**SENIOR-LEVEL MANAGEMENT**

***Dubai - United Arab Emirates***

*I Desire To Join Project Manager In Company That Has Vision For Growth And Advancement. I Have Extensive Years Of Experience And Knowledge At Senior Capacities, Which I Believe Would Be An Asset To An Organization That Aims For Progress. In The Long Term, I Aim To Reach My Full Potential And Further My Growth With Your Team That Will Factor In The Firm’s Advancement*

**AREAS OF EXPERTISE**

* Operational Process Analysis
* Strategic Planning and Leadership
* Organizational Design and Development
* Productivity and Efficiency Improvement Project Planning/Execution
* Customer Satisfaction
* Multi-Site Operations
* Process Redesign
* Change Site Management
* Performance Management
* Total Quality Management
* Continuous Improvement of Operational processes/Standards
* Cross-Functional Team Leadership
* P&L Management
* Revenue Goal/Growth Attainment
* Financial Plan Development
* Negotiation, Persuasion, and Communication
* Training and Leadership Development
* Problem Solving
* Decision Making
* Planning and Deployment of Operational Assets
* Operating Infrastructure

**PROFESSIONAL EXPERIENCE**

***Quality House Contracting L.L.C***  Apr 2005 – Oct. 2013

Dubai / Ajman, U.A.E

***Construction Manager***

* Responsible for combining, evaluating, and reasoning with information and data to make decisions and solve problems, that involve making decisions about the relative importance of information and choosing the best solution.
* Responsible for coordinating, monitoring, providing guidance and direction to subordinates, including setting performance standards to members of a work group in order to accomplish tasks.
* Responsible for conducting and carrying out work procedures and activities in accordance to the company procedures for purposes of installing, modifying, preparing, delivering, constructing, assimilating, finishing, or completing programs, systems, structures, or products.
* Responsible for identifying information received by making estimates and categorizations, recognizing differences or similarities, or sensing changes in circumstances or events.
* Responsible for encouraging and building mutual trust, respect, and cooperation among team members.
* Communicates directly with contractors/designers concerning project cost, staffing, and scheduling.
* Prepares project status reports and works to ensure plans adhere to contract specifications.
* Determines appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for the project.
* Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
* Responsible for identifying resources needed and assigns individual responsibilities.
* Responsible for managing day-to-day operational aspects of a project and scope.
* Reviews deliverables prepared by team before passing to client.
* Effectively applies company’s methodology and enforces project standards.
* Prepares for engagement reviews and quality assurance procedures.
* Responsible for minimizing company exposure and risk on project.
* Ensures project documents are complete, current, and stored appropriately.
* Responsible for tracking and reporting team hours and manpower expenses.
* Responsible for controlling project budget.
* Analyze project profitability, revenue, margins, bill rates and utilization.
* Understand basic revenue models, p/l, and cost-to-completion projections and makes decisions accordingly.
* Understand company pricing model and billing procedures.
* Accurately forecast revenue, profitability, margins, bill rates and utilization.
* Assure project legal documents are completed and signed from all parties concerned.
* Identify business development and "add-on" sales opportunities as they relate to a specific project.
* Leads proposal efforts including completing project scoping and LOE (Levels of Evidence) assessments.
* Effectively conveys company’s message in both written and verbal business development discussions.
* Facilitate team and client meetings effectively. And hold regular status meetings with project team.
* Keep project team well informed of changes within the organization and general corporate news.
* Effectively communicates relevant project information to superiors.
* Deliver engaging, informative, well-organized presentations.
* To resolve and/or escalates issues in a timely fashion.
* Understand how to communicate difficult/sensitive information tactfully.
* Develop team members as leaders while serving as a role model and mentor.
* Ability to manage the development of team by ensuring, when possible, that project tasks are in line with each innovator's career interests.
* Inspire coworkers to attain goals and pursue excellence.
* Identifies opportunities for improvement and makes constructive suggestions for change.
* Responsible for managing the process of innovative change effectively.
* Remain on the forefront of emerging industry practices.
* Effectively utilize each team member to his/her fullest potential.
* Ability to keep track of lessons learned and shares those lessons with team members.
* Mitigate team conflict and communication problems.
* Responsible for managing day-to-day client interaction.
* Ability to set and manage client expectations.
* Convey any unsuccessful works to the contractors immediately.
* Develop lasting relationships with client personnel that faster client ties.
* Responsible for communicating effectively with clients to identify needs and evaluate alternative business solutions.
* Continually seek opportunities to increase customer satisfaction and deepen client relationships.
* Build a knowledge base of each client's business, organization and objectives.
* Conduct effective performance evaluations and mentors those with less experience through formal channels.
* Ability to help team execute career development plans.
* Review all tender documents especially for the provisional sum items
* Seeks and participates in development opportunities above and beyond training required by the company.
* Trains other innovators and clients through both formal and informal training programs.
* Encourage more junior innovators to take responsibility for their development within the company.
* Challenge fellow innovators to progress toward their professional development goals.
* Suggest areas for improvement in internal processes along with possible solutions. And lead internal teams/task forces
* Issue suspension and resumption orders upon obtaining client interest.
* Approve team members' time and expense reports in a conscientious and timely manner.
* Review the status reports of team members and addresses issues as appropriate.
* Comply with and help to enforce standard policies and procedures.
* Responsible for establishing long range objectives and specifying the strategies and actions to achieve these objectives.
* Responsible for evaluating information against a set of standards and verifying that it is correct.
* Responsible for scheduling events, programs, activities, as well as allocate roles for each team member.
* Responsible for handling complaints, arbitrating disputes, and resolving grievances, or otherwise negotiating with others.
* Responsible for entering, transcribing, recording, storing, or maintaining information in either written form or by electronic recording.
* Responsible for approving requests, handling paperwork, and performing day-to-day administrative tasks.
* Responsible for conferring with Managers on site to discuss such matters as work procedures, complaints, and project finalization/construction problems.
* Contract workers to perform construction work in accordance with project specifications.
* Formulate reports concerning such areas as work progress, costs, and scheduling.
* Schedule the project in logical steps and budget time required to meet deadlines.
* Inspect and review projects to monitor compliance with building and safety codes, and other regulations.
* Prepare contracts and negotiate revisions, changes and additions to contractual agreements with clients, suppliers and sub-contractors.
* To review shop drawings/designs, method statement, material,
* Obtain all necessary permits and licenses.
* Prepare and submit budget estimates and progress and cost tracking reports.
* Develop and implement quality control programs.
* Examine and inspect work progress, equipment and construction sites to verify safety and ensure that specifications are met.
* Read specifications, such as blueprints and data, to determine project requirements.
* Locate, measure, and mark location and placement of structures and equipment.
* Record information, such as personnel, production, and operational data, on specified forms and reports.
* Responsible for handing over the project to the clients on time and with full completion.
* Ability to rely on extensive experience and judgment to plan and accomplish goals.

