

**Technical Office Manager & Senior Planning & Cost Control**

Holds a B. Sc. in Civil Engineering and has over 9 years hands-on experience working mainly in technical office and planning and cost control.

**PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 27/07/1979  
Gender : Male  
Marital Status : Married  
Residence : Mansoura

**EDUCATION**

: B. Sc. in Civil Engineering, Mansoura University, 2008

**LANGUAGES**

Arabic : Native Language  
English : Good

**COMPUTER SKILLS**

: Windows, MS Office (Word, Excel, Power Point), Internet  
: AutoCAD  
: Primavera P6

**TRAINING COURSES AND CERTIFICATIONS**

: Project Management Office Planning and Implementation (PMO):  
• PMI®: 45 PDU's – Course ID #: 4034 - PRMG 110.  
• ACCEI®: 45 PDU's – Course ID #: 9032 - PRMG 110.

**CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Nov. 2017 till now  
**Employer** : AL HASHEMIAH INTERNATIONAL CONSTRUCTION, Egypt  
**Project** : ERC Refinery Project  
Construction of:  
• Two Facility BLDS.  
• 1400 ML Fences.  
• 400 ML Blast Wall.  
• 1200 ML Asphalt Paving.

**Job title** : Technical Office Manager

**Job Description** :

- Create the project time schedule (Levels 4/5), in accordance with the contract and the scope of work from Manuals, Specs & DWGs.
- Report critical path and schedule performance of the total project.
- Summarize, update and maintain schedule data.
- Perform productivity analysis of construction operations and verify results by staffing and crew analysis of work operations.
- Plan, organize and supervise schedule resource loading and leveling.
- Provide analysis and reports for assigned areas of the project.
- Responsible for preparing and presenting the Schedule Impact Report.
- Provide monthly reports to ensure EVMS requirements are being met.
- Prepare cash flow, Manpower histogram.
- Follow up any changes that arise during the project life cycle and prepare its claims (EOT, Prolongation Cost, Financial Claims), as well as the change orders.
- Managing and leading the technical office team.
- Prepare monthly invoice for Client and Subcontractors.
- Review shop drawing and coordination DWG submitted for approval.
- Review quantities surveying of the project.
- Attend regular meetings between the owner and the consultant as a representative of the contractor to discuss the technical problems that arise during implementation and propose appropriate solutions.
- Prepare Cost Breakdown for new items.
- Prepare technical reply for client's correspondences.

**Dates** : From Jan. 2017 till Oct. 2017

**Employer** : AL HASHEMIAH INTERNATIONAL CONSTRUCTION, Egypt

**Project** : Burullus Power Plant Combined Cycle 4800MW  
Construction of:

- Two Gas Turbines.
- Two HRSGs.
- One Steam Turbine.
- Piping (BOP).

**Job title** : Senior Planning & Cost Control

**Job Description** :

- Create the project time schedule (Levels 4/5), in accordance with the contract and the scope of work from Manuals, Specs & DWGs.
- Report critical path and schedule performance of the total project.
- Summarize, update and maintain schedule data.
- Perform productivity analysis of construction operations and verify results by staffing and crew analysis of work operations.
- Plan, organize and supervise schedule resource loading and leveling.
- Provide analysis and reports for assigned areas of the project.
- Responsible for preparing and presenting the Schedule Impact Report.
- Provide monthly reports to ensure EVMS requirements are being met.
- Prepare cash flow, Manpower histogram.
- Follow up any changes that arise during the project life cycle and prepare its claims (EOT, Prolongation Cost, Financial Claims), as well as the change orders.

