

# EMAN HASSAN

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Fifteen years of progressive experience and an emphasize on Contracts Management and Project Management in the Power Generation field within Multinational Companies executing Mega EPC Projects in the Middle East (7.28 GW Power Plants + 1.7 GW Wind Power + 2.25 GW PV Solar). Seeking to be hired as a full-time employee where I can demonstrate and enhance my organizational and administrative skills to positively contribute to the company searching for a loyal, responsible, hardworking employee.

## EDUCATION

NOVEMBER 2008

### BACHELOR OF SCIENCE OF MECHANICAL ENGINEERING

Major: Mechanical Power Engineering, Grade 63.45%.

Graduation Project: Turbomachinery “Solids Distribution inside Mixing Tanks”, Grade Excellent.



MAY 2012

### DIPLOMA OF HIGHER STUDIES, AIN SHAMS UNIVERSITY

Major: Mechanical Engineering “New and Renewable Energy”, GPA (3.13).

Graduation Project: Wind Energy, GPA (3.00).

## CERTIFICATIONS

JUNE 2021

### CERTIFIED INTERNATIONAL COMMERCIAL CONTRACTS MANAGER

Certified by: International Purchasing and Supply Chain Management Institute, USA.

Trained by: Blue Ocean Training and Consultancy, Dubai - UAE.



### DRAFTING CONTRACTS & LEGAL BRIEFS EXPERT

Certified by: Lahaye Institute for Human Rights and International Law, Netherlands.

Trained by: Arab Institute for Accountants and Legal, Dubai - UAE.



DECEMBER 2021 – DECEMBER 2022

### FIDIC MODULE 1: PRACTICAL USE OF FIDIC CONDITIONS OF CONTRACTS

### FIDIC MODULE 2: MANAGEMENT OF CLAIMS DISPUTES RESOLUTION UNDER FIDIC CONTRACTS

### FIDIC MODULE 3: UNDERSTANDING DABS

### FIDIC MODULE 4: MANAGEMENT AND ADMINISTRATION OF FIDIC CONTRACTS

### FIDIC MODULE 5: CONDITIONS OF CONTRACT FOR EPC/TURNKEY PROJECTS

Certified by: FIDIC - International Federation of Consulting Engineers, Switzerland.

Trained by: Arab Center for Arbitration, Cairo - Egypt.



JANUARY 2022

### PROJECT MANAGEMENT PROFESSIONAL PMP®

Certified by: PMI - Project Management Institute, USA.

MAY 2023

### RISK MANAGEMENT PROFESSIONAL RMP®

Certified by: PMI - Project Management Institute, USA.



## EXPERIENCE

DECEMBER 2022 – PRESENT

### SENIOR CONTRACTS MANAGER

ACWA POWER COMPANY (EPC CONTRACTOR)



Location: Dhahran, KSA

Project: NEOM GREEN HYDROGYN PROJECT, EPC Contract Developer

Project Owner: NEOM GREEN HYDROGYN COMPANY (NGHC)

Reporting to: **Project Director**

- ⌚ Executing USD 3.132 Billion EPC Subcontracts for (1.6 GW Wind, 2.2 GW PV Solar, 0.4 GW BESS.)
- ⌚ Managed the execution of the Limited Notice to Proceed/Early Works.
- ⌚ Verified all the conditions precedent to the issue of the Notice to Proceed of the Subcontractors.
- ⌚ Reviewed the requirements, duties and obligations of the company under contracts to ensure compliance with the company's policies and procedures.
- ⌚ Identified contract gaps and placeholders between main contract and subcontracts.
- ⌚ Monitoring the implementation and performance of signed subcontracts.
- ⌚ Conducting meeting with Owner to find out its requirements and clear its queries.
- ⌚ Overseeing main contract and subcontracts invoicing during the entire project lifetime.
- ⌚ Verifying and addressing all contract commercial issues.
- ⌚ Maintaining, updating and improving contractual records.
- ⌚ Reporting the status of the subcontracts to the project management.
- ⌚ Liaising with technical team, subcontractors, legal teams and the Owner's representatives.
- ⌚ Acting as the focal point of contact for Owner, site team, subcontractor and project managers.

JULY 2020 – DECEMBER 2022

### SENIOR CONTRACTS ENGINEER

POWERCHINA HDEC MIDDLE EAST CO (EPC CONTRACTOR)



Location: Dubai, UAE

Project: UAE Wind Power Project, EPC Contract

Project Owner: Al Dhafra Wind Energy Company (Masdar)

Owner Engineer: Tractebel Engineering S.A.

