preparing and disseminating information of contract status, compliance and modifications.
- Acting as the primary contact between the project team and/or business unit and Legal & Commercial department, ensuring that all legal and contractual matters are addressed efficiently and promptly.
- Responsible for educating the project team on contract terms and monitoring compliance, and responsible for adherence to Employer policies and procedures.
- Developing and integrating Contract Management tools, templates, methods and processes for the engagement.
- Assisting the Project Management to achieve contractual compliance on processes and procedures.
- Managing any disputes with Government (Employer) / Consultants / Contractors / areas, as well as acting as contracts liaison.
- Controls Audits and Contract Reviews.
- Advising and assisting in Legal negotiations (occasionally lead negotiations).
- Protecting the Employer from unnecessary Contract liabilities, damages, penalties, etc.
- Draft, negotiate, and critically review all types of agreements (e.g., Contract, purchase, sales, service, etc.) for all assigned Contracts.
- Reviewing defined Contract terms (i.e. limitation of liability, indemnity, warranty, etc.) and revise accordingly consistent with Employer policies and procedures.
- Supporting the department in the establishing of new and revised policies, procedures, contract template revisions, contract interpretation and guidance, as requested.
- Prepare the Bidding Conditions and Documents for Design Contracts and Construction Projects and prepare the Contracts Conditions for the Consultants / Contractors.
- Study the submitted offers from the Contractors & Consultants
- Prepare and review the Contractors & Consultants Claims / Variations and Issue the approved Change Orders
- Prepare and review the Quantities of the Variations, modification / omission & addition
- Review and Issue the Monthly Payment Certificates of the Contractors & Consultants
- Study the Quotations and determine the prices for the new items
- Review of any claims notifications and recommendations on action
- Early identification and development of solutions for potential Claims, Variations, Extension of Time, Delays, and other Post-Contract Cost Control
- Handle correspondences and other communications with the different parties.
- Handle the procedures related to the projects contracts
- Involve contractually for managing contracts from tendering development through award, administration and closeout
- Coordinate with project managers, projects engineers, and cost engineer to ensure that the contract requirements are met.
- Ensure the accuracy and adequacy of the contract and its integral documents such as bonds, insurance, specifications, etc.
- Review bids for conformity to contract requirements and recommend acceptable bids
- Value Engineering workshop, revision and approval of VE reports submitted by Consultants.

2006 –2008

### **Senior Contract Administrator / Deputy of Project Control Manager**

**Tecnicas Reunidas; Madrid, Spain**

**Petro-Rabigh Refinery Plant – SAUDI – ARAMCO - (US\$ 1400 Million)**

As a Senior Contract Administrator in EPC project of Petro-Rabigh Refinery (US\$ 1400 Million)

The Project data includes: (12 New Process Units – 3 Revamping and interfaces Units – 796 Equipment with 24,000 tons – 56,000 m<sup>3</sup> Reinforced Concrete – 19,000 tons Steel Structures –14,000 tons Piping – 2,400 km Cables – 325 km Trays – 19,100,000 Direct Construction MHRs)

Responsible for:

- Study the submitted offers from the Subcontractors / Suppliers / Vendors
- Prepare and maintain the subcontracts and purchase orders
- Prepare and review the Company Claims / Variations to the Client
- Study and review the Subcontractors Claims
- Issue and review the Field Extra Work and Change Orders
- Prepare the Quantities of the Variations, modification / omission & addition
- Prepare and review the Monthly Payment Certificates to the Company and to the Subcontractors
- Study the Quotations and determine the new prices for the new items
- Prepare the documents of the Back charge to the subcontractors / Clients
- Manage the local procurement of materials
- Prepare and review the procurement schedules
- Review of any claims notifications and recommendations on action
- Early identification and development of solutions for potential claims situations
- Correspondences and subcontractors site communications

2003 - 2006:

### **Projects Control Manager.**

**(Contract Administration – Claims/Variations Control – Cost Control – Planning/Scheduling)**

**Areeel Const. and Ind. Co. - Otaishan Group - ISO 9001-2000 Certified - Thalatheen St. Olaya.**

**Riyadh KSA, Saudi Arabia**

Responsible for:

