

Holds a B. Sc. in Civil Engineering and a Postgraduate Diploma in Construction Project Management. Has 14 years hands-on experience in the field of civil engineering and construction management, working as Commercial Manager, Tendering & Cost Manager and Contract Administrator.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 17/09/1977  
Gender : Male  
Marital Status : Married  
Residence : Nasr City, Cairo

## **EDUCATION**

- : B. Sc. in Civil Engineering, Assiut University, 2003
- : Postgraduate Diploma in Construction Project Management, Ain Shams University, 2013
- : Master's Degree – ESLASCA University: MBA (Master of Business Administration)

## **LANGUAGES**

Arabic : Native Language  
English : Excellent  
French : Fair

## **COMPUTER SKILLS**

- : Windows, MS Office (Word, Excel, Power Point), Internet
- : AutoCAD
- : SAP
- : Surveyor Maps by Surfer
- : Eazy Surf CAD
- : Primavera

## **TRAINING COURSES AND CERTIFICATIONS**

- : Project Management Certificate (PRMG) from AUC (Feasibility Studies – Contracts & Bids – Resource Management – Financing & Budgeting – Planning & Control – Primavera 6.1).
- : International Regulation for Construction in HSE.
- : International Codes (DIN, ASTM, ACI, etc.).

- : Writing a Technical Report.
- : Contractual and Legal Aspects in Construction (CLAC) at AUC (Specific Contracts, Law of Evidence – Disputes in the construction industry – FIDIC Contracts – Commercial Law – Comparative Arbitration – Sources of Obligations).
- : Mediation Law discussions, Ministry of Justice with Ministry of Investment and with Cairo Regional Center for International Commercial Arbitration (2013).
- : Seminars and Conferences accredited and supervised by Cairo Regional Center for International Commercial Arbitration (CRCICA) and Chartered Institute of Arbitrators (CI Arb) for arbitration, mediation, construction law, contract law, FIDIC and dispute.
- : Courses during academic education:
  - Concrete repair.
  - Steel structures.
  - Welding.
  - Composite sections.
  - High Strength Bolts.

## CHRONOLOGICAL EXPERIENCE RECORD

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| <b>Dates</b>           | : From Jan. 2008 till now                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Employer</b>        | : Turner International Middle East                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Projects</b>        | : <ul style="list-style-type: none"> <li>• Marassi Sidi Abdul Rahman</li> <li>• Uptown Cairo</li> <li>• MIVIDA (New Cairo)</li> <li>• Sant Regis Nile Cornish towers</li> <li>• City Gate</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Job Description</b> | : <ul style="list-style-type: none"> <li>• Commercial Manager (from 2013 till now):             <ul style="list-style-type: none"> <li>- Main responsibilities are to plan, organize, direct, manage, evaluate, and are responsible for the budget, tendering and procurement strategies, activities, policies and aligning with organization vision, mission and objectives, including the identification of opportunities for operational improvements.</li> <li>- Set procedures, standards, and strategies in order to ensure process transparency, fairness, impartiality, and confidentiality in both levels technical and financial.</li> <li>- Plan, organize, direct, manage, and evaluate the tendering and procurement activities and processes.</li> <li>- Ensure all tendering and procurement activities.</li> <li>- Support and strengthen the strategic objectives of the overall organization.</li> <li>- Comply with and maintain knowledge of applicable rules, regulations, standards, and best practices.</li> <li>- Develop and update tendering and procurement budget.</li> <li>- Develop and manage the proposal, bidding, and negotiation process while adhering to applicable legal standards and codes of ethical conduct.</li> <li>- Ensure the adequacy of specifications, drawings and B.O.Q's for tendering and procurement purposes. Verify split of free issue items</li> </ul> </li> </ul> |