Reporting to: **Middle East Contracts Director**

- ⌚ Executed EPC Contract for (103.5 MW Wind + 14 MW PV Solar).
- ⌚ Drafted contract and technical correspondences to Employer and subcontractors.
- ⌚ Responsible for claims preparation and managing disputes in accordance with contract provisions.
- ⌚ Ensured the variation orders are correctly managed and negotiated, in order to maximize returns.
- ⌚ Prepared reports and regular updates to Project management in line with reporting schedules.
- ⌚ Supported assigned project team members in managing subcontracts.
- ⌚ Liaised with Project team internal departments for any clarifications or advice as required.
- ⌚ Raised the level of Project team awareness about contracting procedures.
- ⌚ Ensured the timely issue of Insurance Certificate and Bank Guarantees as well as cancellations.
- ⌚ Ensured proper minutes of the meeting are recorded.
- ⌚ Maintained record of contracts documentation and internal/external correspondence.
- ⌚ Responsible for contract drafting, negotiation, review and execution of the process of contract formation and signature during the bidding stage.

DECEMBER 2018 – JULY 2020  
**LEAD CONTRACTS ENGINEER**  
**ELSEWEDY POWER S.A.E (EPC CONTRACTOR)**



Location: Dubai, UAE  
 Project: **Aweer Power Plant H-Station Phase IV 800 MW Simple Cycle**  
 Project Owner: **Dubai Electricity and Water Authority (DEWA)**  
 Owner Engineer: **Electricité De France (EDF)**  
 Reporting to: **Project Contracts Manager**

- ⌚ Executed USD 300 Million EPC Contract.
- ⌚ Prepared records/logs of the payment process and prepared the look ahead payment plans.
- ⌚ Draft the correspondences of the main Contract and the Subcontracts.
- ⌚ Review of the Deviation Requests from the main Contract Specifications.
- ⌚ Prepared the chronology of claims of the main Contract, negotiation with the Employer/Engineer and settlement of the claims.
- ⌚ Assistance with preparation of weekly, biweekly and monthly Project progress reports.
- ⌚ Provided commercial and contractual support for the project team and project management to mitigate contractual risks on the project.
- ⌚ Conducted the Subcontract negotiation process until preparing final recommendations for internal acceptance.
- ⌚ Review terms and conditions and Preparation of Contract briefs for express subcontracts, consultancy agreements, and service agreements.
- ⌚ Arranged payments to Subcontractors and Analyze completed works.
- ⌚ Review the claims of the Subcontractors, verify the merit of claim, assess claim quantum and Prepare the Subcontract Amendment including change in scope, cost and time impacts.
- ⌚ Maintained an audit file for each Subcontract which includes main Contract and Subcontracts, all correspondences, variation orders, claims, and invoices.

APRIL 2011 – DECEMBER 2018  
**SENIOR CONTRACTS ENGINEER**  
**ELSEWEDY POWER ELSEWEDY ELECTRIC PSP (EPC CONTRACTOR)**



Location: Cairo, Egypt  
 Reporting to: **Contracts Department Manager and Project Managers**

Projects	Project Owner
South Helwan Supercritical Power Plant 3 × 650 MW	Upper Egypt Electricity Production Company (UEEPC), Egypt
Al-Shabab Power Project Phase-II Combined Cycle 8 × 125 MW	East Delta Electricity Production Company (EDEPC), Egypt
West Damietta Power Project Phase- Combined Cycle 4 × 125 MW	East Delta Electricity Production Company (EDEPC), Egypt
Construction of Jeddah Park 110/13.8kV Substation in Jeddah	Al Serafi Park Residential Complex Authority, Jeddah, KSA
Establishment of 132/11KV AL WUKAIR 11 Substation	SAK Holding Group, Doha, Qatar
Attaqa 650 MW Simple Cycle Power Plant & Mahmoudia 330 MW Simple Cycle Power Plant	East Delta Electricity Production Company, Egypt
Banha Power Plant Project, 750 MW Combined Cycle Project	Middle Delta Electricity Production Company (MDEPC), Egypt
Abu Qir Thermal Power Plant Project, 2 × 650 MW, Gas/Oil Fired Units	West Delta Electricity Production Company (WDEPC), Egypt

