

HYTHAM ALIELMANSY, PMP®, P3O®, CLAC

PERSONAL

Name
HYTHAM ALI ELMANSY

Address
MAKKA
Saudi Arabia

Phone number
+966594249056

Email
eng.hythamelmansy@gmail.com

Date of birth
10-02-1985

Place of birth
Egypt

Gender
Male

Nationality
Egyptian

Marital status
Married

PERSONAL SKILLS

Effective Communication

Decision Making ★★★★★

Time Management ★★★★★

Self-motivation ★★★★★

Conflict Resolution ★★★★★

Leadership ★★★★★

Teamwork ★★★★★

LANGUAGES

Arabic Language ★★★★★

English Language ★★

Contracts Manager

KEY QUALIFICATIONS

16 years total experience, my field of experience extends to various fields of engineering projects such as Commercial malls, hospitals, hotels, high-rise buildings, and residential buildings.

Proactive Professional who is successful in leading and mentoring others while achieving projects objectives.



EDUCATION AND QUALIFICATIONS

- Sep2021-Inprogress **Master of Project Management (Candidate)**
Cairo University
- Sep2002-Jul2006 **Bachelor Degree in Construction Industry**
Suez University, Suez, Egypt
- Dec2020-Dec2020 **Project Management Professional (PMP®) Credential**
Project Management Institute, USA
- Jul 2022 - Jul 2022 **P3O ® Foundation Certificate in Portfolio, Programme and Project Offices**
Axelos Global Best Practice, UK
- Feb2021-Feb2021 **Practical use of FIDIC conditions of contracts on 2017 Red and Yellow books**
Fédération Internationale des Ingénieurs-Conseils (FIDIC), Switzerland
- Jan 2021 - Apr 2022 **Contractual & Legal Aspects in Construction Industry (CLAC)**
Egyptian Federation for Construction & Building Contractors, Egypt
- Studying with Dr Sherif El Hagan CLAC Program in legal, contracts, Claims, arbitration & risk management for a long time, his programs are distinguished & well know for experts.
- CLAC Program content five modules:**
- CLAC010: Sources & Regimes of Obligations.
- CLAC020: Specific Contracts/Law of Evidence.
- CLAC030: Comparative International Contracts-(FIDIC Forms).
- CLAC 040: Claims & Disputes in the Construction Industry.
- CLAC 050 :Comparative Arbitration.



WORK EXPERIENCE

- Oct 2022 - Now **contracts Manager**
PARSONS international, Makkah, Saudi Arabia,
- Main projects:**
- Al-Mashaer Holy Sites development in Makkah
- Main Duties and Responsibilities:**
- Negotiates the most significant contracts or contract modifications, often under difficult conditions.)
 - Review and/or evaluate variations, new rates, etc. submitted by consultants and contractors, prepare change requests, prepare instructions and variation orders.

- Preparing tenders for clients and commercial bids to help bring in new business.
- Identifies risks and contractual terms not conforming to Company policy.
- Discussing, drafting, reviewing and negotiating the terms of business contracts.
- Administration and/or monitoring of new and on-going contracts for consultants and contractors and providing advice to the project team.
- Prepare correspondence and maintain records and logs for variations, claims, etc. necessary to ensure the effective administration of all financial and contractual matters.
- Review of contractual notices of all types of claims and providing contractual advice to the project delivery teams.
- Meeting with clients to find out their requirements.

Jun 2016 - Sep 2022 **Senior contract Administrator**

Al Jabr General Contracting Company, Dammam, Saudi Arabia,

Main projects:

- Tabuk Park Mall (built-up area 120,000 m2 and landscape & hardscape 100,000 m2).
- Dareen Mall (built-up area 52,000 m2 in Royal Commission in Al Jubail).
- Rayhan tower hotel project (High rise building 27 stories in Dammam City).
- Administration building in Al Jouf University (built-up area 40,000 m2).
- Hawiya Park Mall in Taif City (built-up area 40,000 m2 and landscape & hardscape 38,000 m2).
- Knowledge Enrichment Schools Complex in Dammam (Boys and Girls).

