***CURRICULUM VITAE***

### *I- Personel Information*

### *Name Fawzi Noureddin El - Hallab*

***Date Of Birth***  *4th Feb 1973*

***Nationality***  *Lebanese*

## ***Civil Status*** *Married (with Two children a girl and a boy)*

***Address***  *Saudi Oger Ltd.*

*Mobile. 00966-5-56384404*

*fawzihallab@hotmail.com*

## ***Education& Training:******Bachelor****of Science in Agriculture*

##  *from the American University of Beirut (A.U.B.)*

* *Diploma in Agriculture Engineering*

*AmericanUniversity of Beirut (A.U.B.) Feb1996*

* *Safety Principles Cerificate December 1997*
* *Autocad14 Certificate August 2000*
* *Basic life Support Cerificate Janauary 2004*
* *Aramco Work Permit June 2006*
* *ISO 9001:2000 Awareness Seminar May 2004*
* *ISO 9001:2000 Internal Audit Course May 2004*
* *KPI Course May 2009*
* *ISO 9001Role of Management May 2009*
* *Honorary Madel From Saudi Government for Blood Donation 2009*
* *PMP Exam Preperation Course May 2010*
* *Project Management Fundamentals May 2010*

###### *II- Details of Experience*

***Position Project Manager/ Contract Administrator in Saudi Oger Ltd. as Aramco Golf Course Main Contractor***

***Duration*** *From September 2002 uptill September 2016*

# ***Employer*** *Saudi Oger Ltd.*

 *FMD Riyadh*

 *Al Hassa Street 01-4773115*

***Type Of Project*** *Maintenance and concession of green golf course in Aramco Rolling Hills*

***Job Function*** *Manager/ Administrator:responsible for the relationship and contracts between the company and Aramco Gardening and sanitation servises divison. My main responsibility is to establish and maintain long-term even functioning relationships and partnerships between my employer company and assigned proponent*

***Principle Duties*** *Work planning for ensuring the satisfactory progress of work.*

 *Prepare and deliver demonstrations for our client and our company about the work expected and safety procedure been performed as scheduled.*

*Prepare the contract templates based on the contract. Managerial review for contractual obligations and templates.*

*Notify client formally where issues or gaps of contract have taken place.*

*Prepare standardizedcontracts, highlighting relevant issues specific to the job*.

*Set targets as to the result to be achieved in price negotiations*

*Maintain contract register stress payment conditions.*

*Inspect unpaid claims by client to find root causes of responsibility based on contract provisions or onsite errors.*

 *Assist and work with Senior Management on special projects.*

*Prepare procedures and enter into system. Keep the work instructions reliable with changes to workflow.*

*Ready to assist other Company Personnel as required and requested. Along with carrying out other duties and responsibilities.*

*Participate in any other relevant training programs as demanded by the company or the client*

*Mediates, analyzes, manages and resolutesoccupational conflicts between the company and the client or proponent.*

*Responsible for the safe and efficient movement and supervision of contractor personel material equipmnet and vehicles.*

*Administer and guide the Archiving of the project contract documents: memos, contract, equipment maintenance record, employees file, Quality assurance record, safety record and inspection results including action taken.*

*Administer the overall activities of contractor personnel.*

 *Administer the internal audit for the project quality management system*

*Ensure performance deal of the work is properly maintained.*

 *Reports for Aramco all the incidents and work performed when needed.*

 *Discuss and attempt to solve any contractual dispute with the client and the company*

*Upon need, Initiate amendments to solve contract problem in hand.*

*Initiate financial statements of the project including budgeting of the work, raises in the % of profitability, or loses.*

*Prepare the monthly invoices of the project managing and discuss any deduction going on.*

*Ensure the availability of equipment tools and cleanliness of the used equipment and tools.*

*Ensure the smooth going on for work atmosphere removing the obstacles that hinder job accomplishments, processes execution*

