

Beirut, Lebanon  
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## EDUCATION

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- Project Management Professional (PMP) - (April 2021) - Certified through Project Management Institute (PMI) – [www.credly.com/badges/d395f0ec-5c84-417c-b64e-6fd0c7b52540](http://www.credly.com/badges/d395f0ec-5c84-417c-b64e-6fd0c7b52540)
- *American University of Beirut*, Faculty of Engineering and Architecture (FEA)  
Bachelor of Engineering in Civil & Environmental Engineering – Class of 2011
- Lebanese Baccalaureate in General Sciences (Class of 2007)

## WORK EXPERIENCE

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- **URB ONE – MARTAKLA** Hazmieh, Lebanon  
**Client Representative – Project Coordinator** Feb 2016 – Present  
**Mixed Use Project (Residential, offices and retail spaces)**  
**Project Value = 16.5 M USD**
  - Plan and direct construction activities through contractors
  - Monitor and control quality of all site activities based on project's specifications
  - Coordinate all civil, architectural and MEP trades' interfaces
  - Check and review all civil and architectural packages' tender documents and information before contract agreements with the contractors and ensure conditions of contract are being implemented during construction phase.
  - Organize and lead regular site progress meetings with contractors, designers and consultants to monitor progress
  - Review all material submittals and shop-drawings before issuing it for the designer, consultant and/or technical controller for review and approval
  - Follow up project planned schedule using weekly and monthly dashboards
- **Z.R.E. SAL – Beirut Digital District (BDD)** Beirut, Lebanon  
**Project Engineer at BDD 1243 / BDD 1075** Mar 2014 – Jan 2016  
**Core & Shell Offices Buildings**  
**Project Value = 9.0 M USD**
  - Monitored and controlled all project activities
  - Followed up for inquiring status and progress of Engineering, Procurement, and Construction disciplines
  - Supervised weekly and monthly status reports, identified delays and devised catch-up plans
  - Performed procurement duties, prepared inquiries, negotiated offers, ordered material, and tracked delivery
  - Coordinated with potential tenants and their representatives for Tenant's Fit Out Design & Construction methodology
- **RABYA GENERAL CONTRACTING AND TRADING** Jeddah, KSA  
**Project Engineer** Sep 2011 – Feb 2014  
**King Abdul-Aziz University (KAU) Campus – Rabigh**  
**Project Value = 186 M USD**
  - Managed and supervised company & subcontractors' staff and followed up tasks according to a design build contract
  - Devised and implemented a catch-up plan that reduced the schedule delays by 6 weeks
  - Analyzed bids submitted by subcontractors according to financial and manpower basis
  - Procurement; Developed direct relations with new & existing suppliers. Surveyed quantities for MRFs and IPCs, and negotiated material prices
  - Ensured projects meet agreed specifications, budgets & time schedule
  - Checked and prepared site reports, designs and drawings

## SKILLS

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- **Computer Software Skills:** AutoCAD, MS Office (Word, Excel, PowerPoint), MS Project
- **Languages:** Fluent in Spoken and Written Arabic & English