

SHERIF TAWFIK

PMP® LEED GA®

Mob:

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KEY SKILLS

Project Management
Design Engineering Mgmt.
Project Planning & Monitoring
FIDIC Terms
Contracts Management
Asset Management
Tender & Procurement Mgmt.
Schedule & Cost Management
Client Coordination
Stakeholder Engagement

Software Skills:

Primavera - P3 and P6
AutoCAD
Microsoft Office Professional
Auto Pro Project Management
Software

EDUCATIONAL QUALIFICATIONS

**Arab Academy for Science &
Technology, Egypt**

Bachelor's Degree in Construction
& Building Engineering (Sep 2002)

CERTIFICATIONS

Project Management Professional
(June 2008)
LEED GA Certificate (April 2011)
Member of the Chartered
Institute of Arbitrators MCI Arb
(December 2022)

MEMBERSHIPS

Kuwait Society of Engineers
Egyptian Syndicate of Engineers

PERSONAL INFO

Date of Birth: 6th Oct 1980

Nationality: Egyptian

Marital Status: Married

Languages: Arabic & English

Driving License: Egypt & Kuwait

EXECUTIVE PROFILE

A construction and project management professional with 20+ years of experience in almost every facet of construction projects which extends from site experience to project management, construction management, contracts management and value engineering initiatives for major strategic projects.

Acknowledged for the ability to lead teams and provide innovative solutions to a diverse client base. Well versed with local and international construction codes and design specifications.

WORK EXPERIENCE

Contracts Manager

May 2019 - Present

Ahmadiyah Contracting & Trading Company, Kuwait

Key Projects:

- Sheikh Salem Al Ali Al Salem Al Sabah Camp (KAZMA Camp) – Project Value = 300 million KWD
- ASSIMA Tower and Mall – Project Value = 150 million KWD
- Kuwait International Tennis Complex – Project Value = 160 million KWD
- National Bank of Kuwait Headquarters Building – Project Value = 120 million KWD
- Al Kout Mall – Project Value = 70 million KWD

Achievements:

- Served as the in-house subject matter expert on all matters pertaining to FIDIC types of contract and the MPW General Conditions of Contracts

Key Responsibilities:

- Leading negotiations on agreements of varying types, including Subcontract Agreements, Purchase Orders, Tri-Party Agreements, Non-Disclosure Agreements, Novation Agreements, etc.
- Vetting all contracts entered into, assessed the ramifications of the same, formulated contractual correspondence and ensuring the protection of the company's interests
- Preparing and reviewing claims for extension of time including the associated compensation costs
- Overseeing the performance of the Contract Administration Teams on different projects and providing assistance when required.
- Ensuring contracts, major correspondence and all supporting documentation are maintained throughout the duration of the projects.
- Preparing project final accounts and settling any deductions / claims with the related subcontractors.
- Updating and maintaining the company's subcontract agreement formats in line with the project's specific requirements.
- Setting technical standards, procedures and guidelines for the Contract Administration Teams on the projects and ensuring proper implementation.
- Working closely with and report to the CEO and the Project Support & Control (PSC) Manager to perform any other duties that may be requested.
- Assuming the role of the Project Manager / Main Contractor's Representative for the National Bank of Kuwait Headquarters for closure of the Project and Final handing over.

Project Controls Manager

March 2016 – April 2019

Turner International Middle East (TIME), Kuwait

Achievement:

- Acknowledged for expertise with requirements of different governmental Authorities for release of tender.

Key Projects:

- Design of College of Technological Studies and College of Commercial Studies at Sabah Al Ahmad Area (Budgeted Cost = 125 million KWD)
- Design of Training Institutes for PAAET at Sabah Al Ahmad Area (Budgeted Cost = 110 million KWD)
- Design of Engineering and Business Administration Institutes at Jaber Al Ahmad Area (Budgeted Cost = 100 million KWD)
- Design of Vocational Training Institute at Jaber Al Ahmad Area (Budgeted Cost = 30 million KWD)
- Design of Infrastructure for Fiber Optic Connection for PAAET Facilities (Budgeted Cost = 25 million KWD)
- Design of Interconnecting PAAET Shuwaikh Campus Central Plants (District Cooling Network) (Budgeted Cost = 10 million KWD)

Key Responsibilities:

- Reviewed the Design Consultant's baseline design schedules and ensured conformance with the durations dictated by the Terms of Reference (TOR) and contract.
- Prepared summary schedules and advised the Project Executive of the projected finish dates of each program based on past performance indicators.
- Responsible for preparation of the monthly schedule portion of the PCS report, including narrative and all scheduling update reports.
- Assessed the eligibility of the Design Consultants' claims and requests for extension of time against the actual events/ occurrences and their impact on the schedule activities in addition to advising on scenarios for resolution/ final settlement.
- Coordinated between the different disciplines (Architectural, Structural, Mechanical and Electrical) while reviewing the Design Consultant periodic submissions as indicated above.
- Ensure the Design Consultants' submissions are conforming with the Authority requirements.

