

# SHARAF IBRAHIM MOUSSA

## CONTRACT AND COMMERCIAL MANAGER

### CONTACT

+966567574990  
[sharfibrahim@gmail.com](mailto:sharfibrahim@gmail.com)  
Egyptian National  
Date of Birth: 03/11/1979  
Marital Status: Married with  
three children

### TECHNICAL SKILLS

Primavera P3, P6 & PCM,  
AutoCAD, Revit, Navisworks  
SAP2000, PROKON, MIDAS,  
Microsoft Office Suite,

### SKILLS

Contract Administration,  
Claims, Change Orders,  
Procurement & Cost Control  
Design & Engineering.

### EDUCATION

ZAGAZIG UNIVERSITY, EGYPT  
**2002**  
B.Sc. Civil Engineering

ZAGAZIG UNIVERSITY, EGYPT  
**2004**  
Pre-Master's in Construction  
Project Management –  
Completed

### PROFILE

Experienced CONTRACT AND COMMERCIAL MANAGER with over 23 years of experience in civil engineering, contract administration, claims, and cost control. Adept in managing high-value projects across Saudi Arabia and Egypt, with a strong focus on FIDIC-based contracts and public works requirements. Skilled in coordinating contractual deliverables, resolving claims and disputes, and producing clear, professional correspondence in both Arabic and English. Known for strategic leadership, attention to detail, and a commitment to safeguarding commercial and legal interests throughout the project lifecycle.

### EXPERIENCE

#### CONTRACT AND COMMERCIAL MANAGER

Al Ghanim International – Madinah, Saudi Arabia Branch

##### **March 2024 – Present**

Oversee all contractual and commercial activities across Saudi projects, managing the full lifecycle from tendering to closeout in alignment with FIDIC and public works standards. Prepare and review contract documents, lead procurement planning, evaluate subcontractor proposals, and negotiate cost-effective terms. Administer change orders, assess claims, and ensure full compliance with client requirements and internal policies. Supervise payment applications for clients, subcontractors, and vendors, ensuring accurate valuation and timely certification. Direct quantity surveying activities, including measurement verification and reconciliation of executed works. Lead the preparation and management of all contractual and commercial correspondence, ensuring clarity, accuracy, and consistency in communications with clients, consultants, legal representatives, and stakeholders. Facilitate early dispute resolution and support the legal team through technical memoranda used in arbitration and litigation cases.

#### CONTRACT ADMINISTRATION MANAGER

THABAT (formerly Al Muhaidib Contracting Co.), Madinah, Saudi Arabia

##### **Nov 2014 – Feb 2024**

Appointed to manage contract administration for all company projects, with a strategic focus on the King Salman International Convention Centre (SAR 882 million). Oversee full contract lifecycle management from pre-award to closeout, ensuring accuracy, compliance, and alignment with public works standards or FIDIC

## COURSES AND CERTIFICATES

### LUQMAN ACADEMY

#### **2021-2022**

- 1) Fundamentals of Construction Contracts
- 2) Delay Analysis and Claim Submittal Course
- 3) FIDIC 2017 RED BOOK, CONSTRUCTION
- 4) Claims, DAAB, and Arbitration in FIDIC 2017
- 5) Progress Reporting & Presentation Course

### PM-TRICKS ACADEMY

#### **2023**

PMP Preparation Course

### RADIANCE GROUP ACADEMY

#### **2023**

BIM MANAGER DIPLOMA

### ARAB CENTER OF ARBITRATION AND FIDIC

#### **2025**

- 1) Practice use of FIDIC conditions of Contracts Red and Yellow Books, FIDIC (Module One)
- 2) FIDIC CERTIFIED ADJUDICATOR Prep Program (Module Three)
- 3) Law and Contracts Course Construction Law Level 1
- 4) International Arbitrators Preparation Program – 1<sup>st</sup> Level
- 5) Integrated Arbitration Program

standards (as applicable) and owner requirements. Responsibilities include drafting and negotiating terms and conditions, preparing and evaluating claims and variations, managing change control procedures, and monitoring contractor performance. Facilitate stakeholder engagement, maintain contractual records, and advise senior management on risk mitigation and dispute resolution strategies across all phases of the projects.

### ACTING PLANNING MANAGER- EASTERN REGION BRANCH

Saudi Oger Co., Dammam, Saudi Arabia

#### **Jun 2011 – Nov 2014**

Directed planning and project controls for the SAR 7.57 billion King Abdullah Project Phase 1. Developed baseline schedules, recovery plans, and procurement timelines across 305 facilities. Monitored progress, led coordination meetings, and ensured alignment with client reporting requirements and contractual obligations.

### PROJECT MANAGER – ENGINEERING DIVISION LEAD

Al Zahrani Trading & Contracting Co., Dammam, Saudi Arabia

#### **May 2005 – Jun 2011**

Oversaw engineering operations for university campus projects (SAR 135 million). Supervised design reviews, material approvals, and procurement activities. Led contract administration, cost control, and claims management, ensuring effective communication and documentation with clients and subcontractors.

### TECHNICAL OFFICE & PROJECT CONTROL ENGINEER

Masriyah Tourism Development Co., Zagazig, Egypt

#### **Aug 2002 – May 2005**

Managed technical submissions, quantity take-offs, and time schedules for the MASRIYAH Plaza Project (L.E. 66 million). Reviewed subcontractor invoices, coordinated procurement evaluations, and supported claim documentation and compliance tracking.

### SITE ENGINEER

Al Safa Construction Co., Zagazig, Egypt

#### **May 2002 – Aug 2002**

Supervised execution of civil and architectural works. Prepared shop drawings, RFIs, and site records. Managed resource allocation and supported handover procedures with consultants.

### Trainee – Site Engineer

Arab Contractors Co., Zagazig, Egypt

#### **Apr 2000 – Sep 2000**

Assisted in site supervision for the University Hospital Extension, gaining hands-on experience in execution control and technical documentation.