**Dates** : From Feb. 2016 till Dec. 2016  
**Employer** : INSHAAT FOR CONSTRUCTOIN AND INDUSTRY, Egypt  
**Project** : Maadi Gardens Compound  
**Job title** : Technical Office Manager  
**Job Description** :
 

- Managing and leading the technical office team.
- Obtain required schedule information by all disciplines.
- Create the project time schedule in accordance with the contract and the scope of work.
- Report critical path and schedule performance of the total project, conduct project schedule analysis and studies of problem areas to determine criticality of schedule activities
- Summarize, update and maintain historical schedule data.
- Perform productivity analysis of construction operations and verify results by staffing and crew analysis of work operations.
- Plan, organize and supervise schedule resource loading and leveling.
- Provide analysis and reports for assigned areas of the project.
- Responsible for preparing and presenting the Schedule Impact Report.
- Supervise cost recording, provide monthly reports to ensure EVMS requirements are being met.
- Prepare cash flow, consumption reports to determine the actual cost of the project and compare to revenues and expenses to determine the deviations.
- Follow up any changes that arise during the project life cycle and prepare its claims (EOT, Prolongation Cost, Financial Claims), as well as the change orders.
- Review shop drawing and coordination DWG submitted for approval.
- Review quantities surveying of the project.
- Prepare monthly statements for client and subcontractors.
- Attend regular meetings between the owner and the consultant as a representative of the contractor to discuss the technical problems that arise during implementation and propose appropriate solutions.
- Prepare Cost Breakdown for new items.
- Prepare technical reply for client's correspondences.

**Dates** : From Jan. 2015 till Feb. 2016  
**Employer** : AL MADAEN MISR FOR INVESTMENT & REAL ESTATE DEVELOPMENT, Egypt  
**Project** : High rise buildings & Villas  
**Job title** : Technical Office Manager  
**Job Description** :
 

- Managing and leading the technical office team over three sectors.
- Obtain required schedule information by all disciplines, Work with all departments to ensure an understanding of the total project schedule needs, identify schedule considerations and problems resulting from interdisciplinary or group restraints and interfaces.
- Create the project time schedule in accordance with the contract and the scope of work.
- Support development of scheduling standards and procedures, update and maintain historical schedule data, monitor and report the critical path and schedule performance of the total project.
- Evaluate study results and recommend conclusions for project team

consideration and discussion.

- Perform productivity analysis of construction operations and verify results by staffing and crew analysis of work operations.
- Plan, organize, and supervise schedule resource loading and leveling.
- Provide analysis and reports for assigned areas of the project.
- Responsible for preparing and presenting the Schedule Impact Report, responsible for leading the development and review of schedule recovery plans including evaluation of additional resources/costs required to effect such plans.
- Monitor cost recording and provide monthly reports to ensure EVMS requirements are being met.
- Prepare cash flow, consumption reports to determine the actual cost of the project and compare to revenues and expenses to determine the deviations.
- Follow up any changes that arise during the project life cycle and prepare its claims (EOT, Prolongation Cost, Financial Claims), as well as the change orders.
- Prepare cost Breakdown for new items.
- Attend regular meetings between the owner and the consultant as a representative of the contractor to discuss the technical problems that arise during implementation and propose appropriate solutions.
- Review shop drawing and coordination DWG submitted for approval.
- Review quantities surveying of the project.
- Prepare monthly statements for client and subcontractors.
- Participate in developing and presenting training classes on designated subjects and on the job training for specific processes and practices.

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|------------------------|---|--|
| <b>Dates</b>           | : | From Jan. 2011 till Feb. 2014  |
| <b>Employer</b>        | : | SORUH GROUP FOR CONTRACTING, KSA   |
| <b>Project</b>         | : | Community College – Najran University  |
| <b>Job title</b>       | : | Technical Office Manager   |
| <b>Job Description</b> | : | <ul style="list-style-type: none"><li>• Managing and leading the technical office team.</li><li>• Obtain required schedule information by all disciplines, develop and maintain critical item actions report that identifies schedule restraints and their effects on the total project schedule, work with all departments to ensure an understanding of the total project schedule needs, responsible for total integration of schedule activities, identify schedule considerations and problems resulting from interdisciplinary or group restraints and interfaces.</li><li>• Create the project time schedule in accordance with the contract and the scope of work.</li><li>• Support development of scheduling standards and procedures, summarize, updates and maintains historical schedule data, monitor and report the critical path and schedule performance of the total project.</li><li>• Conduct project schedule analysis and studies of problem areas to determine criticality of schedule activities, recommend alternatives for schedule improvement to project team for discussion and/or decision.</li><li>• Evaluate study results and recommend conclusions for project team consideration and discussion, Supervise/direct project schedule staffing and quantity reporting.</li><li>• Perform productivity analysis of construction operations and verifies</li></ul> |

results by staffing and crew analysis of work operations.

