

HASSAN SULIMAN AL-ARNOUS

Mobile: +966558199931

E-mail: hassan.alarnous@outlook.com

Place and date of birth: KSA - Dammam 1983

Nationality: Syrian

Assistant Civil Engineer

Membership of Saudi Council of Engineers No. 400200

- Objective**
- Looking forward to taking my career to the next level in the field of Contracts Administrator and project management.
 - I Have a long and diverse (19) nineteen years of experience in a multi-disciplinary operation work responsibilities as an assistant project manager and contracts Specialist with excellent knowledge in all administrative, and government regulations in respect of projects and engineering affairs.
 - I would like to utilize this experience as a baseline and build more into it in my new career position.
-

Education

2002-2003 | Damascus University, Engineering Diploma from the Engineering College, Major is General Constructions.

Certificates

1. PMP® Project Management Professional Certificate

Project Management Institute, C. No. 3264210

2. FIDIC Contracts Module 1 Certificate

Practical use of the FIDIC conditions of contracts under 1999 & 2017 Red and Yellow books. Source from FIDIC – International Federation of Consulting Engineers & Arab Centre for Arbitration.

3. FIDIC Contracts Module 2 Certificate

Management of Claims and the Resolution of Disputes. Source from FIDIC & Arab Centre for Arbitration.

4. FIDIC Contracts Module 3 Certificate

Understanding (DABs) Dispute Adjudication Board's. Source from FIDIC & Arab Centre for Arbitration.

5. FIDIC Contracts Module 4 Certificate

Management and Administration of FIDIC Contracts. Source from FIDIC & Arab Centre for Arbitration.

6. FIDIC CERTIFIED ADJUDICATOR Programme

Professional Program for the preparation of a member of Dispute Adjudication Boards in FIDIC Contracts. Source from Arab Centre for Arbitration.

Courses and Training

- Certificate of completion a training course of (Understanding FIDIC's Standard Form of Contract)
- Certificate of completion FGI Guidelines Workshop course from the Facility Guidelines Institute.
- Certificate of completion the workshop titled (PMO) Project Management Office.
- Certificate of completion the workshop titled (PMP) Project Management Professional.
- Certificate of completion the workshop (Designing Safer, Higher Quality Healthcare Facilities using evidence –based design process).
- Certificate of completion the workshop titled (life safety fundamentals for hospitals).
- Certificate of completion the workshop titled (need-based strategic healthcare planning).
- Certificate of completion a training course of (AutoCAD) program for two months.
- Certificate of completion a training course of (Microsoft Office programs) for two months.
- Certificate of completion a training course of (computer Software maintenance) for three months .

Work Experience

01 Oct 2021 – Present	<p>Currently, I working in Tatweer Building Company (TBC) - Regional Office in the Eastern Province, through the contract concluded between (TBC) and the consulting "Ahmed Al-Mousa Eng'g Consultants"</p> <p>Position: Contracts Specialist</p>
17 Years & 08 Months From 01 Feb 2004 to 30 Sep 2021	<p>Employer: General Directorate of Health Affairs in Eastern Province (Department of Engineering Affairs).</p> <p>Position: Assistant Projects Manager & Contracts Administrator.</p> <p>Responsibilities: Technical office work:</p> <ul style="list-style-type: none">- To perform all duties and responsibilities as a Contracts Administrator.- To prepare all types of technical reports (monthly, periodic, quarterly, annual, etc..) for all projects in the Eastern Province. This is done at both the internal level, and external level whether to the Ministry of Health, or other bodies such as the Eastern Region Emirate, other Ministries as well as Regulatory Bodies.- To prepare financial and budgetary reports at different scales.- To prepare the presentations relevant to the above report.- To work as assistant engineer in the calculation of quantities and project materials and items investigator.- To prepare the financial and technical analysis reports for the general competitions- To prepare and rearrange deferent types of transactions based on the governmental procedures and regulations, such as financial dues transactions, extending the contracts, change order, budgets and direct purchase competition according to the government system for purchase, and other transactions.- Updating office policies and procedures.- Analyzing the procedures and workflow of projects management such as workflow in the projects control, the procedures of direct purchase, competition process, procedures of project request, and other procedures. Then preparation the handout that explain and

clarify the policies and procedure of a specific action by using (Business Flow Diagram) which illustrates the flow of the actual steps (sequential or reverse) in a manner that is easily understood by all members.

- To supervise the sequential of the transactions and directives issued by management to employees, and coordinate with associate departments for the common transactions.
- To Supporting the department managers, and staff.
- To prepare all types of official letters at all levels for all senior governmental bodies.
- To monitoring incoming and outgoing mail.
- To prepare various types of press reports concerning to projects and engineering affairs.
- To creating, updating, and maintaining personnel records, financial records, databases and other records.
- To prepare engineering drawings by using (AutoCAD) if it is required.
- A technical member of Project Management Office (PMO) in health department of Eastern province.
- I worked as office manager for the general projects director of engineering affairs at the health department in eastern province.
- I worked as office manager for the Assistant of General Director of Engineering Affairs in Ministry of Health - Eastern province.

Fieldwork:

- The Medical Tower in Dammam Medical Complex Project:

As a member of the receiving committee to receive the construction and architectural items from the implementing contractor and to supervise the process of preparing medical and non-medical equipments and the pre installation phases, and to coordinate with concerned commissioning, and to follow up the non-medical operation of the hospital and to supervise the work of maintenance contract.

- The Maternity and Children Hospital in Dammam: (400 Beds):

I have been assigned for a year and six months to work in this project as a member receiving committee of the construction and architectural items from the implementing contractor and to supervise the process of commissioning of medical and non-medical equipment, and to follow the non-medical operation of the hospital and to supervise the work of maintenance contractor.

- The Maternity and Children Hospital in Hafar Al-Batin: (300 Beds)

Where the same duties has been repeated again successfully.

Soft Skills:

- Team Working and Organization
- Time management and follow up
- Creating a friendly yet professional and respectful work. environment.
- Multitasking of several projects and assignment.

Languages:

- Arabic and English Languages.
-

Computer Skills:

- Computer software:
 - Engineering drawing program (AutoCAD),
 - Engineering design program (SAP),
 - Reports maker (In Design)
 - Microsoft Office application
 - Microsoft Visio Program
 - Microsoft Power BI
-

References are Available upon Request.

All supporting documents available upon request