Main Duties and Responsibilities:

- Responsible for preparing, reviewing and administering contracts during the various stages of the construction process.
- Analyze and understand commercial and legal conditions in all main contracts with various Clients.
- Drafting contractual correspondence to Clients & Subcontractors and reviewing the Contractual aspects of both main Contracts and Subcontracts.
- Evaluation of all variations, additional works, field changes, additions and omissions, and incorporation of the same with the Monthly Cost reports.
- Conduct and manage subcontractors' agreements back to back with the main contract.
- Prepares comparison sheets for quotations from Suppliers and Subcontractors.
- Preparation of measurement sheets to quantity take-off for monthly progress payments.
- Prepares monthly progress payments.
- Follow up payments.
- Preparation of payments for Subcontractors and Suppliers.
- Review and verify payments for Subcontractors and Suppliers as per their contract conditions and according to a progress payment of the main contract.

○ Jul 2011 - Apr 2016

Senior Planning / Quantity Surveyor

Mohamed Annaim for Engineering Consultants, Riyadh, Saudi Arabia

Technical support projects for several different government ministries such as:

- Al Riyadh Municipality (Supervision of General Administration for Operation and Maintenance project)
- The University of Tabuk (Technical support for all projects Tabuk university)
- Ministry of health (Supervision of projects Directorate of Health Affairs in Al-Qunfudah Governorate)

Main Duties and Responsibilities:

- Evaluate, assess and review for submitted baseline schedules documentation including schedule narrative, assumptions, constraints, Risks, critical path, cash flow & resources histograms.
- Critical Path analysis and monitoring.
- Prepare and develop all the "Schedule Delay Analysis".
- Analyze and review updated schedules and recommend preventive and corrective actions.
- Identified the potential changes to scope, affecting on project baseline.
- Identified, assess major milestones and involved throughout the life cycle of the project.
- Developed and established EVMS report and monitored maintenance of the progress and performance system.
- Evaluate and reviewing extension of time claims from contractors.
- Prepares monthly report reflecting work progress summary to the client.
- Review and check quantity measurements and Prepare the Quantity Survey Reports.
- Review monthly Interim Payment Certificate and preparation of Final Account.
- Ensure that full documentation and records are maintained in the Engineer's office facility to properly substantiate all Interim and Final Payments to the contractor to a standard acceptable to the Client.
- Review variation orders submitted.
- Review claims submitted.

○ Jan 2008 - Dec 2010 **Site Manager**

Rashed Al Mosalam for contracting Company, Riyadh, Saudi Arabia

Main Duties and Responsibilities:

- Generally responsible for implementations of all civil works at Residential project sites.
- Setting out the works in accordance with the drawings and specifications.
- Checking materials and work in progress for compliance with the specified requirements and observance of safety requirements. Proficient in supervising & controlling site activities along with overall monitoring to expedite their safety providing valuable suggestions for efficiency enhancements.
- Coordinates with consultants representatives for any site instructions and inspection of works.
- Submit site daily reports, inspection requests, estimates and all Applicable monitoring reports on a regular basis.

○ Sep 2006 - Nov 2007 **Site Supervision**

Rabea EL-Sadany Consultant Office, Mansoura, Egypt

Main Duties and Responsibilities:

- implementations of all civil works at Commercial, Industrial and Residential project sites.
- Setting out the works in accordance with the drawings.
- Issue instructions to subcontractors advising them of available work areas and reviewing their progress work.
- Supervising & controlling of site activities along with overall monitoring to expedite their safety providing valuable suggestions for efficiency enhancements.



TRAINING AND DEVELOPMENT

○ Jul 2006 - Sep 2021

Project Management and construction industry

- Claims Management in Construction Projects (Claims and Dispute Resolution).
- Contract Management in Construction Projects.
- BIM & Construction management Course.
- Project Management using Primavera p6 from Oracle university
- Power Business intelligence Program.
- Forensic Planning/Delay Analysis for Construction.
- Dashboard and KPI's Course.
- Projects Control Course.
- Cost Control Course.
- Cost Estimation Course.
- Planning and Scheduling Professional (PSP)Exam Preparation.
- Certified Cost Professional (CCP) Exam Preparation Course.
- Business Strategic Planning Fundamentals
- Structural Design of High Rise Buildings using ETABS and SAFE.
- SAP Program training Course
- AutoCAD program training Course.
- Certified Lead Auditor for ISO 9001:2015 Quality Management System.
- Lean Construction Management Course.
- Communication Skills Course.
- Concrete Inspection and Repair Workshop.
- Reinforced Concrete Waterproofing Workshop.
- Train of Trainers Program (T.O.T.) Course.