

CURRICULUM VITAE

PERSONNEL DETAILS:

Name : Moayyad Majjed Alnajjar
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Email address : najjarmoayyad@yahoo.com
Nationality : Jordanian
Date of Birth : 26 June 1977

PROFESSIONAL QUALIFICATION:

- Bachelor of Science in Mechanical Engineering, Alanbar University, Republic of Iraq, 1999
- Attended various Seminars in HVAC, Plumbing & Fire Fighting Systems.
- FIDIC Training Course.

PROFESSIONAL EXPERIENCE:

UNITED ELECTROMECHANICAL INTERNATIONAL,
2004- PRESENT : QATAR OFFICE
1999- 2004 : JORDAN OFFICE

1) As Office Engineer in charge of the following duties:

- Studying and pricing a variety of MEP tenders.
(Sports Clubs, Housings, Towers, Commercials, etc....)
- Review BOQ quantity's and comparing with design drawings take off.
- Contact with local and int'l supplier / manufacturers in order to receive a quotations as per project requirements and relative standards.
- Preparing material submittals.
- Follow up material submittals with Consultant / Client and obtain required approvals.

- Order materials as per approved material submittals and approved shop drawings.
- Contact and follow up with suppliers up to handing over stage.
- Contact local Subcontractors and monitor their work progress and payments in coordination with the Project Manager.
- Prepare project evaluations and follow Client / Consultant approval.
- Prepare variation orders with cost analyses sheets and required backup documents.
- Preparing testing and commissioning manuals.
- Preparing operation and maintenance manuals.

2) As Site Engineer in charge of the following duties:

- Prepare shop drawings and as built drawings.
- Prepare material requisition and check material inventory.
- Making sure that the supplied materials are sufficient during the entire project duration to avoid delays.
- Material receiving inspection prior to installation.
- Prepare and conduct request for inspection of the executed works.
- Performs site surveys.
- Arrange testing and commissioning of all the works.
- Manage the work with other Engineers and Draftsmen related to the project requirements.
- Technical and quality control of works according to project specification QCS and relevant standards.
- Monitor and supervise the Sub-contractors to ensure that the works will be done in accordance with the approved drawings, construction specification and standards.
- Attend coordination meeting conducted by general contractor.
- Monitor and supervise Sub-contractor's activities.
- Prepare and submit reports covering all job activities.

CURRENT POSITION:

Commercial Manager

CURRENT DUTIES:

Manage all commercial activities including the followings:

- Administrate tender process including tender documents review, rise technical inquires, tender consideration and conditions.
- Coordinate tender requirement and flow of information with Internal Departments and Managing Director.
- Tender costing, budget preparation and closing out.
- Administrate Commercial Contract “Review, Clarification and Negotiation”.
- Deliver commercial support to Project Management throughout contract delivery cycles, advising on project control variations and commercial considerations of managing projects.
- Financial Duties “Bank Facilities, Cash Flow Report, LC...etc.”
- Monitor and evaluate projects progress.
- Coordinate with Project Managers “Progress, Plans, Procurement, Evaluation...etc.”
- Attend coordination and negotiation meeting with Client and Consultant.
- Value Engineering Administration.
- Manage Procurement Process.
- Follow up and monitor material submittals, orders and variations.
- Assuring flow of material as per contract time frame.

SOME OF PROJECTS:

- Hangar for Qatar Emiri Maintenance Corps of Qatar Armed Forces @ Sailiya
- Horse Owner Complex @ al Khor – Qatar
- Private Chalets @ Al Khor
- Hamad International Airport “Low Voltage System”
- Qatar Scout Overland Camp - Qatar

- Al Waab City (Ha Building Package) – Qatar
- Al Waab City (Piazza Package) – Qatar
- Otaibi Office Building – Qatar
- Private Palaces compound – Qatar
- Q-COAT Factory – Qatar
- Racing and Equestrian Club – Qatar
- Development of Al-Rayyan Sports Club – Qatar
- Al-Sadd Sports Club – Qatar
- Chancellery of the Embassy of Japan Project – Jordan.
- Shmisani Office Building – Jordan
- Abu Setta Office Building – Jordan

LANGUAGES:

- Arabic: - Mother Tongue
- English: - Very good in reading, writing & conversation.

MEMBERSHIP:

- UPDA Certified Mechanical Engineer
- Member of Jordan Engineering Association (1999)

ADDRESS:

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