

Muhannad Abdelhay



Jeddah, Saudi Arabia
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 02-05-1988
 Married
 Jordanian

Career Objective

With Twelve years' experience in designing & construction, I have exceptional experience in detailing and managing projects in government, semi government and private sectors.

My excellent skills are shown in communication, public relations, problem solving and leadership, combined with my deep knowledge of engineering and project Lifecycle.

Education / Qualifications

B.Sc. Architecture design Nicosia, Cyprus
 Near East University
 Graduated: June 2009

Languages

Name	Proficiency
Arabic	Native
English	Fluent
Turkish	Fluent

Training and Courses

LEED Green Associate. (Course Attending)
 Procurement Principles and Processes.
 PMP (Course Attending)
 Agile (Course Attending)

Software Knowledge

Name	Proficiency
AutoCAD	Expert
Microsoft office programs	Expert
Sketch Up	Advanced
Primavera	Awareness
Revit	Awareness
3D MAX	Awareness
ArchCAD	Awareness

Professional Memberships

Jordan Engineers Association No: 2/07607
 Saudi Council of Engineers No: 229457

Employment History

March 2019 – Present.
Project Manager

AIMS Square
 Mixed-use Complex.
 Jeddah

Company: AIMS Real Estate
Responsibilities :

- Reviewing the approved business case prior development process is taken in place.
- Define the charter and stakeholders, organize and producing reports and management information.
- Setting up the timeframe for project development process.
- Driving the Design phase throughout its stages from the Conceptual till Tender document stage
- Finalizing the contracts and agreements for the short-listed bidders.
- Forming up the risk matrix and mitigation plans.
- Provide leadership, direction and facilitate integration activities across multiple functions to ensure successful driven and support.
- Overseeing the contracts' execution process via appropriate communication tools.
- Leading (in\out) meetings in between office and projects to team.
- Collaborate with other Departments and teams to ensure any changes are reflected in the knowledge base accurately and timely manner.

March 2016 – Feb 2019.
Project Manager

Commercial &
 Residential Projects

Company: KPS
Responsibilities:

- Involving in the initiation stage as Project manager, defining the main objectives of the project, its purpose, and its scope, collecting the stakeholder's requirements.
- Creating with the stakeholders an integrated project plan focused on attaining the outlined goals.
- Manage the bidding process and recommend the most cost-efficient solution in terms of consultant, designers, and contractors.
- Coordinating with the management about the needed resources, materials to complete the project scope.
- Managing the project progress and ensuring the tasks are completed as scheduled.
- Monitor and assist of facilitation of on-time and on-budget project.
- Ensuring the quality of work following the rules, regulations, and procedures at site.
- Evaluating the monthly payments, claims and variations.
- Closing the project and documenting all project plans and documents to be submitted to PMO.

Jan 2014 – Feb 2016
Project Coordinator.

KKIA – Terminal
3&4

Company: HOCHTIEF
Responsibilities:

- Being point of contact between the LEED consultant and the stakeholders to meet the LEED certificate requirements from design point view.
- Collecting the new and changed design requirements from the stakeholders during execution stage and evaluate them.
- Developing the design/scope by reflecting the accepted new or change stakeholder's requirements.
- Reviewing the occurred conflicts on design during execution stage, finding technical solutions and share it with the site management to execute.
- Managing the LEED scorecard, tracking the project design requirements and identify what is required to meet the LEED certificate.

Dec 2013 – Dec 2014
FF&E Specialist

KKIA -Terminal 5

Company: DSG Yapi
Responsibilities:

- Coordinates with project stakeholders' staff to determine project requirements and identify the needs related to furniture, fixtures and equipment based on the approved design.
- Developing preliminary FF&E budgets, schedules, and furniture test and preparing scope documents for approval.
- Prepare the FF&E specification based on Project requirements and prepare presentation for the available options on global and international market.
- Coordinates with procurement to identify the best supplier for each purchase.
- Specifies furniture, fixtures, and equipment within the project standards program. In the effort of continuous improvement, evaluates standards against emerging trends to ensure the best value/cost to the project and organization.
- Selecting the materials based on the provided design concept from the design department and supporting them to have materials detail to reflect it on the drawings.
- Keeping updated on the upcoming building materials technologies.

References

LinkedIn: [linkedin.com/in/mabdulhay](https://www.linkedin.com/in/mabdulhay)
References are available upon the request.

Oct 2011 – Nov 2013

Oman Boarder Port

Architectural Engineer.

Company: Samama Contracting
Responsibilities:

- Reviewing the building and zoning codes and prepare project specification.
- Responsible for preparing the architectural detail drawings for the interior elements.
- Supporting the site management by weekly visits for ensuring the works are following what planned for, from design perspective.
- Making independent decisions on architectural problems on site based on methods from sound diversified knowledge of architectural principles and practices.
- Reviewing the received submittals from the stakeholder's and ensuring its compliance with construction documents and preparing the project manuals.
- Evaluating and negotiating the monthly payments, climes, and variations.

Sep 2009 – Oct 2011.

National Guard

Technical Design Officer.

Company: Bulgu Yapi
Responsibilities:

- Responsible for project milestones, review of critical packages and elements, and undertake required design sign off.
- Prepare the project drawings and necessary details to support the project team.
- Ensure that the design complies with all regulatory requirements, including the project specific QMS and sustainability standards.
- Monitor and report monthly on Design and Assist the design Manager in obtaining all approvals.

Clients

