

Ahmed M. ElGuinedy

Contracts and Claims Team Leader

PMP®, **CICCM®**, **CEM®**,
CLAC, **ARBX**, **CAPM**,
PRMG

- Registered Arbitrator at the (ARAB CENTER for ARBITRATION).
- Registered Arbitrator at the (ARAB INTERNATIONAL TRIBUNAL of ARBITRATION-CANADA).

Contact

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Software

Microsoft Office (Excel, Word and Power Point).
Primavera.
Computer-Aided Design (CAD)

Languages

Arabic
Native

English
Very Good

Profile

highly motivated with exceptional multi-tasking and organizational skills. Seeking a challenging position in the Contracts and Commercial Division in a prestigious organization.

Highly focused and results-oriented office professional who successfully supports complex, deadline-driven operations. Committed to determining the optimal sequence of operations at workplace. Determined to thrive in a fast-paced dynamic environment.

Excelling at leading strategy and business development using in-depth knowledge of business requirements. Establishing clear objectives for team members and enforcing deadlines to keep projects on track through a hands-on preventive contracts and planning guidance.

Core Competencies

- Contracts Management.
- Project management and improvement.
- Commercial management.
- Change and Disputes management.
- Strategic Planning and Leadership.
- Stakeholder relationship and customer satisfaction.
- Cross-functional team leadership.
- Problem Solving.
- Decision Making.
- Negotiation, Persuasion and Communication.
- Multi-site operations.
- FIDIC's Contract Forms.

Work History

2022-06 –
ongoing

Contracts and Claims Team Leader Engineer

HitekNOFAL Solutions, New Maadi, Cairo

- Analysis of the contract documents in the tender stage (Pre-contract management).
- Negotiation of terms and conditions related to the prime contract, consultancy agreement, ..., etc.
- Drafting and reviewing the contractual correspondences and notices throughout the project as well as assisting the sites/projects teams on matters that have contractual and financial implications (Post-contract management and analysis).

Education

B.Sc. Electrical Power and Machines.

Faculty of Engineering,
Helwan University.
(2006 – 2011)

Professional Development

Project Management Professional (PMP)®.

Project management Institute (PMI)®, Pennsylvania, USA.
(2018)

Certified International Commercial Contracts Manager (CICCM)®.

International Purchasing and Supply Chain Management Institute (IPSCMI)®, Lewes, Delaware, USA.
(2022)

Certified Energy Manager (CEM)®.

Association of Energy Engineers (AEE)®, Georgia, USA.
(2021)

CONTRACT LAW: From Trust to Promise to Contract.

HARVARD Law School,
Massachusetts, USA.
(2022)

2018-06 –
2022-06

- Provide the Top management with contractual and legal consultation on a case-by-case basis to safeguard the company's position.
- Responsible for the contract administration to ensure compliance with contractually defined obligations.
- Assist in the amicable resolution of client disputes via emails, correspondences, and negotiation meetings, maximizing the utilization of explicit and implicit contractual stipulations.
- Maintain proper records, documentation, and filing systems related to the contractual activity.
- Assess, review and advise management on variation orders to confirm contractual validity.
- Coordinate and assist in finance management, asset management, and project finance with the lender bank.
- Coordinate with different departments (i.e.: Engineering, Planning, Cost control, ..., etc.).
- Liaising with different departments with all levels to analyze and determine a comprehensive contract strategy.
- Handle and submit claims when the project deviate from the original time schedule and budget, and prepare notice of claim with a list of all delayed events and to be issued according to the contract time bars to preserve the company rights for extension of time and money.
- Analyze and draft FIDIC-based conditions for use in request for proposals (RFPs).
- Evaluate reservations on contract conditions and present risk analysis and recommendations.