- ⌚ Review Contract terms and conditions and Prepare Contract briefs and revisions summarizing Contractual requirements and Contract price breakdown schedules.
- ⌚ Post Contract commercial administration for several projects at the same time including payments, variations, claims, contractual and commercial correspondences, interim valuations and payment certificates.
- ⌚ Prepare, Submit progress invoices, interim payments, and Track payments and deadlines until certification and collection.
- ⌚ Accomplished VAT and devaluation claim in accordance with the Changes in Law.
- ⌚ Management of bonds, insurance certificates and guarantee logs.
- ⌚ Prepared Change Notices proposal, Evaluation of new unit rates, Change Order verification, negotiation, and agreeing on site with consultant.
- ⌚ Ensuring that department processes comply with the Quality standard procedures, preparing for quality audits and closing any non-conformance reports.
- ⌚ Performed closing activities as needed, such as close-out agreements, final settlements, issuance of completion certificates and taking over and acceptance certificates.
- ⌚ Prepared Contract Close-out report and final documentation complete as per procedures and audit requirements.
- ⌚ Responsible for planning and coordinating the Contractual and Management aspects of projects.
- ⌚ Reconciliation of Bill of Quantities and Review Project Client Invoices.
- ⌚ Participated in Client meetings and resolving Management Project issues.
- ⌚ Assisted Project Manager in presentations/reports to the Client/Company management.
- ⌚ Consolidation of data in the schedule and in project cost reports for Project Manager's review and approval.
- ⌚ Prepared and updated, on a regular basis, Project cash flow forecasts.
- ⌚ Participated in the development of the work breakdown structure interfacing with Procurement, Engineering, and Finance departments.
- ⌚ Monitored the financial status of the Contract through project closeout and settlement of final accounts.

**MAY 2009 – APRIL 2011**

**PROJECT ENGINEER**

**ELECTRO THARWAT FOR TRADING AND CONTRACTING**

Location: Cairo, Egypt



**Project: Abu Qir Thermal Power Plant Project, 2 × 650 MW, Gas/Oil Fired Units (Electrical Package)**

- ⌚ Supervise the preparation of Tender Document and coordinate bid evaluation, prepare technical and commercial award recommendation report for management approval.
- ⌚ Involved in pre-award clarification and kick-off meetings.
- ⌚ Participate in consultant meetings and resolving project management issues.
- ⌚ Producing and issuing of Method Statements and Risk Assessments for project works.
- ⌚ Technical specification review and Preparing take-off of the technical drawings.
- ⌚ Prepare project progress invoices and progress reports.
- ⌚ Monitoring planning and construction time schedule.
- ⌚ Review transmittal of change notices and technical document submittals.

**SKILLS**

- |                        |                       |                            |
|------------------------|-----------------------|----------------------------|
| ⌚ Contracts Management | ⌚ Analytical Thinking | ⌚ Quality Management       |
| ⌚ Project Management   | ⌚ Details-oriented    | ⌚ Oracle ERP System        |
| ⌚ Legal Research       | ⌚ Financial Analysis  | ⌚ Material Tracking System |

## COURSES

Course	Trainer	Duration	Date
Saudi Competition and Procurement System	Frontiers International	30 hours	July 2023
FIDIC Certified Contracts Manager	Arab Center for Arbitration	36 hours	December 2022
FIDIC Certified Adjudicator	Arab Center for Arbitration	36 hours	September 2022
Delay Analysis Mastery	Smart PM Training	7 hours	July 2021
Professional Design & Simulation of On-Grid PV Systems using PVSOL Premium 2021 Ed.3	Green Energy Academy	20 hours	March 2021
Managing Claims in Construction Projects	Dr. Salwa Fawzy	8 days	October 2018
Understanding FIDIC Conditions of Contracts	Dr. Salwa Fawzy	8 days	September 2018
General Taxation and VAT Laws Program	Egyptian Council for Training & Development	14 hours	January 2018
PMP Preparation Course	Amid East	33 hours	July 2011
General and Conversational British English	Oxford College	4 levels	2010
Primavera 6	Muttaheda Training Center	30 hours	2010
Business Administration	United Group Company	1 month	2007

Online Course	Trainer	Online Course	Trainer
The Science and Art of Time Management	Almentor	The Influential Presentation Skills	Almentor
The Art of Business Negotiation	Almentor	The Science and Art of Time Management	Almentor
Pricing Management, Strategy & Execution	Almentor	VAT Implementation In GCC	Almentor
Agile Foundations	NASBA	Communication & Negotiation	NASBA
Cert Prep: PMI Agile Certified Practitioner	PMI	Cert Prep: Scrum Master	NASBA
The Exceptional Communicator	LinkedIn	Communication Foundations	PMI
Leadership Essentials	LinkedIn	Business Analysis Foundations	IIBA
Change Management	LinkedIn	Strategic Planning Foundations	PMI
Strategic Management	LinkedIn	Assessing and Improving Strategic Plans	PMI
Business Writing	LinkedIn	Coaching Skills for Leaders & Managers	NASBA
Managing and Accelerating Performance	LinkedIn	Communicating with Diplomacy and Tact	NASBA

## ACTIVITIES

Language: Arabic (Mother Tongue) and English (Excellent).

Computer Literate: MS Office, PVSOL Premium.

Nationality: Egyptian.

Date of Birth: August 10, 1985.

Driving License: KSA, UAE and Egypt.