

# Ahmed ElGuinedy

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## PROFILE

- **Experienced Contracts and Claims Manager** with over 13 years in contracts and claims management, cost management, and project execution across infrastructure, construction, and industrial sectors, successfully leading large capital projects.
- Results-oriented professional with exceptional multi-tasking and organizational skills, committed to optimizing project outcomes through strategic planning, compliance, and effective team leadership in deadline-driven environments.
- Skilled in business development and strategy formulation, leveraging in-depth knowledge of business requirements to establish clear objectives and enforce deadlines, ensuring projects remain on track through proactive contract management.

## CORE PROFICIENCIES

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|----------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------|
| – <i>Contracts management.</i>               | – <i>Strategic planning and leadership.</i>                  | – <i>Decision making.</i>                           |
| – <i>Project management and improvement.</i> | – <i>Stakeholder relationship and customer satisfaction.</i> | – <i>Negotiation, persuasion and communication.</i> |
| – <i>Commercial management.</i>              | – <i>Cross-functional team leadership.</i>                   | – <i>Multi-site operations.</i>                     |
| – <i>Change and disputes management.</i>     | – <i>Problem solving.</i>                                    | – <i>FIDIC's contract forms.</i>                    |

## CERTIFICATIONS & LICENSES

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- **Member of The Institute of Construction Claims Practitioners (MICCP)®.**
- **Member of The Society of Construction Law – SCL (UK).**
- **Member of The Dispute Resolution Board Foundation (Member DRBF).**
- Registered **Arbitrator** at the **ARAB CENTER for ARBITRATION.**
- Registered **Arbitrator** at the **ARAB INTERNATIONAL TRIBUNAL of ARBITRATION - Canada.**
- Project Management Professional (**PMP**)®, **Project Management Institute (PMI)** ®.
- Certified International Commercial Contracts Manager (**CICCM**)®, **International Purchasing and supply Chain Management Institute (IPCSMI)**®.
- Certified negotiation associate (**NCN-A**)™, **NG Study, VMEdU Inc.**
- **FIDIC™ Modules (FIDIC™ Module 1** Practical Use of FIDIC Conditions of Contracts, **FIDIC™ Module 2** Management of Claims and the Resolution of Disputes, **FIDIC™ Module 3** FIDIC Adjudication Boards Duties and Responsibilities, **FIDIC™ Module 4** FIDIC Contracts Administration, **FIDIC™ Module 5** FIDIC EPC Contracts Silver Book), **FIDIC™ - International Federation of Consulting Engineers.**
- **Contract Law:** from trust to promise to contract, **Harvard law school.**
- Construction Law Professional Program, Contractual and legal aspects in the construction industry (**CLAC, EMEND.**
- Contract administration for Project managers professional program (**CAPM**), **American university in Cairo (AUC).**
- Post graduate Construction Contracts Management Professional Diploma (**CCMP**), **Egypt Syndicate of Engineers.**

- Contract Management: Building Relationships in Business, **University of Southampton**.
- ACAREA **FIDIC Certified Contracts Manager Preparation Program**, Arab center for arbitration (ACAREA).
- ACAREA **FIDIC Certified Adjudicator Preparation Program**, Arab center for arbitration (ACAREA).
- ACAREA **Diploma in International Arbitration**, Arab center for arbitration (ACAREA).
- Arbitration and Dispute resolution in Engineering contracts program, Justice academy for legal and economical studies.
- UNCITRAL international commercial arbitration course, United nation commission on international trade law (UNCITRAL).
- UNCITRAL mediation framework course, United nation commission on international trade law (UNCITRAL).
- UNCITRAL texts on public procurement and public private partnership (PPP) course, United nation commission on international trade law (UNCITRAL).
- Project Management diploma, Cambridge training college (CTC).
- Certified cost professional (CCP)<sup>®</sup> preparation course, Luqman Academy.
- Cost control workshop, HA Management.
- Planning and Scheduling Professional (PSP)<sup>®</sup> preparation course, UDEMY.

