

Amr Farouk Hanafy Ibrahim

MSc in contracts – PMP – RICS Associate

MOB # +201210456122 Egypt

amrfaroukhanafy@gmail.com

Resume

Project assignment:

Projects Mngr. / Contracts & Procurement Mngr. / Commercial Mngr. / Owner Representative

EXPERIENCE: Over 30 Years

- Project Management in “TURNER International – Sodic project , Value Consultant and Associated “ in Egypt & KSA more than 13 – Years.
- Construcion with Contractors “ Saudi Binladen Group , DEPA for Hotels and Arabian Intrnational “ . In Egypt & KSA more than 10 years.
- Owner & Government Sector in “ Palm Hills Real Estate , Dream Land & General Organization of Educational Building “ . in Egypt more than 6 - years

Education:

- Certified PMP # 2151532 up to 2024.
- Master of Since Degree of Civil Engineering in Contracts and Disputes , Feb. 2004.
- Reserch Subject :” Developing Software program to Control , Minimize and Decrease Claimes “.
- Diploma Of Construct and manage on Construction Projects . Two years Study at Cairo Universty , Fucalty of Engineering. From 1996 to 1998 .
- BSc of Civil Enginireeng , Cairo Universtay May 1990.

Professional Skills:

- Skilled creative over 30 years experience across Construction Execution , Claims & Change Order Management, Contract /procurement Management, Quantity Surveying & Payments process, Project Management, Cost Control Management, Estimations, Budgeting, and planning Consulting.
- Strong Knowledge with Cost Control processes and its relation with Procurement needs thru Contractual Supply Chain.
- Familiar with International FEDIC standards.
- Strong ability to prepare and review Construction variations, Claims and Disputes settlements besides studying the project documents in pre-bid and post bid stages and communicating with the different discipline for the fulfillment of mandatory procurement and contractual requirements.
- Excellent in contractual drafting and preparing replys for all correspondence along with its attachments.
- Effective communicator with an ability to take business-critical decisions.
- Familiar with planning process along with Contractual / Commercial targets.

Other Information

- **Contact Phone NO.** : (002 012 10 456 122)
- **Date of Birth** : 1968
- **Current Location** : Giza, Egypt
- **Residence Location** : Dream Land, 6th Of October City
- **NO of Family** : 4

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Experience and Projects



From: July - 17
To : up to Date

Saudi Ben Laden Group – Haramin Division

Position: Cost plus Contract Administration Manager
Project : Holy Haram Expansion – Makkah, KSA

Responsibilities:

- Ensure to digest and understand Main Contract of the Project to maintain Firm's Rights.
- Assist and advice in approve of Sub-Contractor's Contracts, Bids after procurement process and its IPC's according to project main contract.
- Study and assist in procurement process with relevant departments to appoint the bid winner
- Reply to Consultant / Owner correspondences and provide correct information related to Owner / consultant Contract, budgetary and cost control as and when necessary.
- Raise and Manage the resolution of subcontractor's claims/ variations according to subcontract's clauses
- Assist and supervise functioning of the Project Cost Control System for Project.
- Review and Assist in Forecast the projects' cash flow
- Prepare and issue funds requested periodically to MOF. After checking IPCs, Contracts and POs.
- Review and follow up for all items to be coded according to cost center allocation.
- Ensure project documentation is kept current at all times; and accurate records are maintained with regard to Submittals and its revisions.
- Assist in preparing Preliminary Budget, and Updates quarterly or as requested.
- Attend meeting with Consultant on top management level to achieve project main objectives.
- As needed, provide guidance on contractual issues to project managers or other operational staff, to understand contracting practices and procedures.
- Assist in Developing and implementing procedures for contract management and administration in compliance with company policy as appropriate.
- Work with risk management department/finance to coordinate contractual insurance requirements.
- Assist in Preparation of the Master Schedule for Project and Monitor updates, on Timely basis, and review Monthly Quantity reports to check project productivity.
- Prepare, develop organization breakdown structure for all Departments Resources of project and got approval by Client.



From August - 14
To July - 17

Saudi Ben Laden Group – Public Building & Airports Division

Position : Cost plus Billing Manager
Project : Haram Expansion - Madinah, KSA

Responsibilities:

- Estimate, Forecast and issue yearly project's budgetary view.