**Deputy Project Manager & Senior Planning Engineer
Turner International Middle East (TIME), Kuwait**

November 2010 – April 2019

Key Projects:

- Construction of Administration, Educational and Student Services Buildings – PAAET/SHUWAIKH (72 million KWD)
- Construction of Extension of College of Health Sciences for Girls – PAAET/SHUWAIKH (16 million KWD)
- Construction of Stadium and Sports Facilities – PAAET/ SHUWAIKH (16 million KWD)
- Construction of College of Technological Studies (3rd Extension) – PAAET/ SHUWAIKH (15 million KWD)
- Construction of Training Vocational Institute – PAAET/ALJAHRA (11 million KWD)
- Construction of Extension of Electricity and Water Institute – PAAET/ SHUWAIKH (9 million KWD)
- Construction of Solar Energy for College of Basic Education – PAAET/ ARDIYA (2 million KWD)

Key Responsibilities (As Deputy Project Manager)

- Ensured seamless execution of construction work required to achieve project completion in a timely manner to the prescribed standards.
- Tracked the project's progress activities relative to the construction schedule and advised the Project Manager of any problems or potential delays to the progress of the work.
- Liaised with key representatives of the Supervision Team, Main Contractor and different Subcontractors.
- Facilitated progress and coordination meetings, and participate in technical meetings and other special meetings as necessary in the nature course of the events.
- Reviewed and commented on monthly payment applications from the Main Contractor for percentage of work completed and advise the Project Manager accordingly.
- Undertook site visits and confirmed that all the work is performed in compliance with the technical terms and conditions of the contract documents.
- Assisted the Senior Architect/ Coordinator in replying to technical RFIs by reviewing contract drawings, BOQs and specifications.

Key Responsibilities: (As Senior Planning Engineer)

- Guided the Main Contractor's Planning Engineers in the development of relevant Contractor's Construction Schedule (CCS) and Cost Loaded Schedules (CLS).
- Reviewed the Main Contractor's periodic submissions related to Project Method Statements, Logistic Plans, CCS Baseline submissions, CLS, Revised Schedules, Recovery Plans and Pre-meeting updates schedules.
- Assisted in the evaluation of Main Contractor's request for payments, especially at late stages of the project.

- Responsible for preparation of the master schedule for the project including all milestone activities for pre-design, design, tender and award, construction and completion activities.
- Reviewed the contractor's claims and requests for time extension, responsible for preparation of the monthly schedule portion of the PCS report, including narrative and all scheduling update reports.
- Analyzed the contractor's interim updates and identified areas of concern.

Project Manager

November 2002 – October 2010

Fann Al Emara for Construction & Contracting, Kuwait

Key Projects:

- Residential villa for Sheikh/ Ali Al-Sabah, value of 1 million KWD.
- Multiple Commercial Bank of Kuwait Branches (Sabah Al-Salem, Jabriya, Abdullah Al-Mubarak, Alrabiya), value of 2 million KWD.
- Taiba Hospital for Dr. Sanad Al-Fadhala, value of 1.5 million KWD.
- Two Residential Villas for Mr. Adnan Al-Othman, value of 1.5 million KWD
- Residential building for Mr. Adnan Al-Othman, value of 1 million KWD

Key Responsibilities:

- Oversaw the development of project scope, schedule and budget baselines and ensuring the appropriate management of scope, cost, schedule, quality, risk, resources, communication and procurement.
- Collaborated with program controls staff to ensure accurate cost and schedule forecasting and status reporting on all sub projects, closely monitored the critical path activities that will influence key milestones, tracking the overall project schedule and maintaining accountability for the financial performance of each project.
- Devised a communications plan for all project stakeholders and regularly updating the same in conjunction with the project team and the client.
- Formulated the integrated master schedule of the work from planning stages up to contract award along with anticipated cash flow, developing the risk registers at the early stage of the project and maintaining regular updates.
- Reviewed, commenting upon and consenting to the schedule of works submitted by the consultants and contractors, ensured that the schedules were in compliance with the contract.
- Provided summary level dashboards and/or other special reports to management to support informed decision making and effective management of the program.
- Reviewed and analyzed claims for Extension of Time and assisting in the finalization of claims submitted by consultants and contractors.

REFERENCES CAN BE PROVIDED UPON REQUEST