- Study the submitted offers from the Subcontractors / Suppliers / Vendors
- Prepare and maintain the subcontracts and purchase orders
- Prepare and review the Company Claims / Variations to the Client
- Study and review the Subcontractors Claims
- Issue and review the Field Extra Work and Change Orders
- Prepare the Quantities of the Variations, Modification / Omission
- Prepare and review the Monthly Payment Certificates to the Company and to the Subcontractors
- Study the Quotations and determine the new prices for the new items
- Prepare the documents of the Back charge to the subcontractors / Clients
- Manage the procurement of materials
- Prepare and review the procurement schedules
- Correspondences and subcontractors site communications
- Prepare reports & schedules, update and monitor progress, study and advise on technical submittals and schedules.
- Estimating, budgeting, cash flow, and cost control for all the projects and for the company as well.
- Establish and monitor schedules for construction, materials submittals, shop drawings submittals, and procurement of materials
- Provide the projects managers with the format and applications which used as a progress measure tools
- Analysis of projects data and update all the Schedules using the proper software (Primavera)
- Reporting to the top management and providing them with the projects situations accompanying with the proper recommendations
- Prepare the materials of claims presented on the construction schedule
- Substantiate and Present the Variations impact on the work progress and delay of the project and prepare the corresponding documents of the Claims.
- Provide overall direction and management for projects. Ensure consistency with corporate strategy process and on time implementation of project.
- Develop and manage and or execute all phase of the project controls effort (planning/scheduling and cost analysis)
- Utilize widely diversified knowledge of project control activities
- Produce profitability reports for products, as well as other performance measures as required.
- Include reporting and controlling cost center budgets and monthly reviews with revenue
- Play a key role in the overall business objectives, annual profit plans and performance measures.
- Responsibilities of high cost level of product costing and timely updating of locations and maintain accurate cost information with regard to purchase price,
- Review monthly forecasting on projects and participate in annual business planning through forecasting, cost anticipated margins and cash flow budgets and communicate status and variances.

- Maintain and comply with all ISO 9000 Certificate Requirements

2000 - 2003:

**Area Manager (Heliopolis Intercontinental Hotel) / City Stars  
Golden Pyramids Plaza Company (Client) – Arab Consulting Engineers – under management of  
Bechtel International- ACE International - 13 Ramo Buildings - Al-Nasr Road - Cairo, Egypt  
City Stars Project (USD 2 Billion)**

Area Manager (for Zone H) managing the Contract and supervising the work of the Contractors: CCC Company and Sefi-Fontec Company.

The project was consisting of 3 Hotels, Commercial center with hyper market, 9 Towers, Health Club, Two swimming pools, in addition to the infrastructures and sub-station.

Responsible for:

- Management and co-ordination of work between the Contractors.
- Supervision of construction on site
- Evaluate and review the variations, omission and additional work for each contract
- Study the Claims of the Contractors
- Prepare the Counterclaims for the Client
- Prepare the Arbitration Documents
- Review the planning and schedules submitted by the Contractors
- Correspondences and Contractors site communications

1995 - 2000:

**Project Manager / Zone Manager  
Hamza Associates - ISO 9001-2000 Certified  
5 Ibn Marawan St. Dokki, Egypt**

**Zone Manager (Heliopolis Intercontinental Hotel) / City Stars**

- supervising CCC Company and Sefi-Fontec Company.

The project was consisting of 3 Hotels, Commercial center with hyper market, 13 Towers, Health Club, Two swimming pools, in addition to the infrastructures and sub-station.

Responsible for the management, review the variations, work planning and schedules, and co-ordination of all the work in the main part of the project (Intercontinental Hotel)

**Project Manager (Consultant)**

- El-Ezz Steel Rebar Factory (Melt Shop) and El-EZZ Substation 135 MW in El-Sadat City.
- Supervising Kollaly Contracting Company for civil and finishing work and coordinate with Hitachi for erection of equipment in the Melt Shop and with ABB for erection of steel towers, transformers, etc.,

**Resident Engineer for Quality Control & Quality Assurance (Consultant)**

- in the very Huge Thermal Power station in Al-Kureimat Town under the management of EBASCO OVERSEAS and supervising DEALIM Company.
- Working in many projects in the Head Office in Projects Management department, as planning and projects estimates and costs, and study of tenders, preparing and complying with ISO 9000 Certificate Requirements.