## EXPERIENCE

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**Head of Contracts | SAUDI FIRMNESS A.R.E**, One Katamyia, Cairo 2024-Present

*Saudi Firmness is a Partner and Member of **EMKAN Holding K.S.A**, which is a beacon of strength in the realm of business support services, offering a comprehensive and integrated suite of solutions that span across diverse sectors.*

- **Leadership and Reporting:** Led the Contracts Department team for all subsidiaries of **EMKAN Holding K.S.A.**, directly reporting to the Corporate Operations Director and Corporate Contracts Director.
- **Bid Management:** Assisted in the compilation and preparation of bid documents and bidders' lists, managing inquiries, requests for bids, and recommendations for contract awards.
- **Contract Implementation and Compliance:** Provided definitive interpretations of contractual obligations and rights, ensuring proper contract implementation and collaborating with the finance department for the issuance of contractual bonds.
- **Contractual Correspondence:** Drafted and reviewed contractual correspondences and notices throughout the project lifecycle, assisting project teams with matters that have contractual and financial implications in post-contract management.
- **Advisory Support:** Offered guidance on contractual matters to project managers, including drafting support letters and amendments, while advising on financial matters related to project costs and timelines.
- **Risk Management and Negotiation:** Identified and clarified contract risks, negotiated variations with engineers and clients, and prepared acceleration agreements for delays not attributable to the contractor.
- **Dispute Resolution and Reporting:** Maintained contractual records, prepared claims and counter-claims, and coordinated with law firms for disputes, ensuring proper reporting for arbitration and court cases.
- **Stakeholder Engagement:** Initiated and conducted meetings with stakeholders regarding contractual issues, overseeing project compliance with major clients such as **ARAMCO**, **RED SEA GLOBAL**, **Saudi National Water Company NWC**, **The Saudi Saline Water Conversion Corporation SWCC**, and **Saudi Electricity Company SEC**, as well as subcontracting with companies like **Nesma and Partners**, **Baker Hughes**, and **VEOLIA**.

**Contracts and Claims Team Leader Engineer | HitekNOFAL Solutions, New Maadi, Cairo** 2022-2024

*A leading provider of integrated solutions for the energy and telecom sector, and Projects.*

- **Contract Analysis and Management:** Conducted analysis of contract documents during the tender stage and managed pre-contract activities, including negotiation of terms for prime contracts and consultancy agreements.
- **Contractual Correspondence:** Drafted and reviewed contractual correspondences and notices throughout the project lifecycle, assisting project teams with matters that have contractual and financial implications in post-contract management.
- **Variation Orders and Legal Consultation:** Assessed and reviewed variation orders for contractual validity, providing legal consultation to top management on a case-by-case basis to protect the company's interests.
- **Contract Administration and Compliance:** Oversaw contract administration to ensure compliance with contractually defined obligations, maintaining proper records and documentation related to contractual activities.
- **Dispute Resolution and Claims Management:** Assisted in the amicable resolution of client disputes through correspondence and negotiation, handling claims for deviations from the original schedule and budget to preserve the company's rights.
- **Collaboration and Risk Analysis:** Liaised with various departments (e.g., Engineering, Planning, Cost Control) to develop comprehensive contract strategies, analyzed FIDIC-based conditions for RFPs, and evaluated contract conditions to present risk analysis and recommendations.
- **Stakeholder Engagement:** Initiated and conducted meetings with stakeholders regarding contractual issues, overseeing project compliance with major clients such as **Hyde Park, Telecom Egypt, EMAAR Misr, The National Authority for Tunnels (The Cairo Metro), Talaat Mostafa Group, Hassan Allam Properties, EZZ Steel.**

**Contracts Team Leader Engineer | Giza Power T&D, Giza, Egypt** 2018-2022

*A leading electrical contracting company in the implementation of all electrical infrastructure, industrial and Construction projects.*

