

# Omar Ahmad Abu-Lubbab, PMP®, PMI-SP®, ACI Arb, FIDIC

Senior Planning and Contracts Engineer

*Amman, Jordan*

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I am a Senior Planning and Contracts Engineer with almost eleven (11) years of professional experience in the construction field of contract management project scheduling. I also have comprehensive knowledge of dispute adjudication, arbitration, and Earned Value Management.

## **Education**

**Bachelor's degree in Civil Engineering, University of Jordan (Amman, Jordan), 2008-2012**

## **WORK EXPERIENCE**

**Senior Planning & Contracts Engineer / Contract Dept.,**

**International Building Systems Factory Co. LLC / Astra Industrial Group, Riyadh, KSA, May-2022 - Present**

Projects: - Several Projects in G.C.C.

- Full contract administration and commercial management, managed contract execution, performance, and compliance throughout project lifecycles.
- Prepared and drafted Contract and Subcontract agreements.
- Negotiated contractual and commercial issues with the contracting party.
- Reviewed and analyzed contracts to identify, highlight, and assess potential areas of risk and contractual obligations, such as ambiguities, conflicts, or deviations from the scope of work.
- Reviewed, highlighted, and, if necessary, proposed comments on and proposed alternative text/clauses to contract conditions.
- Prepared contractual letters/ correspondence.
- Ensure proper contract closure, including final documentation and stakeholder sign-off.
- Prepared detailed schedules, recovery, and revised schedules as required, including the project S-curves and histograms (manpower and cash), project Cash Flow, resource, and cash loading.
- Prepared delay analysis and impacted schedule analysis.
- Prepared detailed Financial Charges according to payment terms (Variance between Cash in and Cash out).

**Senior Project Control Engineer / PMC,**

**Consolidated Consultants Group, Amman, Jordan, September 2019 - April 2022**

Project: - Abdali Views Project - SinoGulf / Amman, Jordan.

- Full commercial management and contract administration, including the control of a full project.
- Prepared contractual documentation, including a request for proposal, request for variation, Instruction for variation, Variation orders, Employer monthly reports, minutes of meetings, and letters.
- Reviewed all project schedules, including baseline, recovery, and revision.
- Reviewed and monitored the contractor updated construction schedule.
- Took a proactive procedure to avoid delays, schedule slippage, and cost overruns.
- Reviewed the progress by comparing the actual progress on-site to the planned using software such as Primavera P6 and Microsoft Office.
- Made a detailed comparison between several programme revisions.
- Reviewed variation orders and change orders along with the project documentation, including specifications, BOQ, Drawings, and contract agreement.
- Reviewed and monitored contractor submittals, materials delivery, and procurement logs.
- Daily site follow-up and maintaining appropriate records.
- Assessed potential time impacts of several types of variation.

**Senior Planning & QS Engineer, Al-Hamad Group of Companies, Dubai, UAE, April 2018 - September 2019**

Projects: - Head Quarters - Several Projects.

*Planning Duties:*

- Prepared detailed schedules, recovery, and revised schedules as required, including the project S-curves and histograms (manpower and cash), project Cash Flow, resource, and cash loading.
- Studied and analyzed the project's milestones and broke them down into activities, then assigned weights for each activity based on the resources.
- Prepared pre-tender schedules and pre-qualification documents for several projects.
- Prepared daily, weekly and monthly reports as required.
- Monitored the project's progress on a daily basis with site personnel versus the schedule.
- Reported on daily basis issues which are hindering the progress of the project manager and upper management.
- Prepared corrective action plans along with a detailed management plan.
- Delay analysis and impacted schedule analysis.
- Coordinated between the project control unit and the project's different aspects, including engineering, procurement, and project site team.
- Prepared and revised project procedures, administration tools, progress measurements, VoWD measures, and cost forecasts.
- Good knowledge of productivity for the various labors and equipment.

*Quantity Surveyor Duties.*

- Prepared project monthly interim payments and obtained approvals.
- Prepared quantity take-off sheets for different types of project trades.
- Prepared payment certificates for all subcontractors.
- Prepared and submitted the project's VOs' along with supporting documents.
- Assisted in any contract administration duties related to QS.

**Planning & QS Engineer, Al-Hamad Construction & Development Co., Amman, Jordan, March 2017 - November 2017**

Project: - Jordan Gate Project.

*Planning Duties:*

- Prepared detailed schedules, recovery, and revised schedules as required, including the project S-curves and histograms (manpower and cash), project Cash Flow, resource, and cash loading.
- Studied and analyzed the project's milestones and broke them down into activities, then assigned weights for each activity based on the resources.
- Prepared pre-tender schedules and pre-qualification documents for several projects.
- Prepared daily, weekly and monthly reports as required.
- Monitored the project's progress on a daily basis with site personnel versus the schedule.
- Reported on daily basis issues which are hindering the progress of the project manager and upper management.
- Prepared corrective action plans along with a detailed management plan.
- Delay analysis and impacted schedule analysis.
- Coordinated between the project control unit and the project's different aspects, including engineering, procurement, and project site team.
- Prepared and revised project procedures, administration tools, progress measurements, VoWD measures, and cost forecasts.
- Good knowledge of productivity for the various labors and equipment.