- and clarity of items description.
- Negotiate major tenders and procurement agreements.
- Develop blanket or master agreements with suppliers, and engage in all aspects of contract management.
- Review bidders/suppliers financial statements/reports and evaluate overall bidders/suppliers qualifications and conditions (risk assessment and required calculations).
- Review and assess total supply chain risk and identify opportunities to minimize and eliminate risk.
- Identify, qualify, and select vendors of materials, equipment products, or services, and conduct overall supplier/vendor management.
- Analyze market and delivery systems to assess present and future material availability and alternative sources.
- Prepare demand forecast.
- Develop and measure key performance indicators to determine and improve the effectiveness of the tendering and procurement function.
- Managing cost activities, cost reports, cost plans, cost estimate, accruals, economic risk and forecast reports, potential variations and VE reports.
- Manage purchase requisitions/orders.
- Evaluate cost and quality of materials, equipment, products, or services.
- Analyze tendering and procurement related information and evaluate the results to choose the best resolution and alternatives to all challenges.
- Prepare reports and statistics related to tendering and procurement function for management.
- Review records of materials, equipment, products, or services ordered and received, generate and/or review invoices, work orders, consumption reports.
- Perform and/or direct daily administrative tasks. Maintain constructive and cooperative working.
- Tendering & Cost Manager (from Jan. 2008 till 2013):
  - Main responsibilities are to oversee the progress, tendering, contracts, costing, purchasing, budgets, recording, reporting and billing of each project. The position support materials purchasing, contracts, claims, variations and/or paperwork and maintains project records. Prepare billings, job records and division reports for job costing, marketing reports, sales records, budget updates, planning, controlling and other information needed for divisions.
  - Measurements and payments for contractors / consultants and settlement of final accounts.
  - Participation in preparation of investment proposals & Preparation of recalculations and benchmarks.
  - Managing the bid preparation process and performs of financial/ technical review for the project components in co-ordination with design, contract, planning and construction team to get accurate tender documents.
  - Review all tender documents issued for tender, Tender analysis, Tender comparisons and reports.
  - Competitive bidding process and selection process.

- Contractor's queries, time extension, technical submissions and replies.
- Pre-tender meetings, addendums, correspondences and follow bid submission.
- Negotiate contract terms, pricing, payment schedule, construction period and ensuring that the agreements with the vendors / bidders are commercially advantageous also Identify and analyze economic developments in the market.
- Contract upgrade proposals, free issue material and nomination items assessment, evaluation and issue bids initial and final recommendation.
- Set targets as to the result to be achieved in price negotiations and selection process.
- Provide analysis and reports for anticipated cost overages/other unsatisfactory cost variances.
- Prepare cost analysis/estimates based on the architectural drawings, materials required and labor.
- Monitor Project costs in various ages, prepare monthly Cash flow, actual progress and estimates.
- Participate in carrying out feasibility studies.
- Evaluate design/site changes and prepare cost estimates for Variation Orders and change request.
- Adjusted contract sum and prepare variation form with all substantiation/supporting documents till get the required approvals.
- Participate in the procurement management plan and define the procurement requirements and how it will be managed from developing procurement documentation through contract closure to contract approval process with performance metrics.

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|------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dates</b>           | : | From Aug. 2003 till Jan. 2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Employer</b>        | : | Vinci Construction Grand Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Projects</b>        | : | <ul style="list-style-type: none"> <li>• Naga Hammadi Barrage</li> <li>• Cairo Metro line 3</li> <li>• Qatar Sport City</li> <li>• Sidi Krir Petrochemical City</li> <li>• Cairo Metro line 2</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Job Description</b> | : | <ul style="list-style-type: none"> <li>• Senior Contract Administrator (from 2005 till Jan. 2008):               <ul style="list-style-type: none"> <li>- Main responsibilities are to oversee the progress, tendering, contracts, costing, purchasing, budgets, recording, reporting and billing of each project. The position support materials purchasing, contracts, claims, variations and/or paperwork and maintains project records. Prepare billings, job records and division reports for job costing, marketing reports, sales records, budget updates, planning, controlling and other information needed for divisions.</li> <li>- In charge of all contractual, administration, financial issues and reports in co-ordination with the site team, Contractors/Suppliers and any other parties. Intervenes analyzes, manages and resolves business conflicts between the company and the vendors / suppliers.</li> <li>- Conduct the financial and contract negotiations at the appropriate management level.</li> <li>- Assess the quotations submitted and selecting the bidders with</li> </ul> </li> </ul> |