Projects:

- **Capital Business Park (CBD) – New Administrative Capital.**
- **Egyptian Refinery Company Plant (ERC) – Mostrood, Cairo.**
- **Tanta / Damietta Gas Line sensing – Delta.**
- **Madinety (Zone: B12, B15, B23, Cellia, Restaurants and Cafes, Craft Zone).**
- **New Assiut Barrage – New Assiut.**
- **Metro Line (Marg – Helwan) Security Modernization.**
- **HYDE PARK optical distribution phase 1 & phase 2.**

Contracts Team Leader Engineer

GIZA CABLES INDUSTRIES (gc3) – GIZA POWER T&D, Giza

- Review and study all contract's condition and provide contract analysis that includes summery reports to each concerned party (Technical, Cost, and planning, ..., etc.) to prepare the requirements needed to start the project.

Contractual and Legal Aspects in Construction (CLAC):

EMEND, Sheraton Heliopolis, Egypt.

- **CLAC (010):** Sources and Regimes of Obligations (2023).
- **CLAC (020):** Specific Contracts / Law of Evidence (2023).
- **CLAC (030):** FIDIC Contracts – Interpretive Case Oriented Approach (2022).
- **CLAC (040):** Claims and Disputes in Construction Industry (2023).
- **CLAC (050):** Resolution of Disputes – Comparative Arbitration (2023).

ACAREA Arbitration Diploma (ARBX):

Arab Center for Arbitration, Maadi, Egypt.

- **ARBX (Module 010):** International Arbitration (2023).
- **ARBX (Module 020):** Preparation of Arbitration Documents (2023).
- **ARBX (Module 030):** Professional Drafting of Arbitration Awards – Case Studies (2023).

Contract Administration for Project Managers (CAPM):

American University in Cairo (AUC), Egypt.

- **CAPM (010):** Contract Management Essentials (2016).

- Responsible for all the correspondences going back and forth between the client and the company, and provide a list of official letters with their current status in the form of contractual log to keep track of the project progress, issues and risks either for info or any action needed.
- Administrate variation orders when the client requests variations, and discuss it with the procurement team for quotation and prices breakdown.
- Handle and submit claims when the project deviate from the original time schedule and budget, and prepare notice of claim with a list of all delayed events and to be issued according to the contract time bars to preserve the company rights for extension of time and money.
- Negotiate, edit and draft any necessary amendments to the contracts mutually with the client.
- Monitoring sub-contracts: issuance, signature and administration; through ensuring compliance of sub-contract conditions with the main contract, drafting special conditions (if required) and preparation of deviation reports.
- Present monthly project status report to the management that entails progress, variation and claims log for review/comparison with the previous months for any precautions or actions.
- Manage sub-contracts in assessing claims and issuing correspondences to deliver quality standards agreed upon in a timely manner.

Senior Contracts Engineer

GIZA CABLES INDUSTRIES (gc3) – Projects Division, Giza

- Tender preparation: reviewing and commenting on contract terms, conditions and annexes to the contract and ensuring that terms, conditions, and pricing are accurately executed and satisfied in agreements.
- Contract Execution: attending the progress meeting with the client, highlighted the areas of potential risks.
- Drafting contractual letters based on the contract conditions to address contractor's issues, progress status, claims, variation orders.
- Managing and preparing variation orders according to V.O contractual process.
- Contract closure: verifying that contractual parties have fulfilled their contractual obligations and there are no outstanding responsibilities.
- Claims preparation and development.

- **CAPM (020):**
Preparation of
ClaimsmanSHIP (2017).
- **CAPM (030):**
International Contract and
Domestic Law (2018).
- **CAPM (060):**
Arbitration and Dispute
Resolution – Theory and
Practice (2018).

Professional Program in Project Management (PRMG):

American University in Cairo
(AUC), Egypt.

- **PRMG (010):** Project
Planning and Control
techniques (2019).
- **PRMG (030):** Project
Budgeting and financial
Control (2019).
- **PRMG (080):** Bids and
Contracts (2020).

Understanding FIDIC's Standard Form of Contract.

