

Zaher EL AYASS

Civil Engineer, B.Sc., PMP, ACI Arb

Contract, Commercial & Construction Management

Doha, Qatar | +974 555 73 706 | zaherayass@outlook.com

Qatar MMUP Grade A | CI Arb Associate Member | PMP Certified



Professional Summary

MMUP Grade A Civil Engineer, CI Arb Associate Member, PMP-certified professional, completed FIDIC Certified Contract Manager Program with over 25 years of experience in **contract management, commercial administration, quantity surveying, and construction management**. Skilled in **pre- and post-contract management, tendering, claims handling, dispute resolution, procurement, project supervision, and financial oversight**. Strong expertise in **FIDIC, PWA, and international contracts**, providing strategic guidance to project teams, mitigating risks, and ensuring successful project delivery.

Key Skills & Competencies

- **Contracts & Commercial Management:** FIDIC & PWA contracts, subcontracts, tendering, RFP/RFQ preparation, LOA drafting, contract negotiation
- **Claims & Dispute Management:** EOT, VO evaluation, claims assessment, dispute mitigation, arbitration support
- **Construction & Project Management:** Site supervision, progress monitoring, schedule adherence, quality control, HSE compliance
- **Financial Control & QS:** Interim/final payment certification, cost verification, budget tracking, variation orders, cost forecasting
- **Stakeholder Management:** Liaison with clients, consultants, contractors, suppliers; multidisciplinary team coordination
- **Process Improvement:** Standard templates, KPIs, dashboards, monitoring tools for contracts, guarantees, insurances

Achievements:

- Successfully negotiated and settled several high value **claims and variations**, avoiding disputes and securing company entitlements while maintaining strong relationships.
- Streamline the claims evaluation and VO approval process, reducing average review time.
- Implement company-wide monitoring systems for bonds, guarantees, and insurances, reducing compliance gaps and ensuring timely renewals.
- Introduce structured templates and reporting format for Tender Committee submissions, streamlined commercial reporting, improving clarity and speed of decision-making.
- Enhance contract administration efficiency by standardizing documentation and digitalizing records for easier audit, retrieval, and compliance tracking.
- Successfully supported negotiation and settlement of contractor claims, ensuring fair resolution.
- Contributed to timely project delivery by streamlining tender evaluation and award processes.

Professional Experience

Al Meera Consumer Goods – Projects Department, Qatar

Head of Contracts & QS | Nov 2021 – Present

Projects: Mixed-Use Developments, Major Renovations & Fitouts (Qatar & Oman Projects)

Key Responsibilities:

- **Report directly to the Assets & Property Director** and act as the **primary liaison for all contractual and commercial matters** across multiple projects, ensuring compliance with internal governance and external regulations.

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- **Lead pre- and post-contract administration** of projects managed both in-house and through outsourced consultants, from tendering and contract award to execution, completion, and final handover.
- **Manage contract drafting, negotiation, and administration** for consultants, contractors, suppliers, and service providers, ensuring alignment with company objectives, industry best practices, and requirements.
- **Prepare, review, and finalize tender documentation** including Conditions of Contract, Instructions to Tenderers, Scope of Work, Technical Specifications, BoQs, Appendices, and Pricing Schedules. Endorse complete packages for submission to the Tender Committee.
- **Evaluate prequalification submissions** of contractors and consultants, prepare evaluation matrices and reports, and recommend bidders for approval.
- **Coordinate pre-tender and post-tender activities** including preparation of tender plans, RFPs/RFQs, issuance of clarifications, organization of tender openings, and post-tender negotiations with shortlisted bidders.
- **Review and evaluate technical and commercial submissions**, ensuring compliance with tender requirements, and prepare detailed comparison reports and award recommendations for Tender Committee approval.
- **Draft and issue Letters of Award (LOA)** and oversee contract execution and signing procedures following top management approval.
- **Provide continuous guidance to project managers and multidisciplinary teams** on contract interpretation, obligations, risk management, and dispute avoidance throughout the project lifecycle.
- **Monitor contractor and consultant performance**, ensuring contractual compliance with quality standards, project specifications, schedules, safety regulations, and financial obligations.
- **Review and analyse contractor claims, EOT requests, variations, and change orders**, prepare impact assessments, and issue well-substantiated recommendations to management and the Tender Committee.
- **Oversee certification of interim and final payments** to consultants, contractors, and suppliers by verifying quantities, progress achieved, and compliance with contractual terms.
- **Review, verify, and track financial securities** (bonds, guarantees, insurance policies) and implement monitoring tools to track validity, renewals, and releases. Draft extension and enforcement notices when necessary.
- **Maintain comprehensive and organized contract documentation** including signed agreements, amendments, correspondences, approvals, and close-out records, ensuring audit readiness and contractual transparency.
- **Manage and resolve disputes** with consultants and contractors, facilitating amicable settlements or preparing detailed documentation for arbitration/litigation when required.
- **Draft clear, precise contractual correspondence** to consultants, contractors, and suppliers to safeguard the company's rights and interests.
- **Attend and actively participate in design, tender, progress, and close-out meetings**, providing contractual, commercial, and claims-related advice at all project stages.
- **Review consultant proposals and cost estimates** during design stages to ensure alignment with budgets and stakeholders' requirements.
- **Provide input into procurement strategies and policies**, improving procedures for bidder selection, evaluation, negotiations, and award approvals.
- **Support dispute resolution** by preparing detailed position papers, claim defences, and negotiation strategies; represent company in settlement discussions.