- which the commercial/financial negotiations may be conducted.
- Vendor's / supplier's capabilities and identify a pool of candidate vendors / suppliers for project consideration.
  - Claims preparation, Claims defense, and DAB justifications and conflicts clarifications in order to maintain the interests of all parties.
  - Prepare monthly/bi-monthly invoices to the employer / Consultant and Sub-contractors.
  - Negotiate contract terms, pricing, and payment schedule and ensuring that the agreements with the vendors / suppliers are commercially advantageous also Identify and analyze economic developments in the market.
  - Manage the competitive bidding and selection process.
  - Set targets as to the result to be achieved in price negotiations. Clarify goals and reach agreement.
  - Assist in the negotiation of contracts to get the optimum mix of price and quality.
  - Bid preparation process and Performs a technical review of the Civil Engineering components of final Tender documents for completeness and accuracy.
  - Issue Project Financial reports, Cost Updates, Maintain Cost Control Reports, Charts and Diagrams.
  - Contract Administrator (from Aug. 2003 till 2005):
    - Main responsibilities are to oversee the progress, tendering, contracts, costing, purchasing, budgets, recording, reporting and billing of each project. The position support materials purchasing, contracts, claims, variations and/or paperwork and maintains project records. Prepare billings, job records and division reports for job costing, marketing reports, sales records, budget updates, planning, controlling and other information needed for divisions.
    - Prepare the quantity survey Methods of measurements and share to issue the final quantity.
    - Prepare bi-monthly invoices to the employer / consultant and Sub-Contractors, issue Daily Site measurement record sheets for employer/Consultant or Sub-Contractors.
    - In charge of all contractual, administration, financial issues and reports in co-ordination with the site team, Contractors/Suppliers and any other parties. Intervenes, analyzes, manages and resolves business conflicts between the company and the vendors / suppliers.
    - Build relationships and liaise with internal customers and external suppliers/ vendors and manage daily Correspondence for quantities, costs and Specifications and put control system to prevent the wastes and follow.
    - Proposes local Sub-Contractors and Supplier to the Site or Project Manager and negotiate, decide and approve with them the unit price and the quantity then approve and issue all required works orders/Purchase order and release any Payments. Negotiate, discuss, Solve, decide and approve with client all contract conflicts and obstacles in tender, items or Specification and coordinate between the two points of views.
    - Advise the various departments on all contractual matters between the J.V and Employer/Consultant or J.V and J.V Subcontractors / Suppliers presenting that in weekly meetings.

- Assess the quotations submitted and selecting the bidders with which the commercial/financial negotiations may be conducted.
- Vendor's / supplier's capabilities and identify a pool of candidate vendors / suppliers for project consideration.
- Assist in claims preparation, Claims defense, and DAB justifications and conflicts clarifications in order to maintain the interests of all parties.
- Manage the competitive bidding and selection process.
- Prepare and update cost summaries reports and charts that including equipment, materials and labor calculations for site activity works to prepare Man-hour, Material and Equipment's Histograms.
- Negotiate contract terms, pricing, and payment schedule and ensuring that the agreements with the vendors / suppliers are commercially advantageous also Identify and analyze economic developments in the market.
- Prepare Tender, Drawings, Geotechnical reports and specification documents to submit it to S/C and WO's vendors for Quotations or analysis for cost/price of Materials and equipment.
- Prepare sub-contract Agreement, works Orders, and issues any changes to Such agreement, either by the way of site Instructions (SI) or variation orders - Prepare, evaluate and defense potential Claims arising out of execution of the works - Prepare bi-monthly invoices to the employer / Consultant and Sub-contractors.
- Prepare Cost Estimate and analysis for project master plan and activities then prepare master plan budget and detailed budget with project forecast cash flow including regular monthly updates.
- Issue Project Financial reports, Cost Updates, Maintain Cost Control Reports, Charts and Diagrams.
- Assist in the negotiation of contracts to get the optimum mix of price and quality.
- Bid preparation process and Performs a technical review of the Civil Engineering components of final Tender documents for completeness and accuracy.
- Provide cost estimates for extra works/changes order that including waste and Risk management.
- Prepare monthly/bi-monthly invoices to the employer / Consultant and Sub-contractors.

