



Contracts & Procurement Manager: offering +10 years' experience in the management and site execution, construction of mega projects. I have an experience in contracts, claims, procurement, payment certificates, quantity surveying & estimation. In addition to controlling and monitoring the store materials, subcontractors & suppliers.

Laith Alqarra



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+966543440086

E-Mail:
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Address:
KSA – Qassim

Nationality:
Palestine

Skills Highlights

- Flexibility
- Communication Skills
- Organization
- Problem solver
- Creativity
- Team Work
- Critical Thinking

Languages

Arabic – Native language
English – Very Good

Experience

Lynx Contracting Company **12/2021 to Present**
Contracts Manager

- Managing the contracts and claims.
- Preparing BOQ as per project requirements, tender drawings & project cost.
- Collecting quotations, compare and negotiate with various vendors.
- Prepare the monthly and Bi weekly reports for all projects.
- Estimating and provide detailed quantity take offs.
- Checking the subcontractors bills and ensuring that are matching with contract terms and executed quantity.

Saudi Bin Laden Group **02/2013 to 12-2021**
Contracts & Procurement Engineer

i) Procurement:

- procured all materials necessary to support the construction schedule on a timely basis, negotiating favorable contracts with key suppliers.
- Drove cost reduction activities and maintained purchasing documentation.
- Ensured stock inventory levels were maintained to adequately meet operation needs.
- Participated in the development and implementation of departmental policies and procedures.
- Draft bid specifications and requests bid proposals from vendors.
- Administer contracts for major purchases.
- Supervise and direct purchasing functions such as product/service research, vendor selection, price and contract terms negotiation and purchase order completion.
- Prepare budget estimates and monitor departmental

Education

B.Sc. in Surveying and Geomatics Engineering - 2012

Al Balqa' Applied University, Jordan

Courses

- **Project Management Professional (PMP)**
Certificate No. 3266935
- **FIDIC Module 1: Practical use of FIDIC conditions of contracts.**
- **FIDIC Module 2: Management of claims & disputes resolution under the FIDIC contracts.**
- **FIDIC Module 4: Management & administration of FIDIC contracts.**
- **Project management Skills**
METROPOLITAN - School of Business and Management-UK
- **Highway Design & Quantity Surveying using AutoCAD Civil 3D**
Autodesk Training Center
RHO Engineering UK
- **OSHA (Occupational Safety and Health Advanced Diploma)**

Computer skills

Microsoft office
Auto cad
Procure

References

Available on request

Experience

Saudi Bin Laden Group

02/2013 to 12-2021

ii) Contracts:

- Responsible for preparing, reviewing and administering contracts during the various stages of the construction process.
- Confirming and notifying possible variations of the contractual queries.
- Submitting the variation and rate analysis to the project managers with relevant back-ups.
- Ensure correct assessment and review the determination of Engineer for all variation order related to Main Contract Works
- Negotiating and concluding the agreements and preparing contract supplements and documenting the same.
- Ensure proper settlement of Subcontractor's final account.
- Organizing meetings concerning contracts matters and deciding the necessary solutions.
- Conferring with team members and implementing operating procedures, system functions, and discussing technical information.

iii) Payment Certificates:

- Checking and certification of bills and invoices from vendors, contractors
- Quantity Calculation, Cost Estimation / Rate Analysis from BOQ
- Providing billing-related information/documents to clients as and when required.
- Review and monitor the schedule and progress submitted by subcontractors.
- Preparation of weekly reports, monthly reports
- Follow up with the billing person for timely submission
- Prepare measurement sheet from onsite data & drawings

Projects that worked out

- 1- Buraidah Mall – Qassim
- 2- New King Abdul-Aziz International Airport Development Project Jeddah P-1072
- 3- Makkah First Ring Road Project P-1150
- 4- Makkah Second Ring Road Project P-1335
- 5- Abraj Kudai Project – Makkah P-1360
- 6- Kingdom Tower Project Jeddah P-1227
- 7- National Guard Housing Project Jeddah P-1220
- 8- King Abdullah Palace Jeddah P-1387
- 9- Public Security Building Project Mena-Makkah P-1392



THIS IS TO CERTIFY THAT

Layth Mohammed Tawfiq Alqarra

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 'Mike DePrisco'.

Mike DePrisco | Interim President & CEO

PMP[®] Number: 3266935

PMP[®] Original Grant Date: 12 July 2022

PMP[®] Expiration Date: 12 July 2028





Academy

Certificate

In-House

This certificate is presented to
Layth Mohammed Alqarra
for participating

FIDIC Module 1: Practical Use of FIDIC Conditions of Contracts

Training hours: 16.0

25 October 2022 to 27 November 2022

Online

Conducted by Nabil Abbas

Provided by FIDIC

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



ONLINE

Anthony H. Barry
FIDIC President



Dr Nelson Ogunshakin OBE
FIDIC Chief Executive Officer



Academy

Certificate

In-House

This certificate is presented to
Layth Mohammed Alqarra
for participating

FIDIC Module 2: Management of Claims and Disputes resolution under the FIDIC contracts

Training hours: 19.0

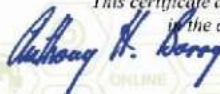
from 03 to 21 December 2022

Online

Conducted by Nabil Abbas

Provided by FIDIC

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



ONLINE

Anthony H. Barry
FIDIC President



Dr Nelson Ogunshakin OBE
FIDIC Chief Executive Officer



Academy

Certificate

In-House

This certificate is presented to
Layth Mohammed Alqarra
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*



ONLINE

Anthony H. Barry
FIDIC President



Dr Nelson Ogunshakin OBE
FIDIC Chief Executive Officer

This certifies that

Layth Mohammed Alqarra

Has successfully met the requirements for and was awarded a

PROFESSIONAL CERTIFICATE in

Project Management Skills

12th Of May 2022.

Certificate Number:

2238036



Programme Coordinator



President

Approved Centre For:



Corporate
Member

The CPD Certification Service

athe | AWARDS FOR
TRAINING AND
HIGHER EDUCATION

othm[®]
qualifications

Certificate of Completion



Layth Al-Qarra

has completed

Procore Certification: Project Manager (Core Tools)

offered by

Procore Technologies

PROCORE

Issued: January 9, 2022

Certificate No: 5tu77uz9krub

View: <https://verify.skilljar.com/c/5tu77uz9krub>

A handwritten signature in black ink, appearing to read 'Tooley Courtemanche'.

Tooley Courtemanche, CEO

This is to certify that
Layth Alqarra

is a member of Project Management Institute, the world's leading association for those who consider project, program, or portfolio management their profession; and upholds the Institute's Code of Ethics and Professional Conduct.

PMI® CERTIFIED
MEMBER



Powering The Project Economy™