*Quantity Surveyor Duties.*

- Prepared project monthly interim payments and obtained approvals.
- Prepared quantity take-off sheets for different types of project trades.
- Prepared payment certificates for all subcontractors.
- Prepared and submitted the project's VOs' along with supporting documents.
- Assisted in any contract administration duties related to QS.

## **Planning & Quantity Surveyor Engineer, Wajih Contracting Co., Amman, Jordan, June 2014 - March 2017**

Projects: - Head Quarter - Several Projects.

### ***Planning Duties:***

- Prepared detailed schedules, recovery, and revised schedules as required, including the project S-curves and histograms (manpower and cash), project Cash Flow, resource, and cash loading.
- Studied and analyzed the project's milestones and broke them down into activities, then assigned weights for each activity based on the resources.
- Prepared pre-tender schedules and pre-qualification documents for several projects.
- Prepared daily, weekly and monthly reports as required.
- Monitored the project's progress on a daily basis with site personnel versus the schedule.
- Reported on daily basis issues which are hindering the progress of the project manager and upper management.
- Prepared corrective action plans along with a detailed management plan.
- Delay analysis and impacted schedule analysis.
- Coordinated between the project control unit and the project's different aspects, including engineering, procurement, and project site team.
- Prepared and revised project procedures, administration tools, progress measurements, VoWD measures, and cost forecasts.
- Good knowledge of productivity for the various labors and equipment.

### ***Quantity Surveyor & Cost Control Duties.***

- Prepared project monthly interim payments and obtained approvals.
- Prepared quantity take-off sheets for different types of project trades.
- Prepared payment certificates for all subcontractors.
- Prepared and submitted the project's VOs' along with supporting documents.
- Monitor vendor spending against budget and cash flow.
- Prepared, reviewed, and tracked project cost reports where applicable revenues, expenses budgeting, etc.
- Solicited materials offers, commercial and technical evaluation of bids, including comparison sheets, as well as prepared related purchase orders.
- Assisted in any contract administration duties related to QS.

## **Site Engineer, Rawafed Al-Torok Contracting Est., Riyadh, KSA, April 2013 - June 2014**

Project: - Water Stream of Al-Solai Valley Project.

- Coordinated with client, consultant, and project engineer regarding different project activities and works inspection requests, as well as attending regular meetings to keep them informed of the project's progress.
- Liaised with subcontractors, supervisors, quantity surveyors, and the site team involved in the project.
- Prepared daily progress reports for project management.
- Day-to-day management of the site activities, including allocating, supervising, and monitoring laborers and the work of subcontractors.
- Worked in coordination with the local authorities, i.e., the Saudi electricity company, national water company, and Saudi railways organization, to facilitate the execution of the project works.

## **Certificates**

**Scheduling Professional (PMI-SP) ®, PMI - Project Management Institute, 2023.**

**Project Management Professional (PMP) ®, PMI - Project Management Institute, 2023.**

**Finance for Non-Financial Managers, National Association of State Boards of Accountancy (NASBA), 2023.**

**Law & Contracts in Construction Industry, Arab Center For Arbitration, 2023.**

**Module 1: International Arbitration, Arab Center for Arbitration, 2023.**

**FIDIC Certified Adjudicator Preparation Programme, Arab Center for Arbitration, 2023.**

"Impact (3)" Improve Performance by Accountability & Cooperation Techniques, Dale Carnegie Training, 2023.

FIDIC Module 4: Management and Administration of FIDIC Contracts, FIDIC, 2022.

FIDIC Module 2: Management of Claims and Disputes Resolution under the FIDIC Contracts, FIDIC, 2022.

FIDIC Module 3: Understanding DABs, FIDIC, 2022.

FIDIC Module 1: Practical use of FIDIC conditions of contracts in 2017 Red and Yellow books, FIDIC, 2021.

Engineering Contracts CMP-01, Arab Center for Arbitration, 2021.

Associate Membership - ACI Arb., CI Arb - Chartered Institute of Arbitrations, 2021.

### **Software's Skills**

Primavera P6 | MS Project | MS-OFFICE | AutoCAD | AutoCAD Civil 3D | Prokon | Etabs program

### **Skills**

Time Management | Problem solver | Team Leadership | communication skills | team player | multi-task | time management | Negotiation | Project Control | Project Management

### **Languages**

Arabic

English

### **Memberships**

Member, PMI - Project Management Institute, 2023.

Associate, CI Arb - Chartered Institute of Arbitrators, 2021.

Member, Jordanian Engineering Association, 2013.

Member, Saudi Council of Engineers, 2013.