#### **Skills / other experiences / Strengths:**

- Initiating business plan and organization behavior.
- Project Visibility, budgeting, forecast and projection.
- Long term - short term value strategy and strategic planning.
- Affiliate marketing and define market demands.
- Contract Law and Legal Drafting.
- Arbitration Preparation and process.
- Quality management and plans.
- Construction supervision and management.
- Strong contractual and financial background.
- Strong business development skills.
- Strong analytical, planning, organizing and monitoring abilities.
- Technical, logistical, organizational and problem solving ability.

- Field of experience :**
- Achievement brief: A self-motivated and results driven engineer in the Construction Industry, Real-estate Development, Hotel Business, Shopping Malls, High Rise Buildings, schools, hospitals, Landscape (soft-hard), Stadiums, Oil/gas field, Power Generation, Marine works, Dredging, Roads, Infrastructure, Bridges, Sewerage Plants, Water Treatments Desalination Plants, Lakes, Lagoons, Pools, Water Fixtures, Fences, Gates, Renovations, Refurbishments, and Cosmetics finishing works with proven successfully track record in Cost, Tendering, Contract, Planning, Procurement & Supply Chain management with full responsibility and authorization for all contractual and commercial issues. I have valuable experience of leading, managing teams, with high quality of deliverables in a timely manner. I significantly contribute and extensively support the industry with constant needs of the business. Thinks in a strategic manner and possess strong interpersonal, communication and problem solving skills.
  - Fields of experience: Commercial management, Contract management, Business development, cost management and Control management in both levels professional and academican, with a track record of remarkable regional level achievements in construction industry, developments and project management.
  - Summary of work experience: I have 14 years work experience with track record of successfully contractual and commercial cases while liaising closely within region and overseas Consultants/Contractors. I have undertaken different roles, functions and job titles for projects at many areas in different countries and worked closely as part of high qualifications team with multi-skills and different culture. Work in such environment and interaction with team of experts allowed me to learn more, gain professional experience and relished the chance to become fully involved in an actual engineering problem from start to finish. I experienced project management and report writing and gained invaluable team-working, time-management and presentation skills, producing a report.
  - 14 years of experience in project management comprising preparation of tender documents, contract administration; procurement management, quantity surveying; invoices review; specification; quality control; cost estimation; budgeting; claims and variation orders; materials; reviewing shop drawings and method of statement; negotiation with subcontractors / Suppliers / service providers; coordination activities; preparation of daily, weekly and monthly reports and management of various projects including hotels, entertainment projects, high rise buildings, factories, hospitals and FM services. Professional management of all quantity surveying process / cost control functions, with particular emphasis placed on ensuring that contracts, agreements, purchase orders, and variations are properly administrated in accordance with standard conditions of contracts/agreements.
  - General duties: Monitoring and controlling all the project commercial activities in connection with cost and contractual awareness and in light of the project specification and client requirement. All duties and responsibilities summarized herein below as follows:
    - Cost Management:
      - Review cost plans and tenders cost estimate.

