

Amani R Elhaj

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Objective:

To pursue a challenging career in organization, where skills can be best utilized and Enriched, acquire knowledge and gain experience to meet the requirements of a successful professional and contribute to the success of the organization.

Skills Profile:

- **Possess More than 12 years of UAE experience in construction field as a Senior Contract engineer/Project & Commercial Management**
- *Good expertise in Project, Commercial & Contract Management, Cost Analysis and reporting structure. Experience in development of Claims, Variations & Dispute resolutions and integrating the same with client/ consultant's/ contractor's program.*
- *Good expertise in **Claims & Delay Analysis** and integrate the same with client/ consultant's/ contractor's .*
- *Risk Management and Highlighting the contribution of each risk to management.*
- *An effective leader with proven abilities in leading teams during the project phase, training & guiding team members and enabling knowledge sharing among the team.*

Courses:

- CCP (Cost Control Profession)
- CPCM (Certified Professional Contract Manager)
- FIDIC Module 1
- FIDIC Module 3 (FIDIC ADJUDICATOR)
- Law & Contracts
- Preparation for International Arbitrators.-in Progress
- FIDIC Certified Contract Manager & Preparation Program – in progress

Professional Experience:

Senior Contract Engineer TSSC (UAE)-Started 2021-To Present

Tasks Performed:

- Reviewing, discussing, and finalizing contracts with clients.
- Preparing subcontract agreement for subcontractors.
- Contractual Assistance in dispute resolution.
- Drafting contractual letters to client/ subcontractor.

- Attending client's regular meetings. .
- Monitoring of project Schedule and progress.
- Preparing delay analysis against any liquidated damages.
- Studying and preparing for variations.
- Claims studying and preparation.
- Interim valuations and payment assessment.

➤ **Project Engineer at IMS (UAE)-Started from 2020 to 2021**

Tasks Performed:

- Company representative/point of contact with client
- Managing the contracts
- Managing all stages of project execution
- Preparing material submittal, method statements, inspection reports, etc..

Main Projects:

- Dubai Chamber of Commerce, Dubai-UAE (client Dubai Chamber of Commerce)
- Union Coop, AL Barsha-Dubai-UAE (client Union Coop)
- Union Coop-Al Bada-UAE (Client Union Coop)
- Empower Residential Building-Dubai-UAE (Client Empower)

➤ **Project Engineer at Al Shafar Steel Engineering (ASSENT) UAE- Started from 2018-2020**

Tasks Performed:

- Company representative/ point of contact with the client.
- Studying of the contract documents (pre and post contract documents) .
- Study the main contract sequence of work.
- Defining the project scope of work and determining the available resources.
- Coordinate with the planner for creating a detailed program by respecting the agreed deadline.
- Studying the budget and keeping monitoring it.
- Preparing micro schedule for each milestone by defining the activities, sequence of activities, and the estimate duration in order to monitor the progress of work.
- Coordinating the work with all the concerned departments and share with them macro plan (priority wise) in order to make sure that the progress is in the line with the planned schedule.
- Coordinating and monitoring all the subcontractors involving in the project
- Preparing a weekly progress of the work, and all the required logs (daily wise)

- Monitoring the cost and make sure it's in the line with the budget.
- Controlling all the variations works / claims and following up for approval.
- Controlling all the payment applications/ invoices and follow up for approval
- Preparing/ Controlling all the material submittals, method statements, RFIS, any other quality documents, engineering submittals and following up for its approval.
- Preparing the contractual letters which is in line of the contract.
- Preparing delay analysis if required with coordination with the planner.
- Monitoring all site activities to make sure it's in line with the agreed deadline.
- Attending all progress meetings with client, consultant, and end user

Main Projects

1. Mohammed Bin Rashid Library.
2. Expo Village 2020
3. Sea world Abu Dhabi
4. The Address Harbor point
5. Nad al Sheba Mall

- Commercial, Contracts and Cost Control Engineer at Al Shafar Steel Engineering (ASSENT) UAE-Started from 2015-2018

Tasks Performed:

- Checking and discussion of contracts with clients before proceeding with the job.
- Preparing subcontract agreement for subcontractors.
- Contractual Assistance in dispute resolution.
- Drafting contractual letters to client/ subcontractor.
- Attending client's regular meetings.
- Studying the budget for the awarded projects.
- Monitor of the procurement for the awarded projects.
- Cost analysis and controlling.
- Monitoring of project Schedule and progress.
- Preparing delay analysis against any liquidated damages.
- Studying and preparing for variations.
- Claims studying and preparation.
- Interim valuations and payment assessment.
- Follow-up for the payments and variation/ claim approval with the client.

Main Projects:

- Mohamed Bin Rashid Library.
- Midfield Terminal Building-Abu Dhabi Airport
- Expo Village 2020
- Iconic Metro Station-Expo2020

- Satah Al-Razboot (SARB) Offshore oilfield-Abu Dhabi

➤ **Estimation Engineer at EIP-UAE-Started from 2012-2014**

Tasks Performed:

- Preparing preliminary structural design for the non-designed inquiry
- Estimate and prepare cost analysis of structural steel and concrete work.
- Estimate and prepare cost analysis of aluminum and stainless-steel works.
- Preparing material submittal for the awarded projects.

Main Projects:

- Petroleum Institute Research Center, Abu Dhabi-UAE (client ADNOC)
- Petroleum Institute Staff Accommodation, Abu Dhabi-UAE (client ADNOC)
- Ruwais Sulphur Handling Terminal-2, Ruwais-UAE (Client GASCO)
- Ruwais Shopping Mall, Ruwais-UAE (client ADNOC)
- Noura, Refinery work, RAK-UAE (client RAK white cement)
- Abu Dhabi Autism Center-Abu Dhabi-UAE (client Zayed Higher Organization for Humanitarian Care)
- Residential Tower, in Plot-No-C1 & C4, Reem Island, Abu Dhabi-UAE (Client Alwifaq Finance Company)

➤ **Trainee Site Engineer-Lebanon from 2012 to 2012**

A training for four months for excavation and pile installation at **Khatib for Construction and Contracting, Lebanon** with project enabling package of Luna 1394 (Beirut-Lebanon)

Tasks Performed:

- Surveying for construction.
- Pipe holes preparation.
- Supervision on Pipe installation.
- Supervision on Excavation and shotcrete.

Academic Qualification & Other Credentials:

- **Bachelor of Engineering in Civil Engineering** from Beirut university (2012), Lebanon
- Microsoft Office, Power Point presentation

Personal Information:

DOB	:	05/07/1989
Sex/Status	:	Female/Single
Language Known	:	English, Arabic
Visa Status	:	Resident of UAE

Reference:

Reference/'s will be given upon request.