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- **Assist project teams in reviewing shop drawings, material submittals, inspection reports, and progress documentation** to confirm contractual compliance.
- **Develop and implement standardized templates, workflows, and KPIs** for contract administration, change order management, claims review, and payment certifications.
- **Advise cross-department stakeholders** on issues related to change orders, claims, warranties, bonds, guarantees, and contract close-out procedures.

SEG-Qatar – Main Contractor, Doha, Qatar

Project Commercial & Contract Lead – Post Contract | Sep 2011 – Oct 2021

Projects: Qatar University Student Housing (QAR 1.2B), Kahramaa Tower (QAR 550M), Darwish Residential Tower (QAR 450M), Hermas Development Project (QAR 600M)

Key Responsibilities:

- **Reported directly to senior management** and act as the focal point for all contractual and commercial activities on major construction projects.
 - **Administered main contracts and all subcontract agreements** throughout the full project lifecycle, ensured strict compliance with contractual obligations, contract provisions, technical specifications, and company policies.
 - **Led preparation, negotiation, and execution of subcontracts and supply agreements**, safeguarded company interests and minimizing exposure to contractual risks.
 - **Reviewed, evaluated, and approved contractor and subcontractor claims, variations, and extension of time (EOT) requests**, prepared comprehensive assessments and recommendations for management approval.
 - **Maintained systematic records of all contractual matters**, including correspondence, instructions, approvals, and change orders ensured transparency, audit compliance, and effective dispute defense.
 - **Verified and Certified interim and final payment application** by verifying progress achieved, compliance with contract, and substantiation of costs submitted by contractors and subcontractors.
 - **Conducted cost verification, variation order (VO) evaluation, and impact analysis** to monitor project budget performance, cash flow, and profitability.
 - **Supported project managers with contractual provisions**, enabling full understanding of obligations for proactive decision-making and avoidance of conflicts.
 - **Prepared and drafted contractual correspondences** to defend the company's position, respond to claims, enforce obligations, and protect entitlements.
 - **Collaborated with construction managers, planners, QS teams, and consultants** to ensure accurate reporting, cost control, and proper execution of contractual requirements.
 - **Conducted regular progress and commercial review meetings** with stakeholders, presented updates on claims, payments, variations, risks, and overall commercial health of the project.
 - **Developed templates, standard procedures, KPIs, and dashboards** to improve monitoring of contract performance, variations, and financial commitments across projects.
 - **Mentored and coached junior QS and contract administration staff** on best practices in contract management, claims analysis, FIDIC compliance, and dispute avoidance.
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Adel Jaidah & Associates – Architects / Consultant, Qatar

Senior Contract Administrator / QS | Mar 2006 – Aug 2011

Projects: Doha Bank Headquarters Tower, Hotel Apartments Tower, Extension of IBQ Office Building

Key Responsibilities:

- **Conducted detailed tender analysis, bid evaluations, and commercial comparisons** to ensure compliance with technical, financial, and contractual requirements prior to award recommendations.
- **Prepared comprehensive reports and recommendations** for management and tender committees, highlighting cost, compliance, risks, and contractor capability.
- **Assisted in pre-contract negotiations** with contractors and suppliers to finalize terms, align contract conditions with project objectives, and secure the best commercial outcomes.
- **Reviewed, verified, and certified contractors' interim payment applications, variation accounts, and final accounts**, ensuring accuracy against BOQ, work progress, and contract conditions.
- **Monitored ongoing project execution for strict adherence to contracts, specifications, and technical documentation**, escalating deviations and contractual breaches with corrective actions.
- **Reviewed, evaluated, and recommended resolution of contractor claims and variations**, including time and cost implications, while maintaining contractual compliance.
- **Conducted regular site inspections with project managers and engineers** to verify progress, quality, and compliance, ensuring that contractual obligations are being met.
- **Maintained organized and auditable contract documentation**, including agreements, correspondence, variations, claims, insurance, and guarantees for project close-out and future reference.
- **Drafted clear contractual correspondences** to contractors, consultants, and clients, ensuring communication is aligned with company policies and contractual rights.
- **Supported project managers and stakeholders** by providing timely contractual, financial, and technical data to enable informed decision-making.
- **Participated in project progress meetings**, presenting updates on contract administration, claims, financial status, and risk management.
- **Developed tender clarifications and responses** during procurement stages, collaborating with multidisciplinary teams to ensure clarity of scope and risk allocation.

