

P.O.Box 740 Amman 11947 Jordan | hadeeldameh0@gmail.com | Office (+962) 6 5833727 | Cell (+962) 780615778

Qualification Summary

A mechanical engineer with (9 years) of experience in construction, management, and contracts. Proven expertise in transitioning from Mechanical Engineer - Procurement to Senior MEP Engineer, and subsequently specializing in contracts and claims preparation (Contract Administrator). Acquired leadership and communication skills through managing teams and interacting with various project stakeholders.

Key competencies include:

- Coordinating site engineers and monitoring project progress.
- Cost control and tracking project budgets.
- Preparation and review of claims
- Drafting arbitration pleadings and related supporting documentation.
- Attending multiple dispute resolution board hearings.

Experience Summary

MESC Construction Management – Contracts Administrator & Arbitration (Dec 2024 – Present)

1. Projects:

- Crown Plaza Petra Resorts – ACCC:
 1. Interim Time and Cost Compensation Claims (Nos. 3 and 4)
 2. Technical Claims for Mechanical Works (2 submissions)
 3. Technical Claims for Electrical Works (16 submissions)
 4. Technical Claims for Civil Works (2 submissions)
 5. Rejection of Employer's Claims
 6. Interim EOT and Cost Claim for the Ballroom Package
- Bab AlSharq -Arbitration
- Central Bank - Interim EOT and Cost Claim
- Design and Build of Package No. (6) - The Turtle Bay, Central Sports Club, Non-Professional Sports Club and Non-Professional Beach Clubs Package at Program No. (3), the Turtle Bay of the Red Sea Project- Interim EOT and Cost Claim
- New Multi-Purpose Halls and Cafeteria Building at Arab Potash Company - Interim EOT and Cost Claim
- P55 – Central Utility Building “Sub-Contractor” – Arbitration
- Shura West Hotel (HW1)-Construction of ELV/ICT Works - Interim EOT and Cost Claim
- Shura East Hotel (HE1) -Construction of ELV/ICT Works - Interim EOT and Cost Claim
- Central Logistics Hub (CLH) - Sitewide Infrastructure - Package 4 – Security, ICT/ELV – Utilities - Interim EOT and Cost Claim

- Al-Badad Mosque and Cemetery Construction Project -EOT - Interim EOT and Cost Claim
- Prime Business Resort - Skeleton Works Contract – (Interim EOT and Cost Claim
- Construction of the clinics building - Ma'an Government Hospital - Interim EOT and Cost Claim
- Construction of Al-Shobak Road – From Station (+400) to Station (6+300) -Arbitration

2. Responsibilities:

Claims, Contract Administration:

- Claims Preparation
- Arbitration Proceedings
- Studying contract documents, submittals, letters and any other project documentation
- Technical write up - Correspondences

Construction Management Associates - (CMA) (Feb 2024 - Dec 2024)

1. Projects:

- Termination of AIC – **Contract Analysis**
- Expansion of Sakaka Sewage Treatment Plant (26,000.0) m3/day – **EOT Claim**
- Delta Mixed-Use Development – **Contract Review**
- APRON (6) - Project to develop and expansion runways, taxiways and aircraft parking lots at King Abdulaziz International Airport - **Claims and Arbitration**
- AFU - Project to develop and expansion runways, taxiways and aircraft parking lots at King Khaled International Airport - **Claims and Arbitration**

2. Responsibilities:

Claims, Contract Administration:

- Prepared time-related claims and price escalation claims to safeguard client rights.
- Analyzed contracts to identify strengths and weaknesses, providing clear insights to meet client needs.
- Developed and delivered professional presentations tailored to client requirements.
- Responded to owner correspondence, ensuring proper documentation and preservation of client rights.
- Collaborated with legal experts and attorneys in drafting and reviewing arbitration pleadings and legal statements.
- Coordinated with project teams to facilitate the submission, approval, and archiving of technical documents.

Arab Construction and Contracting Company – ACCC (Jul 2019 – Feb 2024)

1. Projects:

- ACCC- Crown Plaza Petra Resorts (Senior MEP Engineer and Contract Administrator)
- P55 - Central Utility Building (MEP Engineer)

2. Responsibilities& Achievements:

- Ensured compliance with contractual terms, schedules, and specifications.
- Provided technical support and managed procurement and estimation processes.
- Managed contractor claims and participated in dispute resolution boards.
- Successfully handled over 20 financial and time-related claims exceeding a total value of 8 million, achieving favorable outcomes in 85% of cases.
- Prepared and followed up on claims related to change orders with the employer and engineer, in accordance with FIDIC guidelines.
- Worked collaboratively with stakeholders to minimize conflicts and maintain project progress.
- Drafted and prepared all MEP-related correspondence, including official letters to the employer, engineers, and subcontractors.
- Attended management meetings to address project status, claims, and technical challenges.

Jamal Lafi Company - (J.L.C) – Mechanical Design Engineer (Jul 2017 – Jun 2019)

1. Projects:

- Villas and Luxury Homes or Estates

2. Responsibilities:

- Prepared mechanical design drawings for various residential and commercial projects, ensuring compliance with technical and regulatory standards.
- Responsible for submitting design plans to civil defense and obtaining the necessary approvals and permits.
- Performed mechanical calculations and prepared equipment schedules, ensuring the efficient design and selection of systems.

Education Summary

- BSc Mechanical Engineering (Zarqa University) (Jun 2013 – Jun 2017)

Training Courses & Seminars

- FIDIC Module1: Practical Use of FIDIC
- FIDIC Certified Adjudicator Prep Program
- Claims and Variations in Engineering Contracts and FIDIC Agreements
- Project Management Professional (PMP) – 15 Learning hours
- Primavera P6 Courses “Basic” - 30 Learning Hours”
- HAP Course - 30 Learning Hours

Personal Information

- Nationality: Jordanian
- Place and date of birth: 25 Jan 1992 – Jordan
- Marital status: Single