*Robust Contracting Company*  1996 - 2005

Dubai, U.A.E.

***Projects Manager***

*Al Dar Contracting & Trading*  1995 - 1996

Palestine

***Site Engineer***

*Al Safadi Engineering*  1993 - 1995

Nablus, Palestine

***Consultant & Structural Designer***

*Sigma Engineering* 1988 - 1993

Nablus, Palestine

***Consultant & Structural Designer***

 **MAJOR PROJECTS COMPLETED**

* Execution of High Rise Building located in several Location In Ajman
* Execution of B+G+4 Building for Betonia residential complex for Palestinian Housing Council .
* Execution of Center of leaders Preparation & Sports Medicine at Al Qusais /Dubai
* Execution of Ajman Emigration & Residency Administration Building
* Execution of 24 class room for Ministry of Public Work and Housing 4 nos.
* Execution of G+1 office building in Dubai 2nos for Mr. Khalifa Al Zaffin
* Execution of G+2 labor camps 4 Building for Al Naboodah Engineering services in Dubai ,
* Execution of G+2 commercial Building 4 projects for Khalifa Al Zaffin , Sultan Khalufa Al saeedi , and Abdel Kader Saber abdel Kader ( Manama Supermarket ) ,
* Execution of G+4 Building one project for Abdo Michel Atia ,
* Execution of G+5 one Project,for Mr Ahmad Adnan Saffarini
* Execution of G+6, 4 Projects ,for Mr Abdul Rahman Ameen al Shorafa
* Execution of G+7 One project for Mr.Moh.d Abdi Fareh ,
* Execution of G+8 3 projects for Mr Abdel Aziz Naser Rahma Al Shamsi and Mr Abdul Kareem Yousef al Gharabli 2 nos ,
* Execution of G+1Parking +8 one project for Mr Salam Aziz Bayram
* Execution of G+2Parking+10 one project for Mr Ahmad Al Heishi al Zaidani
* Execution of G+2Parking +12 one project for Mr Ali Akbar Sajjad Hussain ,
* Execution of industrial Sheds 30 projects In al Qouze industrial area and Jaddaf Dubai
* Execution of G+1 villas in Dubai & Ajman 10no’s

**EDUCATION**

Far Eastern University Manila, Philippines 27th May - 1987

**Bachelor of Science in Civil Engineering**

**I.T SKILLS**

Efficient in:

* Proficient in MS Office Package User i.e. PowerPoint, & Excel, MS Project, Word ,Primavera &. Auto cad

**PERSONAL INFORMATION**

Date of Birth : Nov 1st 1963

Gender : Male

Nationality : Jordanian

Visa Status : Employment Visa

Civil Status : Married

Driving License : Valid UAE D.L

**LANGUAGE**

Fluent in English, Arabic (written & spoken)