

Personal Information:**ICES Available for Canada****UPDA Available for Qatar**

Name	Tahani Haddadin	Nationality	Jordanian
Marital Status	Single	Address	Qatar / Doha
Mobile	+974-50371301	E-mail	th17572@gmail.com

Summary:

I'm a seasoned professional with 22+ years of experience, handling many positions in the construction field. As a Contracts Manager, Sub-contractors Manager, and Technical Manager, I play a pivotal role in overseeing the contractual aspects of construction projects from initiation to completion. And I am responsible for managing contracts, and negotiations, and ensuring compliance with legal and regulatory requirements. My expertise will contribute to the successful execution of construction projects while mitigating risks and maximizing profitability.

I have widespread experience in assuring adherence to Project management, Construction, and industry best practices while delivering multiple projects simultaneously; a proven track record of high-profile projects and a proven history of on-time, on-budget, and high-quality project completions.

My role was to undertake the following:

- Draft, review, and negotiate contracts with subcontractors, vendors, and suppliers.
- Ensure that contracts accurately reflect project requirements, scope, budget, and timelines.
- Monitor contract performance and enforce adherence to terms and conditions.
- Manage contract modifications, extensions, and terminations as necessary.
- Stay updated on relevant laws, regulations, and industry standards related to construction contracts.
- Identify potential risks and liabilities associated with contracts and develop strategies to mitigate these risks.
- Implement compliance measures to ensure contracts comply with regulatory policies and procedures.
- Collaborate with legal counsel to resolve disputes and mitigate legal exposure.
- Work closely with project managers and finance teams to establish project budgets and cost estimates.
- Monitor expenditures, track costs, and identify opportunities to optimize spending.
- Analyze contract terms and conditions to minimize financial risks and maximize profitability.
- Serve as the primary point of contact for contractual matters, both internally and externally.
- Collaborate with cross-functional teams including project managers, engineers, architects, and legal counsel.
- Facilitate effective communication between stakeholders to ensure alignment with contract requirements and objectives.
- Maintain accurate and organized contract documents, including amendments, correspondence, and performance records.
- Prepare reports, summaries, and analyses of contract data for management review.

CURRICULUM VITAE

- Provide timely updates on contract status, issues, and resolutions to relevant stakeholders.
- Perform other special duties and projects as needed to support organizational goals.
- Difference between projected and actual contract costs.
- Percentage of the contract value realized against the projected or estimated value.
- Evaluation of vendor or supplier performance against contractual obligations.
- Achieve cost savings or cost overruns.

Education:

- 2007 BSc degree in "Engineering Technology" with a major in "Highways and Bridges Engineer/Civil Engineering Department" from Al-Balqa Applied University.
- 1992 HND Architectural Engineering from Arabian College.

Experiences:

- April 2023 up to date, as a **Contracts Manager** at Mokasco Express Company. / Qatar.
- RIW in Southern Area (2021)-SA036 project, costing about 105 million QR.
- April 2022 – April 2023 was on vacation / USA
- Nov 2020 – Dec 2021 as a **Technical Manager** at IMAR for Trading & Contracting. / Qatar.
- KATARA LUSAI HOTEL 6* project / Fit out, costing about 900 million QR
- Oct 2019 – Oct 2020, as a **Contracts/Commercial Manager** at Al-Waha Trading & Contracting Co. W.L.L./ Qatar.
- Al Sailiya and West Muaither to Furousiya Street Surface Water (DW-081) project, costing about 105 million QR.
- Jan 2014 – Mar 2018, as a **Projects Coordination Manager / Subcontractors Manager** at Combined Group Co. for trading & Contracting W.L.L. / Qatar.
-Wedding Halls Complex – Al Reffa Project. / Owner, PEO, costing about 200 million QR
-Celebration Halls Complex – Al Dayyen Project. / Owner, PEO, costing about 230 million QR
-Celebration Halls Complex – Al Wakra Project. / Owner, PEO, costing about 245 million QR
- Jan 2013 – Jan 2014, **Technical Manager** at Khayyat Contracting & Trading Company (KCT/UCC). / Qatar.
-Mall Of Qatar Project: The project's total build area is 450,000 m², costing about 4.2 billion QR.
- July 2010 - Jan 2013, as a **Technical Manager** at Massanat Engineering and Contracting Co. / Jordan.
-Cow Farm project. 500,000 m². Excavation work & Structural.
- Mar 2008 - June 2010, **Sr. Technical Office** at Gulf Technical Construction Company, L.L.C- A Drake & Scull International PJSC Company / Dubai.
- Infrastructure works for Royal Amwaj Hotel: Residential and Infrastructure works. (Water Supply, Low Current, High Voltage, and Solid Waste) works.
- Laguna Tower Project / Jumeirah Lakes Tower area: One Tower 43 story.
- Feb 2007 - Mar 2008, **Site Engineering** at Massanat Engineering and Contracting Co. /Jordan.
- United Arab Investors Co. project: New Offices 8 story with 1 parking.

Trainings:

- **27 Dec 2023 – 30 July 2024, Certified in Engineering Contracts Management Diploma - ECMD. From the Arab International Tribunal of Arbitration – Canada & the Arab Center for Arbitration – Egypt.**
 - 06 May 2024 – 30 July 2024, in Law Contracts in the Construction Industry. From Arab Center for Arbitration.
 - 27 Dec 2023 – 09 Mar 2024, in Law Contracts in Construction Industry-Advanced. From Arab Center for Arbitration.
 - 09 Dec 2023 – 10 Feb 2024, in Professional Contract Engineers-Engineering Contracts Management. From Arab Center for Arbitration.
- **01 May 2023 – 05 August 2024, Certified in Arbitration, Diploma in International Arbitration, Member No.121, at the Arab International Tribunal of Arbitration – Canada & the Arab Center for Arbitration – Egypt.**
 - 13 May 2024 – 05 August 2024, in An Intensive Course to Prepare International Arbitrators. From Arab Center for Arbitration in Cooperation with Ain Shams University / Egypt.
 - 11 Sep – 27 Nov 2023, **Module 2:** Preparation of Arbitration Documents. & **Module 3:** Professional Drafting of Arbitration Awards. From Arab Center for Arbitration.
 - 01 May 2023- **Module 1:** International Arbitration Course. From Arab Center for Arbitration.
- 2019 - Course in Cost Professional Certification (CCP/CCE) from Jordan Engineers Association (Qatar Liaison Committee.)
- 2018 - Course in Certified Building Information Modelling (BIM) from Design Zone Authorized Training Center (Jordan-Amman).
- 2017 - Course in Certified Commercial Contract Manager CCCM from Green Gulf International W.W.L (Doha-Qatar).
- 2013 - Course in Green Building Principles & Leeds Core Concepts Program from Qatar Green Leaders (Doha-Qatar).
- 2011 - Course of Project Management Professional (PMP) from JEA.
- 2011- Course in Primavera 6 from Al-Manahel Center.
- 2007 - Course in Primavera 3.1 Level 1&2. from Al-Manahel Center.
- 1994 – 2000, Course in AutoCAD Customization, Course in AutoCAD r12, Course in Graphics Design (Adobe Photoshop, Corel Draw, 3D Studio Max, Adobe Premier.