

## **COVER LETTER**

Dear Hr Manager,

I am writing to express my interest in the Position of Project Manager. Knowing that I have 16 years' experience in construction and project management.

Please find below my updated CV with the following information:

"I have experience working as a supporting/coordinating team with the Top tier contractor and engineering firms, such as but not limited to: Parsons, Jacobs, Mace Group, ch2m hill, Kier, Aecom, Arabtec"

- 1) For Project Management: I am Certified PMP By PMI
- 2) For Construction Management: I have both qualifications as a Contractor, I am CERTIFIED ENGINEER AND CONSTRUCTION MANAGER by American Academy of Project Management (AAPM) As a Consultant, I am a CERTIFIED CONSTRUCTION PROJECT CONSULTANT by the American Academy of Project Management (AAPM).
- 3) For Site Supervision: Licensed by Dubai Municipality for UNLIMITED FLOORS CONSTRUCTION.
- 4) For Technical qualification: I am Licensed By Dubai Municipality for G+4 FLOORS design
- 5) UAE, KSA and Jordan Experience.
- 6) I have UAE, KSA and Jordan driving license.
- 7) I have a Certificate in INTEGRATED MANAGEMENT SYSTEM (INTERNAL AUDIT). please note also I have experience in tendering stages, subcontractor's selection, design, FIDIC contracts, dealing with local authorities DM, DEWA, Civil defence...etc. and I have worked on the Construction of 4 Stars hotel construction in Dubai. Also, I worked as a General Manager for 3 years in an engineering firm in Dubai

My LinkedIn Profile: <https://www.linkedin.com/in/omar-al-salek/>

Regards,

Omar Al Salek

**Name : Omar AL Salek** **D.O.B: 1980**

**Designation : Project Manger KSA**

**Contacts Details**

**Mobile: 00966562028853**

**Email: orengcivil@yahoo.com**

**Education :Bachelor of civil Engineering (Isra University 2005) Jordan**

**Work History:**

Period : 06/2021-current

**Project Manager (Ministry of Tourism -Riyadh)**

- SBCM Saudi Building and Construction Management
- Renovation and repair for the Ministry interior fitout.
- Coordinate All engineering disciplines on-site (MEP-Civil-Architecture)
- Managing all stakeholder relation (Client, consultant, contractor and subcontractors)
- Managing the project Budget and Monitoring the cash flow
- Controlling the project schedule by PM practices to avoid any delays.
- Avoiding scope creep by administer the contract with controlling client additional scope

Period :02/2020-06/2021

**Project Manager**

- Dar Al Omran Engineering Consultancy – Dubai

- Handling multiple projects within Expo 2020
- Review and approve projects plans such as but not limited to (PQP, Logistic Plan, Temporary works Management Plan, Site Mobilization Plan..Etc., )
- Review and approve All projects submittals such as but not limited to (MIR, WIR, MAR, method of statements, etc...).
- Supervise all site activities with their team (infrastructure, structural, architectural, MEP)
- Attended progress meetings, design meetings, HSE meetings, Planning and control Meetings, and discuss related issues.
- Plan and coordinate all site activities.
- Tracking approved schedule to assure no delay or slippage in the schedule.
- Contribute in solving problems raised during site operation.
- Review and studying variation raised by the contractors.

Period 12/2018-2/2020

## Project Manager

### **Becon Construction. Dubai. Dubai**

- (G+3P+16) (Structure-Finishing and Fitout).
- Held construction progress and regular status meetings with the project team.
- Prepare subcontractors/suppliers monthly payment certificate and approve the Cash flow.

Maintains complete and up-to-date project files administration

records such as but not limited to, project contracts, drawings, BOQ and specifications - both hard and soft copies that are in line with the department Work Procedure Manual.

- Manage BOQ and track the planned and actual consumptions vs schedule and PC/PS along with the accounting department.
- Follow - up with all local authorities DM, DEWA, NAKHEEL, and civil defence to get approvals, NOCs etc.
- Checking the clashes of the drawings by studying the project's structural drawings and superimpose with architectural and MEP drawings and coordinate with the technical department.

- Own the Assigned Project and all tasks given by hierarchy to ensure completion on a set budget, deadlines, and to best quality.
- Coordinate the activities of all disciplines to ensure the smooth workflow between (safety.
- QA/QC, logistics, transportation, purchase department, Contract department, HR) to assure all process are managed professionally.
- Achieved maximum cost-effectiveness by providing value engineering for construction means and methods.
- Developed and executed pre-construction milestones on the project schedule.
- Scheduled workforce needs with superintendents and allocated company resources to meet project requirements.

Period 10/2017-12/2018

## Project Manager (Client side –Developer)

### **GRANADA EUROPE Engineering Contracting, BINGHATTI, Dubai, UAE**

- (150 Million AED) (Structure-Finishing and Fit-out).
- Provide on-site leadership for project team (Civil site engineers, Foremen, labours, MEP, QA/QC) by building and motivating team members to meet project goals, adhering to their responsibilities and project milestones.
- Report on project success criteria results by measuring the actual process Vs planned (Cost and time), metrics, test and deployment management activities.