1993 - 1995:

**Site Manager (Consultant)  
American British Consultants - AMBRIC (USA - British) – Arab Consulting Engineers  
30 Ramsis st. Cairo, Egypt**

Al- Gabal Al-Asfar waste water treatment and sludge treatment Plants (1, 300, 000 M3 / Day)

Zone manager for one of four Streams of the plants.

Supervising Ansaldo, Condottee, and Al-Nasr Co. and responsible for supervising work in site and review & monitoring the work planning and schedules.

1992 - 1993:

**Project Manager  
Libyan Egyptian Company  
Wadi Tamet - Azkir Road Project  
Sert - Libya, Libya**

Responsible for:

- Study all the new tenders
- To manage, plan, and schedule for the execution of Wadi Tamet - Azkir Road Project including the construction of 3 Bridges and 19 Culverts with the following duties:
  - Developing the organizational chart and assembling the project's team
  - Planning and managing the mobilization and demobilization of the project
  - Preparing and updating the project budget
  - Managing the contracts with the client, subcontractors, vendors and consultants
  - Monitoring all admin and fiscal related issues such as personnel & project insurance and sales tax
  - Maintaining project cost control by directing and monitoring all billing, payables, cash flow and budget control activities
  - Collecting receivable from the clients
  - Managing claims, schedule performance, delays, scopes changes and changed conditions.
  - Corresponding with clients
  - Implementing company policy and procedures in managing the projects' activities
  - Ensuring proper allocation and safekeeping of all company assets in the project

- Managing procurement, logistic and subcontracting
- Conducting periodic meetings with the client to ensure favorable climate for business
- Ensuring project's quality and safety measures
- Providing staff with the needed training and incentive to ensure their motivation
- Submitting regular project reports for management and client
- Responsible for selecting potential employees and reporting them to the management
- Conducting regular site walk through with the Construction Manager to monitor the construction performance with regards to schedule, safety, cost, quality and conformance with the project contract
- Supervising project's closeout which includes all documentation

1990 - 1992:

**Site and Technical Office Engineer**  
**Kershah for Contracting Company**

23 AbdulKhaliq Tharwat St. Cairo, Egypt

Site and Technical Office Engineer for the projects of

- The Whole market Project in Al-Obour City (LE 100 million)
- The Ring Road Project - Cairo
- Al-Salam Hospital Project at Al-Salam City

Responsible for executing of work in site, quality control & laboratory and field testing, quantities surveying and measuring, variations calculations, and the planning and scheduling.

1987 - 1990:

**Site Supervision Engineer**  
**Armed Forces - Engineering Department**

Cairo - Egypt, Egypt

Working in many projects related to the Egyptian Armed Forces in the following fields:

- Design and review number of the military buildings.
- Supervise a number of the armed forces projects.

Education

October 2006:

Faculty of Engineering - Ain Shams University, Cairo, Egypt

Master's degree

Master Degree in the Project Management - in the subject of "Techniques of Minimizing Claims Problems and Disputes in Engineering Contracts - FIDIC & Local Contracts"

- From Structural Department
- In addition to, Studying of 8 Courses of the Structural Engineering and Projects Management

June 2000:

Faculty of Engineering - Ain Shams University, Cairo, Egypt

Certification/diploma

Postgraduate Diploma In Projects Management

- From The Structural Department
- Two Years Study
- 16 Courses and applications in the Projects Management

June 1987:

Faculty of Engineering - Ain Shams University, Cairo, Egypt

Bachelor's degree

Bachelor Science of Civil Engineering -  
Structural Department

Computer Courses Attended

- Basic Language - Microsoft Project
- Introduction and Dos - AutoCAD
- Windows - Sap 90, Sap 2000
- Microsoft Office - Primavera Enterprise (P5)
- Primavera Project planner (P2) - Primavera (P6)
- Primavera Project planner (P3) - Primavera Expedition, Contract Manager