- **Contract Review and Analysis:** Reviewed and analyzed all contract terms and conditions, providing summary reports to relevant parties (Technical, Cost, Planning) to prepare requirements for project initiation.
- **Correspondence Management:** Managed all correspondence between the client and the company, maintaining a contractual log to track project progress, issues, and risks, ensuring clear communication for necessary actions.
- **Risk Identification and Reporting:** Attended progress meetings with clients to identify and highlight potential risks, and drafted contractual letters addressing contractor issues, progress status, claims, and variation orders.
- **Variation Orders and Claims Management:** Administered variation orders requested by clients, collaborated with the procurement team for pricing, and handled claims for project deviations, preparing notices of claim to preserve company rights for extensions.
- **Contract Amendments and Sub-Contract Administration:** Negotiated, edited, and drafted necessary contract amendments with clients, and monitored sub-contracts for compliance with main contract conditions, including drafting special conditions and deviation reports.

- **Project Status Reporting:** Presented monthly project status reports to management, detailing progress, variation, and claims logs for review, while managing sub-contract claims and ensuring timely delivery of quality standards.
- **Stakeholder Engagement:** Initiated and conducted meetings with stakeholders regarding contractual issues, overseeing project compliance with major clients such as **Hyde Park, Capital Group Properties, EMAAR Misr, The New Urban Communities Authority (NUCA), Talaat Mostafa Group, Damietta Port Authority.**

**Senior Contracts Engineer | Giza Power T&D, Giza, Egypt**

2018-2021

**Senior Technical Office and Quantity Survey Engineer | Hassan Allam Construction, Cairo 2016-2018**

*One of the big five construction companies in Egypt that lead the construction industry with a large dynamic business, employing more than 45,000 employees in Egypt and the MENA Region.*

- **Contract Review and Quantity Measurement:** Reviewed contract documents at project initiation and conducted quantity take-offs from drawings based on project specifications and Bill of Quantities (BOQ) for electrical scope.
- **Document Preparation and Technical Submittals:** Prepared, checked, and revised all project documents and technical submittals—including shop drawings, material and equipment submittals, RFIs, and site instructions—to ensure effective project implementation and identify variations.
- **Subcontractor Management and Invoicing:** Drafted and scrutinized contracts for subcontractors to secure favorable terms, prepared and submitted monthly invoices for subcontractors and employer interim payments, and assessed subcontract claims.
- **Variation Orders and Financial Reporting:** Prepared variation orders, price adjustments, and compensation evaluations; attended meetings with the cost team and financial controller to report on actual progress versus planned progress and support financial reporting.

**Cost Estimation and Tendering Engineer | MEGA for Construction and Industries, Cairo 2011-2016**

*A Major EPC player in infrastructure sectors (Power, Water, building electromechanical and Heavy industry)*

- **Tender Preparation and Cost Estimation:** Develop comprehensive tenders and cost estimations for substation projects, focusing on electrical and mechanical components, while ensuring compliance with local codes, standards, and project-specific requirements.
- **Project Analysis and Collaboration:** Analyze project specifications, blueprints, and documentation to understand scope and requirements; collaborate with design, engineering, and procurement teams to cover all technical aspects in the tender process.
- **Cost Evaluation and Risk Assessment:** Evaluate material, labor, and equipment costs, identifying potential risks to ensure accurate budgeting and project feasibility; participate in bid reviews, negotiations, and value engineering sessions to enhance project success.
- **Tender Management and Post-Tender Support:** Track and manage multiple tenders simultaneously for timely submissions; assist in post-tender clarification, pricing adjustments, and contract finalization processes to ensure alignment with project goals.

**Site Electrical Engineer | MEGA for Construction and Industries, Cairo**

2011-2015

## EDUCATION | CREDENTIALS

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**Bachelor of Science in Engineering (B.Sc.), Electrical Power and Machines Department,**  
Faculty of Engineering, Helwan University, Cairo  
Graduation Year: 2011