Period 06/2016-10/2017

## Projects Manager

### **Artica Engineering Consultancy, Dubai, UAE**

- (Total Value of Projects 250 Million) Managing several types of projects: G+15, Two Palaces for the sheikh, 34 Villas, Warehouses, Labor camp, Duties: (Structure-Finishing and Fit-out).
- Developed implementation methodologies to rein in project costs while meeting key milestones.
- Developed and initiated projects, including managing costs, schedule and performance.
- Identified plans and resources required to meet project goals and objectives

- by setting realistic timelines and checkpoints.
- Provided management for 500+ internal personnel, contractors and vendors.
  - Identified, reviewed and applied policies and procedures by exercising informed judgment to achieve optimal performance.
  - Updated operational methods, oversaw accounting procedures, tracked information and compiled data to improve efficiency.
  - Increased savings by initiating and fostering relationships with vendors to communicate on problem-areas and work closely to resolve.
  - Drove team success through shared vision and recognition of quality performance.
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- A daily meeting with project stakeholders to creatively and analytically solve a problem technically, contract and any related management action.
  - Prepare estimates and detailed project plan for all phases of the project.
  - Supervising a procurement team and involving in materials/equipment purchasing process.
  - Recording staff performance and complete performance reviews.
  - Read plans and blueprints and communicated to workers.
  - Achieved optimization by analyzing material and labour costs.
  - Increased revenue by handling all operations and contractors effectively.

## Period 11/2013-06/2016

### General Manager, Projects Manager (Client Side- Consultant)

#### **Al Baha Engineering Consultancy, Dubai, UAE**

- Accompany the design and execution of many projects that cost more than AED 500M like hotels, apartments, warehouses, residential projects and villas
- Created integrated operating model strategies tailored specifically to clients' business goals, budgets and available resources.
- Collaborated with Design Manager to develop production plans, integrating cross-functional teams to streamline operations.
- Drafted infrastructure plans for businesses expanding physical and digital presences, integrating cloud-computing and virtualization to reduce costs and processing times.

- Reviewed specifications and technical manuals for compliance with ongoing operational goals and conformity to applicable regulations.
- Spearheaded adoption of novel engineering processes, including brainstorming sessions, simulation and prototyping.
- Applied critical path method (CPM) to project planning, reducing dependencies and shortening overall completion timeframes.
- Designed quality assurance and testing protocols for predefined customer hypotheses.
- Complied with unique regulatory standards for engineering within both commercial and civil environments.
- Managed engineering engagement risk by employing simulations and rapid prototyping to reduce initial outlay and prevent costly mistakes.
- Analyzed ongoing research and development strategies to determine optimal prioritization based on historical completion rates and market data.

Period 04/2005-11/2013

## Unit Manager

### **Saudi Oger - Riyadh. Riyadh. Saudi Arabia**

During more than 8 years I have worked at Saudi Oger for several positions (promoted), I have joined Saudi Oger as in 2006 as Contract administrator for one and a half year, then promoted to several positions such as pricing engineer, senior site engineer (projects from Mobilization- Finishing)), Senior Quality Control, and Unit manager.

- Projects involved in Saudi Oger:  
Project: SANG (Saudi Arabia National Guards) (6000 villas) (8 Billion SR).

### Senior Quality Control Engineer

- Supervise and direct on-site personnel involved in quality assurance work.
- Prepared, obtained approval, issue and implement a company's quality assurance program manual in compliance with owner contract and company requirement.

### Senior Site Engineer (Infrastructure and Tunneling)

- Act as the main technical adviser on a construction site for subcontractors.
- Project: Development of King Abdullah Road (DKAR) (1.2 Billion SR).
- Follow up the implementation of the work schedule to meet deadlines and studying the detailed engineering drawings and documents to ensure site work are carried out accordingly.

## Contracts Administrator, Technical & Estimating Engineer

### ***Estimating Department***

- Calculate the quantities.
- Compared actual quantities with estimated quantities after completion of each item.
- Prepared R.A and BOQ
- Working on Gas and Oil Package Projects (Aramco client) - Community package (1 Billion SR).

### **Technical Engineer**

- The project included 350 Villas, 2 Chiller Plants.

## Accomplishments/Courses

- General rules for preparing the bill of quantities and estimation procedure Construction
- Contracts and claims management
- The New Fidic Red Book 99
- Building control, electronic systems
- Licensed for Unlimited Floors CONSTRUCTION (Supervision) By Dubai Municipality
- Licensed for Ground + 4 Floor design By Dubai Municipality
- Deeply Practical Project Management (PMP-PMI)
- Principles of Design Management
- Site Management and Supervision
- Health and safety leadership.
- Finance to Non-Financial Course

## Certifications

- PMP Certified (until 2023)
- Certified Construction Manager By American Academy of Project Management
- Certified Construction Project Consultant By American Academy of Project Management