

PERSONAL INFORMATION:

Civil Status: **Married**
Nationality: **Syrian**
Language:
Arabic (mother tongue),
English (expert)

STRENGTH:

- ☑ Interpersonal and communication skills.
- ☑ Fast learner, ability to adopt new technologies.
- ☑ Problem solving and, analytical skills.
- ☑ Positive attitude and works well under pressure.
- ☑ Ability to work with minimal supervision or within a team setting.
- ☑ Proven hard work, capitalizing knowledge, self-determined confidence of making immediate and valuable contribution towards the goal of the company.

Career Summary:

As a highly motivated Manager with over 15 years of international experience in the construction industry gained from working across UAE & Gulf.

Throughout my career, I have had the opportunity to work on diverse types of projects, including high-rise, healthcare, infrastructure and innovative projects. My experience in contracts and commercial management, procurement and tendering strategies, subcontracts and supply chain management, claims and variations preparation, and negotiation and alternative dispute resolution has been honed on multi-billion dollar projects in the MENA region.

As an Associate of the Chartered Institute of Arbitrators, I am committed to professional development. My background in Engineering have provided me with the knowledge and skills necessary to excel in my chosen profession

Strong commercial awareness and the ability to negotiate contractual obligations for ongoing/future projects. Proven ability to establish and negotiate contractual agreements of the company and developing innovating contracting approaches to achieve positive outcomes. Good understanding of implicating FIDIC-based Contracts.

Profound knowledge of construction trades, relevant legal requirements, and civil engineering standards. Exceptional numeracy skills which allow producing repeated cost savings. Strong communication and interpersonal skills.

EDUCATIONAL BACKGROUND:

Bsc. in Electrical Engineering – UAE
IGCSE High Secondary School Certificate

PROFESSIONAL EXPERIENCE:

Claims and Contracts Director
in Six Sigma Mnaagement Consulting Development

July 20,2024 to Date

- Ensure all Employer's Polices and Governors are implemented,
- Manage all legal aspects of contract documentations.
- Liaise with Employer in drafting and negotiating contracts terms and conditions.
- Chair contracts/commercial meetings
- Participating in several adjudication & ADR cases, leading the witness expert report drafting

Contracts Manager & Commercial represnetative
in MODERN ENGINEERING & CONTRACTING

Sep. 10, 2016 to July 20,2024

- Deliver complete commercial support to project management throughout contract delivery cycles advising on project control variations and commercial considerations of managing projects.
- Ensuring regulations are respected; lead and guide the commercial staff, and monitor daily business operations.
- Pivotal role in controlling the process of issuing confidential agreements as requested by senior management and business development.
- Significantly contribute to the financial aspects of bids, especially cost estimations.

Core Competencies

- Cost Control
- Pre& post contract management
- Commercial activities
- Procurement management
- Tendering
- Negotiations/ liaisons
- Documentation
- Correspondence management
- Quantity surveying & estimation
- Project management

Professional Certificates:

- ADQCC approved- SENIOR ELECTRICAL ENGINEER
- ADDC approved senior electrical engineer- first category
- RSB – electrical wiring regulation license no . raa107201

Training & Membership:

- PQP seminar
- SOE in UAE member
- ASHRAE member
- A+ computer Maintenance Certificate, 2008
- PMP
- PME Society Member

- Strictly adhered to budget parameters for controlling costs ensuring procurement of subcontract packages and key material are obtained within or less than approved budgets.
- Oversee cost reports, liability statements, subcontractors' and bond schedules.
- In-charge of building and managing the relationship and contracts between the company and its suppliers and vendors.
- Focal point of contact for all contractual issues.
- Skillfully identify procurement opportunities and ensure these are evaluated thoroughly and progressed accordingly.
- Facilitate the smooth renegotiation of complex existing contracts and ensure all activities are carried out in accordance with legislation and company policies.
- Manage all legal aspects of contract documentations.
- Meet with department heads to manage purchases of equipment, materials, products, and supplies.
- Play a key role in handling contract payments, maintaining site records, and preparing reports on contractor performance.
- Track project program, progress, and expenses and recommend steps on an action checklist during commencement/completion of contracts.

Contracts Administrator & Sr. Quantity surveyor

in MODERN ENGINEERING & CONTRACTING

Dec. 10, 2012 to 1, September 2016

- Execute and administer sub-contract packages and arrange for sub-contract payment certificates after obtaining approval from the Contracts Manager and liaising with the Accounts department.
- Estimate sub-contract contra-charges and other adjustments.
- Evaluate and analyze rates for star rates, claims, variations, damages, contra-charges, and saved backups.
- Attend meetings with the client, Engineer, and sub-contractors' Quantity Surveyor to keep them updated on the status of project/s.
- administrating suppliers LOI and PO, ensuring compliance o agreed terms and conditions
- Reviewing tender documents and ensuring compliance to terms and conditions
- Submission of variation claims and participating in discussion with clients
- Submission of Interim payments applications for running projects attaching related sheets, backup drawings, and specifications, preparing backups, and document control.

Estimation & Tendering Engineer

in MODERN ENGINEERING & CONTRACTING

Dec. 1, 2010 to Dec. 10, 2012

- Develop a tender list for suppliers and subcontractors.
- Responsible for calling/accepting tenders, taking required actions during the tender process, examining and reporting, and executing articles of agreement.
- Carry out contract bidding and approval activities.
- Estimation of MEP QTY ensuring all BOQ items is studied and well evaluated

Reference:

- Can be provided upon request