***Position Site Support Engineer in Saudi Binladen Group***

# ***Duration*** *September 1999 till August 2002*

# ***Employer*** *USMS, Saudi Binladen Group.*

*P. O. Box 6807*

*Jeddah 21452, K. S .A.*

***Type of Project*** *Landscaping of an InternationalAirport.*

***Job Function*** *Manager: Managing and distribution of tasks, supervision of all operation.*

***Principal Duties.*** *Coordination among our chiefs and airport inspectors.*

*Managing manpower and distribution according to priority of work.*

*Supervision of the work done & productivity with the collaboration of the palace representatives.*

*Implementing Maintenance Management plans and procedures.*

*Implementing preventive and corrective maintenance activities.*

*Administer the internal audit for the project quality management system*

*Ensure performance deal of the work is properly maintained.*

 *Reports for Aramco all the incidents and work performed when needed.*

 *Discuss and attempt to solve any contractual dispute with the client and the company*

*Upon need, Initiate amendments to solve contract problem in hand.*

*Initiate financial statements of the project including budgeting of the work, raises in the % of profitability, or loses.*

*Prepare the monthly invoices of the project managing and discuss any deduction going on.*

*Ensure the availability of equipment tools and cleanliness of the used equipment and tools.*

*Ensure the smooth going on for work atmosphere removing the obstacles that hinder job accomplishments, processes execution*

***Position Sure lieutenant (obligatory military services)***

***Duration*** *Aug. 1998 till Aug. 1999*

***Employer*** *Lebanese Army*

***Type of Project*** *Administrative*

***Principal Dutie*** *Managing soldiers to do the assigned work & paper work in Warwar Ban Services camp.*

*Position Site Engineer in Saudi Binalden Group*

***Duration*** *Jun. 1996 till Aug. 1998*

***Employer*** *USMS, Saudi Binladen Gruop*

*P. O. Box 6807*

*Jeddah 21452, K.S.A.*

***Type of Project*** *Royal residential Palaces*

***Job Function*** *Site Manager: Managing and distribution of tasks, supervision of all site operation*

***Principal Duties*** *Managing manpower and distribution according to priority of work.*

*Supervision of the work done & productivity with the collaboration of the palace representatives*

***Job Function*** *Implementing Maintenance Management plans and procedures.Implementing preventive and corrective maintenance activities.*

#### **Position** **Surveyor**

***Duration*** *1996 two months*

#### **Employer** Marketing Research for Lebanese market

***Type of Project***  *Surveying for Lebanese market*

***Principal Duties*** *Survey all the AKKAR valley for pest control & the most used pesticide. Filling questionnaires from farmers regarding their use of chemicals & the quantities.Investigation on Pesticides efficiency of applications.Reporting results to survey firm.*

*III - Personnel attributes:*

# *Capability to understand all aspect of bidding and contract process along with my good relationship with the working atmosphere always gave me an edge to be good team player.*

# *I am well organized, capable to meet deadlines with very good IT skills.*

# *Excellent commend of English & Arabic languages in both written and oral.*

# *Furthermore, I have excellent demostration skills and leadership abilities, always able to*

# *Clarify goals and reach agreement maintaining the interests of all ends.*

# *Possess Ability to overview situations, review and evaluate, defining set plans to achieve business goals*

# *Careful planning to achieve accurate and timely results*

# *The ability to remain productive while working independently*

* *The versatility to adapt to changing conditions and working environments*

*IV- Computer Literacy:*

*Fluency in dealing with the following software applications:*

*Microsoft word*

*Microsoft Excel*

*Autocad14 (2D)*

*Acrobat Rewriter/Reader*

*V-Languages:*

*Excellent command of both Arabic and English.*

*VI-Hobbies:*

*Debating, Reading, Researching, Swimming, & appreciation of nature.*

*VII- Official Information:*

*Transferable SAUDI Iqama & a valid Saudi driving license.*

*VIII- References:*

*Upon request*

*IX-Goals & Ambitions:*

*To contribute in building a life span career that adds to my ambitions and satisfies my eagerness for better future. Where a life-calling role is needed to fulfill my duties and responsibilities.*