

**Procurement / Contract Administration Manager
& Vendor Relationship Manager**

Holds B. Sc. in Construction Engineering, Master of Engineering in Construction Management and Master of Laws. Has about 17 years experience working in project management field.

PERSONAL DATA

Nationality : Egyptian
Gender : Female
Residence : Currently Abu Dhabi, UAE

EDUCATION

- : B. Sc. in Construction Engineering, American University in Cairo (AUC), 2005
- : International General Certificate of Secondary Education (IGCSE), British Council, Tiba College, 1999
- : MEng Master of Engineering in Construction Management, The American University in Cairo (AUC), 2012
- : Master of Laws LLM - Construction Law and Arbitration, Robert Gordon University, Aberdeen, Scotland, UK, 2019
- : BACHELOR OF LAWS PROGRAM (CURRENT), University of London, Expected date of graduation October 2024

LANGUAGES

Arabic : Native Language
English : Excellent

COMPUTER SKILLS

- : Windows, MS Office (Word, Excel), Internet
- : AutoCAD
- : Visual presentations of diverse natures and content using a variety of media

TRAINING COURSES AND CERTIFICATIONS

- : Certificate of Achievement of Contract Law: From Trust to Promise to Contract, Harvardx, 2020.
- : Certificate of Achievement: Getting a Good Deal: Negotiating Extractive Industry Contracts, SDG Academy, Sep. 2021.
- : Certificate of Completion: Introduction to International Humanitarian Law (IHL), Humanitarian Leadership Academy, Oct. 2021.
- : Lean Six Sigma Yellow Belt, expected date of Certification, Dec. 2021.

- : Supply Chain Management Certificate of Achievement, The American University in Cairo (AUC), 2015.
- : Certified Project Management Professional (PMP), 2011.
- : CERTIFIED SUPPLY CHAIN PROFESSIONAL (CSCP) PROGRAM Preparation Course, American Production and Inventory Control Society (APICS).
- : COMPARATIVE INTERNATIONAL CONTRACTS (FIDIC FORMS) (CLAC Program), The American University in Cairo (AUC).
- : CLAIMS & DISPUTES IN THE CONSTRUCTION INDUSTRY (CLAC Program), The American University in Cairo (AUC).
- : COMPARATIVE ARBITRATION (CLAC Program), The American University in Cairo (AUC).
- : LEGAL LANGUAGE, The American Legal Center (ALC).
- : CONTRACTS WORKSHOPS, Bechtel, Cairo (2006 & 2008).
- : Internships:
 - Procurement Engineer at Consolidated Contractors Company (CCC) (Aug. 2004).
 - Site Engineer at Moharam Bakhom Company (Jul./Aug. 2002).

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Aug. 2021 till now
- Job title** : Freelance Contracts Consultant
- Job Description** : Working with the following Companies:
- Contracts Consultant for SAG Consulting Group.
 - Contracts Manager for Cicon Civil Construction Company.
-
- Dates** : From Jun. 2020 till now
- Job title** : Freelance Trainer
- Job Description** :
- Trainer at Calibers, providing the course entitled "Introduction to Construction Contracts - A Project Life Cycle Practical Perspective". Provided the training course for three rounds.
 - Trainer at Uplift Consultancy Services and Training (start-up) preparing for the course entitled "Emerging Leader Program in Construction Contracts Management". The course is still under preparation. The first round is expected to start in the first quarter of year 2022.
-
- Dates** : From Mar. 2021 till Aug. 2021
- Employer** : Hill International
- Job title** : Contracts Manager
- Job Description** :
- Preparation of Tender Documents in accordance with Owner procurement procedures and the project financing entities procurement guidelines.
 - Issuing Addendums to include any change in the scope of the Tender Documents and preparing responses to Tenderer's commercial questions.
 - Evaluation of Tenders' proposals to ensure compliance with Tender Document requirements.
 - Preparing final Tenderer recommendation reports and issuing to the

Owner.

- Conducting pre-award negotiation meetings with successful bidder, preparing conformed contract documents for signature.
- Administering Contracts by managing the relationship and coordinating between the Owner, Technical office team, Site Team, project Controls Team and Suppliers. This includes managing of correspondences and emails, invoices, change orders, amendments to the Contract, cost monitoring and control, monitoring Contractor's schedule to ensure adherence to the project's schedule.
- Preparing Owner's pending items letters on regular biases to expedite the Owner's action/decision and sometimes conducting meetings with the Owner to resolve any pending issue.
- Preparing close-out Amendments for all Contracts.
- Claim preparation, analysis & resolution service to assist clients with claim analysis, strategy, clarification, negotiation and resolution.

