**PROFESSIONAL EXPERIENCE**

No of Experience years: 24 years (20 years in Saudi Arabia & 4 years in Egypt)2

**Specialization**: Project Manager

Employment Record:

• From (June 2015\_ Till now) in Saudi Arabia (BIN DAYEL company) Project manager engineer

• From (March 2009\_May2015) in Saudi Arabia (AL MOUSA REA.E INVESTMENT) Project manager

• From (Jan 2007\_ Feb 2009) in Saudi Arabia Project manager engineer (KFB Group

• From (Dec 2004 \_ Dec 2006) in Saudi Arabia Project manager engineer (AL SWILAM Company)

• From (Feb 2002 \_ Dec 2004) in Saudi Arabia Project manager engineer (AL Sawey Company)

• From (Oct 1998 \_ Dec 2002) in EGYPT Site engineer at (Alexandria Company Talaat Mostafa)

**Duties & Responsibilities**

- Review the Perform the duties and evaluations of the project team Performs staff.

- Providing all necessary on-site directions, guidance and instructions to control the project

- Establishes an appropriate working relationship with the contractors and the team members

- Supervising the design of the organizational structure of the project workers

- Reviewing Contractor’s technical submissions

- Reported requirement for head quarter to the project requirement reported the man power & Equipment reports for the required and efficiency

- Prepare and review the daily/weekly/monthly progress and HSE reports to be raised to the client. Conduct the final inspection of the work

- Review work schedule and participate in work plan input and Prepare Project Management Plan

- Reported actual work status report for the actual complete percent for management .

- Reviews Submittal monthly invoice to the Clint and subcontractor’s monthly invoice

- Attending meetings with the Client, Contractor, Consultants of the resident engineers and the team members on the project and administration of the head office

- Leading Weekly Progress Meetings with the Client, Contractor and other team members;

- Liaise with local authorities and ministerial agencies having jurisdiction over the project

- Administer the signed agreements during the life cycle of the project

- Manage and control the Quality Assurance plan to achieve the required quality,

- Emphasize on the necessity of safety and ensure the implementation of all HSE requirements.

- Coordinate and supervise the work of all activities and operations.

- Review shop drawings of project and records the notes and receiving supply materials according to required quantities &specifications

- Review contract drawings for constructability Reported the man power and the Equipment reports for the required and efficiency

- Skilled in the management and control of contractors in conformance with contract documents, drawings and specifications and Review, approve, and process all technical submittals.

- Monitor testing and commissioning process of all works and approve the contractors' as-built drawings and ensuring all materials and equipment meet the required specifications

- Ensuring senior staff/client is kept informed of important and relevant service/design decisions and that the objectives of the client are achieved.

- Approve the method and scope of work for all project items before implementation

- Maintaining project documents in accordance with Company and Client requirements

- . Follow up and review the project procurement status; arranged with suppliers Organize with steel &concert factory before supply preparing workshop sketches for steel bars and bending list

- Check and review Bills of quantities and make a statement of savings and decrease after the actual inventory of the quantities of approved shop drawings

- Review and ensure of timely submission of the Company’s invoices

- Review supplier invoices according to required quantities and specifications

- Monthly check imports & exports for materials in stores