

# Hebatullah Nabeh

## Projects Coordinator

Projects Coordinator & Owner Representative with a passion for getting things done and ensuring correct scope execution. Experienced in a variety of Projects from Luxury Hotels to Industrial Parks.

## Experience

- 2018-present **Founder and Owner**  
*Happy Nab for crafts and decoration*
- Create functional or decorative customised objects, using a variety of methods and materials.
  - Develop concepts or creative ideas for craft objects.
- 2016-08-present **Part time Instructor**  
*Architect Junior [www.architectjunior.com](http://www.architectjunior.com)*
- Teaching kids the concept of Architecture and Design through crafts.
- 2012-02-2013-09 **Owner Representative and Coordinator**  
*Oula for Industrial Parks Development- El Sewedy Electric [www.aloulaip.com](http://www.aloulaip.com)*
- Ensure that each party is performing his scope of work.
  - Coordinating the work between the site and the head office.
  - Financial and contractual matters with the Employer and the Contractor.
  - Conduct daily, weekly, monthly, and quarter work progress reports.
  - Reviewing all correspondence to and from the Contractor and Consultant.
  - Approving the Contractor and consultant invoices and following up the payments.
- 2010-06-2012-01 **Coordinator and Controller and Project Scheduler**  
*SWEG / Elsewedy for Wind Energy Generation – Elsewedy Electric <http://www.elsewedyelectric.com/>*
- Planning and scheduling projects' activities with the Project Managers (using Microsoft Project).
  - Coordinate Project Schedule with Project team members.
  - Update plan estimates, dates, and resources with Project Managers.
  - Prepare Projects' status reports and action plan (weekly, monthly...).
  - Prepare project presentations and compile reports.
  - Follow up on day-to-day operational aspects of the project and scope.
  - Coordinate with suppliers and contractors.
  - Produced Scheduling and Coordinating for Projects in Pre-Construction and Construction phase such as Dernah II Wind Farm Project-Libya (60MW) with Contract total amount of 81,708,327 Euro and Omurtag Wind Farm-Bulgaria (24.7MW) with contract total amount of 32,200,000 Euro and also for projects at bidding phase in Bulgaria, Egypt, Emirates, Ethiopia, Germany, Italy, Jordan, Mauritania, Morocco, Pakistan, Senegal, South Africa, Sudan, Syria, Tunisia, and Turkey

## Personal Info

### Address

Rawabi, Al Khobar

### Phone

+966 599058241

### E-mail

hnhyahia@gmail.com

## Software

- Ms Office (Word, Excel, Power Point, Microsoft Project)
- Autocad 2D
- Photoshop
- Project Management "PRIMAVERA ENTERPRISE"

## Languages

- Native language Arabic.
- Excellent English.
- Good command of French

## Personal Info.

- Date of Birth : 24.06.1984
- Marital Status: Married
- No.of Children : 2
- Nationality: Egyptian

2008-12- **Project Controller, Coordinator and Project Manager Assistant -Project Management Department**

2010-05 *SEDCO/ Egyptian Company for Advanced Industries – Elsewedy Electric*  
<http://www.elsewedyelectric.com/>

During the Engineering, Procurement, and Construction phases of the following factories:-

1. Siag Elsewedy Towers for Wind Farms Factory. (50/50 German Egyptian Joint Venture with Siag Germany)
2. SED Plast for rubber compound factory redesigning.

- Acting as Project Manager Assistant and Owner Representative.
- Coordinating between Stakeholders, Owner, Consultant and Contractors, while assuring that work is performed in accordance with project requirements.
- Follows up, coordinates and communicates with engineers, suppliers, contractors, and field staff to ensure that applicable codes and specifications are met.
- Prepare and present Board meetings reports which includes; Actual (paid and remaining) vs. estimated budget Investment cost, Investment, Time Schedule, and Progress Reports.
- Prepare Project Quarter reports.
- Revising and approving Contractors Invoices.

Controlling Project Financial statements by using QuickBooks.

2007-12- **Project Coordinator and Junior Architect**

2008-11 *DIAA Consult Office (Dr.Diaa Eldin Ibrahim)* <http://www.diaaconsult.com/>

- Consultant representative.
- Coordinating between Owner and Contractor while assuring that work is performed in accordance with project requirements.
- Project Scheduling (using Primavera).
- Follow up on day-to-day operational aspects of the project and scope.
- Approve and revise Project Designs.
- For the following projects:-
- Redesigning Movenpick Aswan Hotel, Aswan, Egypt (Int. Designer Christian DECOVAR)
- New Elephantine Island Hotel, Aswan Egypt( Interior Designer Alain JOEN )
- Abraj Jabal Al Kabbah, Mekka, S.A.E( Joint Venture with HHCP )
- Saudi Embassy , Garden City ,Cairo Egypt
- Private Villas ,Cairo, Egypt (ORMET)
- Also act as an Architect and Interior designer for Movenpick Aswan, Royal and Delux villas (Design Development)

2008-12- **Site Project Coordinator**

2010-05 *NABCONTRACT* <http://www.nabcontract.com/>

- Follows up, coordinates and communicates with engineers, suppliers, subcontractors, and field staff.
- Follow up on day-to-day operational aspects of the project and scope according to the project plan
- For Engineering Syndicate Club, 6th October City

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## Education

- 2001-09-  
2006-06
- BSc, Fine Arts, Helwan University Cairo, Egypt, Architecture**
- Overall grade: “GOOD”
  - Graduation Project: Design of “Complex Building, Down Town, Cairo”
  - Graduation Project Grade: “Very Good”
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## Professional courses

- Introduction to Interior Design at American University in Cairo 2014
  - Professional Program in Project Management (PRMG) at American University in Cairo
  - Project Planning and Control Techniques. - Management of Project Resources.
  - Project Budgeting and Financial Control - Project Feasibility Studies
  - Project Bids and Contracts - Project Management “PRIMAVERA ENTERPRISE”
  - KAIZEN -Continuous Improvement Process.
  - Program in Planning and controlling projects using Primavera Project Planner for the ENTERPRISE, at Housing and Building national Research Center, Cairo, Egypt (HBRC)
  - Online Business Skill Development at the American Chamber of Commerce in Egypt
  - Project Management Professional “PMP” preparation course at the Amideast
  - Fourth level of French classes in” Centre Francais de Culture et de Cooperation “
  - International Project Management Association “IPMA” Certificate Preparation course at EMEND
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## Achivements

- 1995-2006 Tae Kown Do player in the Shooting Club team Egypt.
- 1997-2006 Tae Kown Do girls team leader at the Shooting club team.
- 2000-2006 Member of the Egyptian National Tae Kown Do team.
- 2004-2006 Tae Kown Do Trainer for girls team at the Shooting club.
- 2004 Joined the Egyptian Tae Kown Do Refree Federation.
- Member of the International Tae Kown Do Federation “KUKIWON” as International Player in Korea.