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- Reviewing and issuance the Monthly's interim payment certificates for Consultant /Client approval.
- Preparing commercial proposals with estimate for Client's approval along with budget forecast / cash flow reports,
- Prepare and issue weekly / monthly financial and progress reports for clients
- Review and code all items according to cost Centre allocation for easy monitoring and Billing issuance.
- Take responsibility for publishing and issuance the Project Actual Cost.
- Ensure project's Interim Payment Certificates documentation is kept current at all times; and accurate records are maintained with regard to Submittals and its revisions.
- Review and approve in evaluation of Interim Payment Certificate. For Indirect manpower, equipment and work items according to Project main contract.
- Assist in Preparing all templates and procedure for cost controlling, pricing items and take off QTY as per Project Management Plan.
- Managing Preliminary Budget preparation, and Updates quarterly.
- Verify and Assist in approve all POs for the project according to Main contract to ensure that all material will be billable in Client invoices.
- Attend meeting with Consultant on top management level to achieve project main objectives.
- Follow up to ensure timely response to all consultant queries and contractual letters.
- Managing to get approval for the Bill of Quantities for different packages for consultant approval,
- Prepare claims as per contract terms.
- Assist in Preparation of the Master Schedule for Project.



From September - 11
To July - 14

Value Consultants and Associated "VCA" - KSA

Position: Cost / Contracts Manager

Project : Muhammed Bin Laden Co. - J e d d a h - K S A

- M. Bin laden Co., The scope of work to develop the core team performance to help the company throughout all the projects, aiming to restructure the company, targeting upgrade of performance and Business results. Which were Involved in following Projects:
- Toilets around Holy Haram, Makkah, comprising 1400 unit.
- Mixed Use Project, comprising Commercial Mall, Educational Institute and 22 Villas and 3 Buildings at north Abhor including Utilities & Infrastructure.

Responsibilities:

- Assist in prepare, review and issue contracts for each project.
- Review and study the contracts terms and conditions to ensure its compliance to the client's requirements.
- Assist in Estimate budgetary for new projects to give Benchmarks for the expecting bides.

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- Review and Assist in Forecast the projects' cash flow
- Assist in Preparation of Master Schedule and Monitor updates, on Timely basis for each new Project.
- Take responsibility for the timely publishing of the indicated outcome report for each project (IOR).and for Top Management.
- Assist in Preparing the full system of cost controlling and reporting based on Earned value principle.
- Assist in reviewing IPCs for projects to monitor and control costs according to winners Bidders.
- Manage the cost analysis and cost control of the project activities.
- Prepare monthly reports to the top management.
- Attend weekly meetings with contractors to discuss schedule updates.
- Prepares Variations orders reports including its time and cost impacts.
- Assist and Customize in Preparing all templates and procedure for projects Control Forms.
- Managing Preliminary Budget preparation, and Updates for each project.
- Ensure that project documentation is kept current at all times; and accurate records are maintained with regard to Submittals and its revisions.
- Assist in evaluation of bid proposals, prepare clarifications and attend pre and post- bid meetings.



From April - 1 0
To October - 1 1

Value Consultants and Associated “VCA” - KSA

Position: Cost / Contracts Manager – Owner representative

Project: **Oloum Al Bihar Palace** – J e d d a h - K S A

Responsibilities:

- Assist in prepare, review and issue contracts for each subcontractors.
- Estimate for new packages to give budgetary view for the expecting bides.
- Review and approve of the Master Schedule for the Project and Monitor updates, on Timely basis.
- Take responsibility for reply any raised claims and disputes during the project lifetime. In addition, estimating the predicted Claims to give future view for the expecting project budget.
- Review and verify Resources for project in order to control the Time of the project.
- Manage the project time schedule and cost control.
- Attend the bi-weekly and monthly meetings with Owner and Interior Designer takes place with Consultant and Contractors.
- Take responsibility for publishing of the cost and time's project status
- Ensure that the project documentation logs are kept current at all times; and accurate records are maintained with regard to Filing System.
- Assist in evaluation of contractor's proposals, raise clarifications and assist in final

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selecting Contractor.

- Organize and attend regular meeting and conferences to review progress, resolve outstanding issues.
- Conduct job-site meetings with contractors and Consultant (if any), as necessary to discuss procedures, progress, problems, schedules and any other matters that may arise during the execution of the project.
- Follow up, ensure timely response to all contractor queries and letters.
- Develop and Customize Control Forms for Project.