Dates	:	From Mar. 2006 till Feb. 2021
Employer	:	PGESCO
Job title	:	Procurement / Contract Administration Manager & Vendor Relationship Manager
Job Description	:	<ul style="list-style-type: none">• PROCUREMENT RESPONSIBILITIES:<ul style="list-style-type: none">- Preparation of Tender Documents in accordance with Owner procurement procedures and the project financing entities procurement guidelines (World Bank, African Development Bank, Islamic Development Bank...etc.).- Issuing Procurement Notices for Owner to be advertised in local and international publications.- Conducting pre-tender meeting highlighting major technical and commercial issues.- Issuing Addendums to include any change in the scope of the Tender Documents and preparing responses to Tenderer's commercial questions.- Evaluation of Tenders' proposals to ensure compliance with Tender Document requirements.- Calculating price adjustment, missing scope costs, and cost of money to account for Tenderers' deviations.- Preparing final Tenderer recommendation reports and issuing to the Owner.- Conducting pre-award negotiation meetings with successful bidder, preparing conformed contract documents for signature.• VENDOR RELATIONSHIP MANAGEMENT: Lead a team of the best calibers in the Company to Develop a Vendor Database and Vender Relationship Management Program to allow for the following benefits:<ul style="list-style-type: none">- Having quick access to information and prices and accordingly having more competitive proposals, and cost saving opportunities.- Increasing the onboarding speed of vendors for projects and proposals.- Being more familiar with the Egyptian and other target markets. - Being more familiar with the service providers/vendors for projects that require new qualifications.

- Having Trust for forming associations with new strategic vendors and having the potential of sharing opportunities.
- **CONTRACT MANAGEMENT ACTIVITIES:**
 - Administering Contracts by managing the relationship and coordinating between the Owner, Technical office team, Site Team, project Controls Team and Suppliers. This includes managing of correspondences and emails, invoices, change orders, amendments to the Contract, cost monitoring and control, monitoring Contractor's schedule to ensure adherence to the project's schedule.
 - Coordinating between the Power Plant Owners, The Egyptian Electricity Sector, and international Contractors and Suppliers to ensure smooth execution of the Contracts.
 - Preparing Administration Logs and Summaries in order to be able to track the project open/pending issues and expedite the Suppliers.
 - Conducting meetings with the Suppliers whenever needed during the project to close and resolve any pending issues.
 - Preparing Owner's pending items letters on regular biases to expedite the Owner's action/decision and sometimes conducting meetings with the Owner to resolve any pending issue.
 - Conducting meetings for Purchase Order closing out agreements and coordinating between the Owner and the Suppliers.
 - Preparing close-out Amendments for all Purchase Orders and preparing summaries for main issues for all Purchase Order to be given to the Owner as a guide with closing out package.
 - Claim preparation, analysis & resolution service to assist clients with claim analysis, strategy, clarification, negotiation and resolution.
- **PRIME CONTRACT MANAGEMENT ACTIVITIES:**
 - **PRE-AWARD ACTIVITIES**
 - ❖ Preparation of Prime Contracts.
 - ❖ Leading the negotiation with the Client for the Prime Contracts.
 - ❖ Preparation of the contract risk assessment before signing any Contract to request the high management approval for undertaking the project.
 - **POST-AWARD ACTIVITIES:**
 - ❖ Preparing and issuing project procurement and contract administration procedures for projects.
 - ❖ Monitoring the Services to ensure that the execution is in accordance with the Contract scope of services.
 - ❖ Monitoring and keeping record of any extra Services done by the Project team and preparing, issuing and Negotiating claims requesting cost compensation for additional works performed.
 - ❖ Negotiating any variation order issued by the Client.
 - ❖ Preparing the Project Risk mitigation Plan and continuously updating during the Project execution.
 - ❖ Expediting Client's actions and required approvals and informing the Client with any risk ahead.

Dates : From 2005 till 2006
Employer : DEPA Egypt
Project : Holiday Inn, City Stars
Job title : Site Engineer
Job Description :

- Involved in the preparation of the Bill of Quantities (BOQ) before starting the work on Site.
- Site Supervision for the Block Works in the Public Areas and supervision of the setting out of the First Coarse of block work in accordance with the shop drawings.
- Preparing Request for Information (RFI) to the Project Manager whenever there is ambiguities between the as built status and the Shop Drawings.