Training Programs & Professional Qualification:

| Program name                              | Date                     | Place        | Trainer  | Duration | of hrs. |
|---|--------------------------|--------------|--|----------|---------|
| FIDIC CERTIFIED ADJUDICATOR PROGRAM (DAB) | 23/09/2022 TO 11/01/2023 | CAIRO, EGYPT | ARAB CENTER FOR ARBITRATION<br>Eng. Maged Khlossy<br>Dr. Nabil Abbas | 4 MONTHS | 50 HRS  |
| FIDIC UNDERSTANDING DABS – MODULE III     | 02/11/2022 TO 23/11/2022 | CAIRO, EGYPT | ARAB CENTER FOR ARBITRATION<br>Dr, Nabil Abbas                       | 1 MONTH  | 16 HRS  |

|   |                          |  |   |           |               |
|---|--------------------------|--|---|-----------|---------------|
| CONTRACT LAW – CIVIL LAW  | 22-11-2022 To 05-01-2023 | Cairo, Egypt   | AUC (American University in Cairo)                      | 1.5 Month | 32 Hrs        |
| Value Methodology Fundamental II                                    | 23/09/2022 – 28/12/2022  | Sidney, Australia (Via Zoom)                                 | PMRT – Management Consulting                            | 8 weeks   | 32 hrs        |
| Finance for Non-Financial   | 11-12/9/2022             | Hassan Allam HQ  | American Chamber of Commerce (in Egypt)                 | Two Days  | 16Hrs         |
| Project Management Professional PMP Exam Preparation Course         | 10-11/2012               | Riyadh   | Engineering & Management Technologies LLC Delaware, USA | 4 weeks   | 36 hrs        |
| Practical Use Of 1999 FIDIC Conditions                              | 17-18/10/2010            | Abo Dhabi UAE  | ECV in Partnership with FIDIC                           | Two days  | 18 hrs        |
| Training Workshop, Module I – Value Engineering                     | 2/1/2010 – 28/2/2010     | Center for Development Projects – Ministry of Interior - KSA | PMRT – Management Consulting                            | 8 weeks   | 40 hrs        |
| Postgraduate Diploma (16 Courses on 4 semesters)                    | 1/10/1998 – 30/6/2000    | Ain Shams University   | Faculty of Engineering                                  | 2 years   | 12 hrs / week |
| Master degree prequalification studies (8 courses on two semesters) | 1/9/2001 – 30/6/2002     | Ain Shams University   | Faculty of Engineering                                  | One year  | 12 hrs / week |
| High studies prequalification course                                | 28/4 – 5/5/2001          | Ain Shams University   | Faculty of Engineering                                  | One week  | 24 hrs        |
| ISO 9000 prequalification course for companies                      | 1-2/2/1998               | Safeer Hotel Cairo   | ARTHUR ANDERSEN   | Two days  | 16 hrs        |
| ISO 9000 prequalification course for companies & workshops          | 3-12/2/1998              | HAMZA ASSOCIATES HQ - Cairo                                  | ARTHUR ANDERSEN   | Two weeks | 48 hrs        |

Professions & Memberships with Professional Organizations & Associations:

| No. | Name                                | Place                    | Certification no. | Specialization   |
|-----|-------------------------------------|--------------------------|-------------------|--|
| 1   | PMI; Project Management Institution | United States of America | 1717315           | PMP, Project Management Professional                     |
| 2   | SAVE International                  | United States of America | 201006042         | Associate Value Specialist; AVS, VMA                     |
| 3   | Egyptian Syndicate of Engineers     | Cairo                    | 04974/1           | Consultant Degree – Quality Control & Structures Testing |
| 4   | Saudi Council of Engineers, SCE     | Riyadh , KSA             | 26018             | Member with "Consultant Degree"                          |
| 5   | Egyptian Syndicate of Engineers     | Cairo                    | 02899/13          | Member - Civil Department                                |
| 6   | Egyptian Society of Engineers       | Cairo                    | 2765              | Member - Civil Department                                |
| 7   | SAVE International                  | United States of America | 42957             | Member   |
| 8   | PMI; Project Management Institution | United States of America | 2567284           | Member   |