PALM HILLS
DEVELOPMENTS

From December – 09
To March - 10

Palm Hills Real Estate

Position: Senior Estimation Manager

Project: **More than 17 projects (Cairo, Sharma El Sheikh, Aswan, and North Cost)**

Responsibilities:

- Estimate Value for new projects to give budgetary view for the expecting bides.
- Manage in preparing all the Budget studies for all projects.
- Discusses with high management the projects budget for approval.
- Analyze and evaluate of sub-contractors' proposals according to approved budget.
- Follow-up the contract administration activities of various packages, progress payments and their close out payments comparing with the budget.
- Estimate and verify material values on site according to approved Budget, and list the rest of needed materials for project by assisting in preparing procurement schedule.
- Assist in prepare, review and issue contracts for each project if required.
- Assist in develop variation order procedure and financial appraisal for claims.
- Maintain all records with respect to the administration of the contract regarding the budget issues.
- Regulate progress payments consistent with Contract Documents.
- Review and analyze financial aspects of sub-contractor's proposals to advise new methods and systems to achieve better performance and results.
- Maintain, update budget and cost data files. Provide input for the monthly progress report.
- Reviewing on issuing the sub-contractor IPCs as requested.
- Participate in job meetings to discuss cost and budget issues.



From Sep-05
To November-09

Turner Arabia – Dar EL Arkan - KSA

Position : Senior Cost Control / PCS Engineer

Project: Al Abrar Hotel - Makkah – KSA

Al Tilal Villas – Madinah – KSA

Responsibilities:

- Estimate value for new projects to give budgetary view for the expecting bides.

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- Manage in preparing all the Budget studies for all projects.
- Review and verify Resources for project and assist in preparing Cost-loading schedule to Control the project.
- Develop Cash flow distributions for overall project and separate contracts by establishing cost loaded Payment's system. In addition, Preparing Cost Forecast Reports.
- Review method of statement for the contractors according to overall detailed Cost loaded schedule.
- Develop a Budget control system with participation of project execution team, monitor, and report actual costs through Indicated Outcome Report (IOR).
- Set up, Review and Approve the Interim Payment Certificates and recommend to Client.
- Estimate the prices according to requirements of all contract documents, drawings, specifications, project schedule for new items.
- Study the project budget and direct the Design Consultant to Keep the Owner requirements through design phases.
- Reply on the correspondences and provide correct information related to budgetary and cost control as and when necessary.
- Manage the resolution of Contractor's claims according to contract's clauses and recommend claim estimation to Owner.
- Assist in preparing the weekly & Monthly reports. And Participate in job meetings; report on cost and budget issues Customizing Control Forms for the different contracts for all Projects.



From December 03
To August 05

DEPA Hotel Interior - Egypt

Position: Senior QS / Estimator Engineer

Project: - Four Seasons Hotel San Stefano - Egypt

Holiday INN Hotel – Egypt

Responsibilities:

- Estimate value for new projects to give budgetary view for the expecting bides.
- Analyze and evaluate of sub-contractors' proposals, and recommending to the Project Manager.
- Issue and follow-up the contract activities of various packages, progress payments and Assist in close out payments.
- Estimate and verify of material on site, and list the needed materials for project by assisting in preparing procurement schedule.
- Develop variation order procedure and financial appraisal for claims.
- Assist in Review and produce sub-contractors' program with close respective superintendents' coordination and ensure proper cost loading in order to prepare acceptable cash flow consistent with the contract.
- Maintain all records with respect to contract i.e. logs for payment applications, Variations, and Site Work Instructions.
- Monitor and control sub-contractor's material inventory list to ensure proper

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- accounting of consumption of materials consistent with actual performance.
- Managing all QS works for all activities.
- Assist in prepare, review and issue contracts for each subcontractors.
- Regulate progress payments consistent with Contract Documents.
- Review and analyze financial aspects of sub-contractor's proposals to advise new methods and systems to achieve better performance and results.
- Maintain, update budget and cost data files. Provide input for the monthly progress report.
- Reviewing an issuing on sub-contractor applications of payment, as requested.
- Participate in job meetings; report on cost and budget issues.