- Prepare projects cost analysis reports.
- Issue and review cost/budget expenditure and monthly, quarterly cost analysis reports.
- Allocate budgets to Cost Breakdown Structure.
- Monitor and maintain control for all costs, man-hours, materials, Quantities for all activities of the project.
- Provide advice/assistance to change management process and Monitor Project costs in various ages.
- Prepare monthly Cash flow, project accrual, project forecast, actual progress and revenues.
- Provide analysis and promptly reports anticipated cost overages/other unsatisfactory Cost variances.
- Issue financial reports, Cost Updates, Maintain Cost Control Reports, Charts and Diagrams.
- Review, evaluate and defining set plans to achieve business goals and development strategy.
- Keep up to date with market trends and new developments utilizing information for business improvement and overview situations.
- Marketing valuations providing advice and forecasts.
- Build and implementing a cost management structure for projects via cost coding centers.
- Q.S Management:
  - Measurement for contractors or suppliers.
  - Payments for contractor/ supplier/Consultant.
  - In charge of all commercial and financial issues and reports in co-ordination with the employer, site team, Contractors and any other parties.
  - Intervenes, analyzes, manages and resolves business conflicts between the company, vendors / bidders.
  - Assist in the negotiation of contracts to get the optimum mix of price and quality.
  - Set targets as to the result to be achieved in price negotiations and selection process.
  - Clarify goals and reach agreement maintaining the interests of all parties.
  - Managing project risks and extra works/changes order that including waste and mitigation plan.
  - Provide analysis and reports for anticipated cost overages/other unsatisfactory Cost variances.
  - Prepare cost analysis based on the architectural drawings, engineering estimates, materials required and labor involved.
  - Participate in carrying out feasibility studies.
  - Predict impending expenditures to help reduce the chance of going over budget.
- Contract Management:
  - Review completeness of contract documents and issue notice to proceed.
  - Evaluate and issue package closeout and settlement of final accounts.
  - Negotiations associated with Variation Orders for addition/omission works and contractor claims.
  - Review and response to contractors RFI's.

- Evaluate design/site changes and prepare cost estimates for Variation Orders for assigned packages, issue change request, adjusted contract sum form and variation form with all substantiation/supporting documents till get the required approvals.
- Managing project risks & set mitigation plans. Respond to contractors/consultant claims, dispute documents.
- Arbitration documents preparation, select defensive points, and DAB justifications or conflicts clarifications.
- Advising on procurement strategy; establishing a client's requirements and providing advice on contractual claims; maintaining awareness, offer advices on property taxation, customs, duties, tariff legislation, laws and insurances.
- Develop and implement procedures for contract management and post contract administration.
- Contract Administration and Claims:
  - Participation in preparation of investment proposals & Preparation of recalculations and benchmarks.
  - Provide cost estimates for extra works/changes order that including waste and Risk analysis/management.
  - Managing the bid preparation process and performs of financial/ technical review for the project components levels in co-ordination with design, contract, planning and construction team in the line with bidders and any other parties to get complete and accurate documents.
  - Review all tender documents issued for tender, Tender analysis, Tender comparisons and reports.
  - Competitive bidding process and selection process.
  - Contractor's queries, Time extension, technical submissions and replies.
  - Pre-tender meetings, addendums, correspondences and follow bid submission.
  - Negotiate contract terms, pricing, payment schedule, construction period and ensuring that the agreements with the vendors / bidders are commercially advantageous also Identify and analyze economic developments in the market.
  - Upgrade finishes, free issue material and nomination evaluation and issue initial and final recommendation.
- Procurement (Tendering) Management:
 

Set the Procurement Management Plan and define the procurement requirements for the project and how it will be managed from developing procurement documentation through contract closure as following:

  - Items to be procured with justification and timelines.
  - Type of contract to be used.
  - Decision criteria - Vendor Management.
  - Establishing contract deliverables and deadlines.
  - Contract approval process.
  - Performance metrics for procurement activities.