Mazroui Construction Technology (MAZCOT) – Main Contractor, Abu Dhabi, UAE

Construction Site Manager | Oct 2003 – Feb 2006

Projects: Luxury Private Villas, Abu Dhabi, UAE

Key Responsibilities

- **Construction & Site Management:** Supervised all construction activities from site mobilization to handover, ensuring compliance with design drawings, technical specifications, and quality standards.
- **Contract & Subcontract Oversight:** Monitored subcontractor and labor performance; enforced compliance with contractual obligations and health, safety, and environmental regulations.
- **Project Planning & Execution:** Prepared and tracked daily progress reports, schedules, and manpower allocation; coordinated with project management for execution planning.
- **Material & Quality Control:** Reviewed shop drawings, material submittals, and samples for approval; monitored material deliveries, usage, and quality control procedures.
- **Issue Resolution & Coordination:** Identified and resolved design discrepancies; coordinated with consultants and clients for approvals and timely decision-making.

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- **Financial & Payment Management:** Prepared monthly interim payment applications for clients and subcontractors; verified and certified subcontractor progress and financial claims.
- **Documentation & Reporting:** Maintained comprehensive project documentation, including contracts, progress reports, and correspondence; developed logs and records to support audits and project close-out.
- **Stakeholder Communication:** Conducted regular meetings with clients, consultants, and project teams to provide status updates, resolve issues, and ensure project alignment.

EGN Consultants – Project Quantity Surveyor / Consultant, Lebanon | Mar 2003 – Oct 2003

Project Quantity Surveyor / Consultant | Mar 2003 – Oct 2003

Projects: Takieddine Family House – Extension & Renovation

Key Responsibilities:

- Conducted **construction control and site verification**, ensuring accurate measurement of works.
- Performed **quantity take-offs** and prepared cost estimates.
- Verified **contractor payment applications**, including interim and final certificates.
- Assisted in **claims evaluation and resolution**.
- Maintained organized **project records** for audit and client review.
- Coordinated with contractors and project teams to ensure contract compliance.

Ministry of Interior & Municipalities / Municipality of Jahlieh, Lebanon

Project Control Manager / Client Representative | Jul 2002 – Aug 2003

Projects: Municipal Infrastructure Project (World Bank Loan)

Key Responsibilities:

- Organized **work planning, construction schedules, and reporting** to client.
- Supervised **site execution**, ensuring quality, safety, and compliance with project requirements.
- Verified contractor work and issued **payment certificates**.
- Coordinated between contractors, engineers, and municipal authorities.
- Assisted in **budget tracking, cost control, and reporting project progress**.

GLOBE Co. – Project Engineer / Site Manager, Lebanon | Mar 2001 – Mar 2002

Projects: Infrastructure & Road Projects including Retaining Structures and Drainage Networks

Key Responsibilities:

- Supervised **construction activities**, ensuring compliance with engineering drawings and specifications.
- Managed **material ordering, quality control, and on-site inspections**.
- Prepared daily reports, quantity measurements, and progress updates.
- Coordinated with consultants and project teams to resolve site issues.
- Ensured **health and safety regulations** were followed.

PHIL – HOJGARD – HOURIEH (J.V.), Lebanon

Marine Site Surveyor Engineer | Nov 1999 – Sep 2000

Projects: Extension of Port of Beirut – Construction of Container Station, Quay 16 & Detached Breakwater

Key Responsibilities:

- Supervised **marine construction operations**, including breakwater works.

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- Prepared **daily progress reports** and coordinated with site operations management.
- Ensured **contract compliance** and monitored construction safety.
- Assisted in resolving technical challenges on-site.

Office of Engr. Malek AYASS – Lebanon

Design & Site Engineer | Feb 1999 – Sep 1999

Projects: Residential Multi-Story Buildings

Key Responsibilities:

- Conducted **structural design calculations and verifications** for building elements.
- Supervised **construction activities**, ensuring compliance with design and specifications.
- Prepared reports, coordinated site activities, and resolved technical issues.

LEBANESE ARMY – Lieutenant Engineer | Jan 1998 – Jan 1999

Lieutenant Engineer | Jan 1998 – Jan 1999

Projects: Residential Military Buildings Construction & Renovation

Key Responsibilities:

- Supervised **renovation and maintenance** of military residential buildings.
- Ensured **quality standards** and timely completion of assigned projects.
- Coordinated with contractors and internal teams for site execution.

Education

Bachelor of Science in Civil Engineering – Beirut Arab University, Lebanon (1997)

Certifications & Training

Project Management Professional (PMP), PMI-USA, 2011

CI Arb Associate Member (ACI Arb)

Certified in Claims Preparation and Dispute Management (CCM-UK)

FIDIC Certified Contract Manager prep program.

FIDIC Modul 1: Certified in Practice Use of FIDIC Conditions of Contracts

FIDIC Modul 2: Management of Claims and Dispute Resolution / Claims under FIDIC 1997 and 2017

FIDIC Modul 3: FIDIC Certified Adjudicator Prep Program.

FIDIC Module 4: FIDIC Contracts Management and Administration course

FIDIC Modul 5: FIDIC Conditions of Contract for EPC/Turnkey Projects.

Regular seminars on Contracts Management

Technical Skills

AutoCAD, MS Office Suite.

Languages

Arabic – Native | English – Fluent | French – Good