From Aug-99
To NOV-03

Turner International - Egypt

Position: Senior QS Engineer

Project: Beverly Hills City – SODIC - Egypt

Responsibilities:

- Assist in prepare, review and issue contracts for each project.
- Estimate value for new projects to give budgetary view for the expecting bides.
- Review and check for completeness contract tender package and relevant estimates.
- Analyze and evaluate of contractors' proposals, tender analysis report and recommending to the Contracts Manager.
- Coordinate and follow-up the contract administration activities of various packages progress payments and their close out payments.
- Estimate and verify of material on site. Verify non-conformance items which are not to be included in payments.
- Estimation of variation orders, prepare financial appraisal of contractor claims.
- Review contractors' program with coordination of superintendents and ensure proper cost loading in order to prepare acceptable cash flow consistent with the contract.
- Maintain all records with respect to the contract i.e. payment applications, Variations, and Site Work Instructions.
- Monitor and control contractor's material inventory to ensure proper accounting of consumption of materials consistent with actual performance.
- Regulate progress payments consistent with Contract Documents.
- Review and analyze financial aspects of contractor's proposals to devise new methods and systems to achieve better performance and results.
- Provide assistance with administration of contracts' correspondence to protect the Owner from contractor claims.
- Assist in preparation of necessary documents for contract closeouts and finalizing of separate design, supervision and construction contracts.
- Review and evaluate Construction cost estimates, developed by the Designers. Forward comments to project Engineer.
- Prepare and develop Budget forecasts and funding requirements throughout the project duration.

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- Develop Cash flow distributions for overall project and separate contracts.
- Maintain, update budget and cost data files. Coordinate with PCS team. Provide input for the monthly progress report.
- Review and issue contractor applications of payment, as requested.
- Participate in job meetings; report on cost and budget issues.



From OCT-97
To AUG-99

Arabian International for Construction - Egypt

Position: Senior Technical Office Engineer

Project: - Sonesta Hotel, EL Nile Towers, El Katamia Factory – Egypt

Responsibilities:

- Prepare, review and issue contracts for each project.
- Estimate value for new proposals with regards to bides.
- Prepare of the Variation Orders & claims for the project (pricing and quantity) against the owner and the sub-contractors.
- Making the invoices of each sub-contractor
- Making the main invoice to be paid from the owner
- Reviewing the BOQ of each project and sub-contractors.
- Reviewing the material storage of each project.
- Prepare of the new contracts for different Sub-contractors.
- Evaluate & estimate the new items for the projects and get the approval from the consultant.
- Prepare of time project schedule and update it with its complete reports.
- Prepare cost control report and discuss that with top manager
- Prepare all reports according to ISO9002 Procedure.
- Follow QC, Safety plan according to ISO9002 Procedure.
- Handing over the work to the CS as QC/QA engineer according ISO9002 Procedure.
- Evaluate the labor cost at project per day.
- Participate in job meetings; report on cost and Time issues.



From JAN-96
To OCT-97

Dream Land City - Egypt

Position: Senior QS Engineer

Project: Dream Land Theme Park, Helton Hotel and Golf Heights Vilas – Egypt

Responsibilities:

- Develop and prepare All B.O.Q According to E.R.C. Specification & Preparing Budget for all Packages and tender documentation.
- Assist in prepare, review and issue contracts for each project.
- Assist in Preparing of the project documentation,
- Studying technical & financial offers for the new tenders. By Transfer the

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Preliminary drawing to quantity and Values.



From MAY-94
To DEC-95

General Organization of Educational Buildings - Egypt

Position: Senior Site Engineer

Project: Educational Building at South Giza sector - Egypt

Responsibilities:

- Assist in prepare, review and issue contracts for each project.
- Supervising of the education building constructed by El Nasser & El Abed Companies and making the invoices, with relevant to the contract items.

From APR-93
To MAY-94

Egypt Free Shops Co. - Egypt

Position: Senior Site Engineer

Project : All branches - Egypt

Responsibilities:

- Supervising of team of workers for maintenance of all branches. In addition, making the invoices, reviewing the contract items.

From OCT-90
To MAR-93

Army Projects Dept. - Egypt

Position: Senior Site Engineer

Project: New Olympic Stadium - Egypt

Responsibilities:

- Supervising on the subcontractors working in the project and advice work progress for making the invoices, according to the contract items.