- Plan, organize, and supervise schedule resource loading and leveling.
- Provide analysis and reports for assigned areas of the project.
- Responsible for preparing and presenting the Schedule Impact Report, responsible for leading the development and review of schedule recovery plans including evaluation of additional resources/costs required to effect such plans.
- Supervise cost recording, supervise and responsible for the development and accuracy of cost engineering reports.
- Monitor cost recording and provide monthly reports to ensure EVMS requirements are being met.
- Prepare cash flow, consumption reports to determine the actual cost of the project and compare to revenues and expenses to determine the deviations.
- Follow up any changes that arise during the project life cycle and prepare its claims (EOT, Prolongation Cost, Financial Claims), as well as the change orders.
- Prepare cost Breakdown for new items.
- Attend regular meetings between the owner and the consultant as a representative of the contractor to discuss the problems that arise during implementation and propose appropriate solutions.
- Review shop drawing and coordination DWG submitted for approval.
- Review quantities surveying of the project.
- Prepare reports for procurements according to time schedule.
- Prepare monthly statements for client and subcontractors.
- Participate in developing and presenting training classes on designated subjects and on the job training for specific processes and practices.

**Dates** : From Mar. 2010 till Dec. 2010  
**Employer** : AL AKAREM TRADING & CONTRACTING, KSA  
**Project** : Technical College – Jizan University  
**Job title** : Planning & Technical Office Engineer  
**Job Description** :

- Create and update the project time schedule in accordance with the contract and the scope of work.
- Follow up any changes that arise during the project life cycle and its claims as well as the change orders.
- Provide frequently reports weekly and monthly to the project manager for the time schedule includes observations.
- Conduct Coordination between structural and architectural drawings to modify any conflicts.
- Prepare shop drawing submitted for approval.
- Prepare bar bending schedule.
- Conduct structural and architectural quantities surveying.
- Prepare reports for procurements according to time schedule.
- Prepare monthly statements for client and subcontractors.
- Indexing and keeping all project documents and work record of incoming and outgoing documents.

**Dates** : From Jun. 2009 till Feb. 2010  
**Employer** : QELAE EL ENSHAE FOR CONTRACTING, KSA

**Project** : Schools Complex – Jizan  
**Job title** : Technical Office & Site Engineer  
**Job Description** :

- Update the project time schedule in accordance with the contract and the scope of work.
- Provide frequently reports weekly and monthly to the project manager for the time schedule includes observations on the conduct of works.
- Conduct Coordination between structural and architectural drawings to modify any conflicts.
- Prepare shop drawing submitted for approval.
- Prepare bar bending schedule.
- Conduct structural and architectural quantities surveying.
- Prepare reports for procurements according to time schedule.
- Prepare monthly statements for client and subcontractors.
- Indexing and keeping all project documents and work record of incoming and outgoing documents.
- Manage and direct inspect surveying works for setting out all project elements.
- Manage and direct inspect structural and finishing works of the project.
- Prepare requests for inspection & testing submitted to the consultant engineers.
- Manage and direct inspect the requirements of health and safety at work site.

**Dates** : From Oct. 2008 till May 2009  
**Employer** : SIOUDAN ENGINEERING & COMMUNICATION SERVICE, Egypt  
**Project** : G.S.M Stations - Delta, Upper Egypt, Hurghada & Sharm El-Sheikh  
**Job title** : Site Engineer  
**Job Description** :

- Manage and direct inspect surveying works for setting out all project elements.
- Manage and direct inspect structural, electrical & radio works for all Parts of the project from beginning to end.
- Provide frequently reports to the Head Management of done works.
- Coordinate with the electrical, telecom engineers and other professionals and recommend suggestions regarding all combinations of electrical equipment and radio.
- Conduct quantities surveying of the project.
- Manage and direct inspect procurements according to time schedule.
- Identify and resolve issues and conflicts within the team work.
- Responsible of requests for Inspection & testing submitted to the consultant engineers.
- Manage and direct inspect the requirements of health and safety at work site.