American University in Cairo
(AUC), Egypt.
(2016)

Project Management Diploma.

Cambridge Training College
(CTC Britain), London, Britain.
(2010)

Principals of Business Administration Diploma.

Cambridge Training College
(CTC Britain), London, Britain.
(2010)

2016-12 –
2018-06

Projects:

- **Presidential and Governmental District – New Administrative Capital.**
- **East of The Regional Ring Road – New Administrative Capital.**
- **West of The Regional Ring Road – New Administrative Capital.**
- **Latin District – New Alamein City.**
- **Hacienda Bay & Hacienda White Residential Compound
Infrastructure – North Coast.**
- **Palm Hills Golf and Golf Extension Residential Compound
Infrastructure – 6th of October City.**
- **Palm Park Residential Compound Infrastructure – 6th of October City.**
- **Al Andalus Residential Compound Infrastructure – 5th District_New
Cairo.**

Senior Site Electrical Engineer

Hassan Allam Construction (HAC), Sheraton Heliopolis

- Develop projects from concept to completion including work progress tracking and reporting.
- Review project's documents to validate the accuracy of electrical drawings in order to prepare for effective project implementation and load verification for all project's Electrical systems (Load estimation, transformer sizing, Lighting system calculations, Switchgears, Short circuit calculations, Voltage drop calculations, Power factor correction and Cable sizing).
- Preparing and Revising all Technical submittals (Shop drawings, Material and Equipment submittals and RFIs).
- Implement and break down electrical work responsibilities in line with the set plan, and distribute tasks on subordinates to best utilize resources and achieve work plan with complete coordination with other disciplines (Civil, Mechanical and Architecture).
- Provide technical support as needed for implementation and immediately intervene to solve problems that occur at any point in the project time or phase.
- Ensuring cost, timescales and project specification are met.
- Supervise vendors to maintain control of project schedules and cost.
- Work with project managers to assure work meets business needs, applicable codes and standards of quality.

Projects:

- **AL BOROUJ Residential Compound PARCEL (1.8) MEP Works.**
- **AL BOROUJ Residential Compound PARCEL (1.9) MEP Works.**

Courses and Workshops

Certified Cost Professional (CCP)® Preparation Course.
Luqman Academy.

Understanding and Implementation of Cost Management System (Workshop).
COST Lab.

Cost Control Workshop (CCW).
HA Management and Training.

Cost Control for Construction Projects (Workshop).
Planning Engineer Est.

Cost Control in Construction.
UDEMY.

Planning and Scheduling Professional (PSP)® Preparation Course.
UDEMY.

2011-10 –
2016-12

Site Electrical Engineer

MEGA for Construction and Industries (MEGACI), Sheraton Heliopolis

- Site Supervision on all Electrical (HV, MV and LV), Light Current networks and systems implementation.
- Preparation of daily reports, weekly plans, and any other site documentation.
- Checking plans, drawings and quantities for accuracy.
- Ensuring cost, timescales and project specification are met.
- Liaising with any consultants, subcontractors, supervisors, planners, quantity surveyors and the general workforce involved in the project.
- Day-to-day management of the site, including supervising and monitoring the site labor force and the work of any subcontractors.
- Solving problems and providing with technical advice.

Projects:

- **AL TAJAMOUAT INDUSTRIAL PARK 66/11 KV – 2x40 MVA Substation** (Substation's Erection, Construction and Energizing).
- **EL GAMMAL 220/22/22 KV – 2x75 MVA Substation** (Substation's Erection, Construction and Energizing).
- **Bahtiem 220/ 66/11 KV Substation** (Supply and Erection of High Voltage works: 220 kv GIS Extension [Two Bays]).
- **Cairo West 500/220/66 KV Substation** (Supply and Erection of High Voltage works [220 kv GIS Extension (Transformer Bay)] and [66 kv GIS Extension (Feeder Bay)]).

References and Certificates are available upon Request.