END OF RESUME

***Any references will be available as per requested**



CAIRO UNIVERSITY

Certificate

039423

Faculty of Engineering

Certifies that engineer: Amr Farouk Hanafi Ibrahim

Born on: 15/3/1968

at : Giza

Nationality: Egyptian

Has been awarded on : 14 / 2 / 2004 (Faculty) 2 / 3 / 2004 (University)

**THE DEGREE OF
MASTER OF SCIENCE
in
Structural Engineering**

**Thesis Title: " Developing Software Program to Control, Manage and Minimize
Claims in Construction Industry "**

This Certificate has been issued upon candidate's request

Registrar

Hanaa Hamdy

Hanaa Hamdy

Manager

Farid El Sayed

Farid El Sayed

Dean



Sahra Abd-El-Hafiz

Prof. El Sayed Mohamed Tag Eldin

Date: 29 / 8 / 2017





CAIRO UNIVERSITY

Certificate

007603

Faculty of Engineering

Certify that engineer: Amr Farouk Hanafi Ibrahim

Born on: 15/3/1968

at: Giza

Nationality: Egyptian

has been awarded on: 11 / 7 / 1998 (Faculty) 30 / 9 / 1998 (University).

DIPLOMA OF HIGHER STUDIES

in

Construction Engineering

With a rate of appreciation: (GOOD)

The Studies for this Diploma covers a period of tow academic years.
This Certificate has been issued upon candidate's request.

Registrar

Doaa Dina

Doaa Nouh

Date: 11/5/2017

Manager,

Farid

Farid El Sayed

Dean

Prof. El Sayed Mohamed Tag Eldin

Prof. El Sayed Mohamed Tag Eldin





THIS IS TO CERTIFY THAT

Amr Farouk Hanafy

HAS BEEN FORMALLY EVALUATED FOR DEMONSTRATED EXPERIENCE, KNOWLEDGE AND PERFORMANCE IN ACHIEVING AN ORGANIZATIONAL OBJECTIVE THROUGH DEFINING AND OVERSEEING PROJECTS AND RESOURCES AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

Project Management Professional (PMP)[®]

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE

A handwritten signature in black ink, reading 'Jennifer Tharp'.

Jennifer Tharp | Chair, Board of Directors



A handwritten signature in black ink, reading 'Pierre Le Manh'.

Pierre Le Manh | President & CEO

PMP[®] Number: 2151532

PMP[®] Original Grant Date: 11 February 2018

PMP[®] Expiration Date: 11 February 2024





This is to certify that

Amr Hanafy
(CPD Module)

on

20 December 2022

Completed

RICS Professionalism Module

Certificate Number

inIW6wQqkA

Sarah Littlejohns
RICS Global Director of Products





Certificate

In-House

This certificate is presented to
Amr Farouk Hanafy
for participating

FIDIC Module 1: Practical Use of FIDIC Conditions of Contracts

Training hours: 18.0

03 July 2022 to 28 August 2022

Online

Conducted by Nabil Abbas

Provided by FIDIC

*This certificate attests to attendance and participation
in the above titled learning activity*



Anthony H. Barry
FIDIC President



Dr Nelson Ogunshakin OBE
FIDIC Chief Executive Officer



Certificate

In-House

This certificate is presented to
Amr Farouk Hanafy
for participating

FIDIC Module 2: Management of Claims and Disputes resolution under the FIDIC contracts; FIDIC Module 3: Understanding DABs

Training hours: 32.0

30 July 2022 to 12 September 2022

Online

Conducted by Nabil Abbas

Provided by FIDIC



Anthony H. Barry
FIDIC President

*This certificate attests to attendance and participation
in the above titled learning activity*



Dr Nelson Ogunshakin OBE
FIDIC Chief Executive Officer



Certificate

In-House

This certificate is presented to
Amr Farouk Hanafy
for participating

FIDIC Module 4: Management and Administration of FIDIC Contracts

Training hours: 17.0

from 02 to 22 December 2022

Online

Conducted by Nabil Abbas

Provided by FIDIC

*This certificate attests to attendance and participation
in the above titled learning activity*



Anthony H. Barry
FIDIC President



Dr Nelson Ogunshakin OBE
FIDIC Chief Executive Officer