**First Name of Application CV No 1622760**

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**KEY SKILLS:**

**Stakeholders Management, Legal Council, Interface Coordination, Legal Research, Procurement and Subcontracts Management, Claims Documentation and Management, Permitting and NOC Management**

Nationality: Algeria

Current Location: Doha, Qatar

Current Position: Land Acquision Agent, Stakeholder Management Department

Company: Fluor Corporation

(Reporting to: Manager)

Salary Expectation: Negotiable

**WORK EXPERIENCE**

**Oct 2014 - Present** Fluor Corporation PMC of Public Woks Authority for Shaq crossing Programme

**Position:** Land acquisition agent in stakeholder management Department

Doha, Qatar

**Main Duties**

1. Identify and document property rights required in order to deliver the Program.
2. Develop for the Engineer’s non-objection a schedule of all works areas and temporary land required for the construction of the works and manage the return of land upon due completion of its use in association with the Project.
3. Review contract documents and verify they fully explain the rights and responsibilities and durations of occupancy of land and that contractors comply with the land and property rights relating to any land they occupy.
4. Provide oversight of the confirmation of the land acquisition process and interfaces with existing and proposed properties and developments.
5. Coordinate with relevant authorities and the various agencies within the Authority and applicable legal authorities having jurisdiction;
6. Assist the Authority in the negotiation of agreements covering the land acquisition and rights as well as interfaces with the properties and developments.
7. Provide assistance and support to the Authority’s Legal Affairs department in matters relating to land acquisition and property issues
8. Assist the Engineer with property appraisals, title searches, acquisitions and/or easements
9. Administer and manage all tasks necessary to acquire the services of specialized property acquisition and property rights expertise, such as appraisers, accountants, and relocation specialists;
10. Taking minutes during meetings
11. Assist the Engineer in providing and reviewing legal descriptions, easement plans, property surveys and other documents and/or services required as part of the property acquisition process.
12. Provide monthly reports to the Stakeholders Management Director

**Jul 2014- Oct 2014**

Daewoo enc, River flood Control Project and Riverside Landscaping, Constantine Algeria

**Position**: Project Coordinator

Reference:

**이진욱** Jinwook Lee, Project Manager

**김민수** Minsoo Kim: Senior Enginner

**Main Duties:**

1. Application for Project permits following law requirements
2. Identifying project suppliers and subcontractors
3. Attending to meetings with stakeholders and client and taking minutes
4. Applications for land acquisition for project requirements and logistics
5. Management of Project manager’s meetings and travels.

**Feb 2008 - Jul 2014**

Kajima Corporation East-West Algerian Highway project 400 Km

Constantine, Algeria

**Position:** Assistant of Project manager

**Main duties:**

1. Land Acquisition (expropriation) for project ROW by liaising with government authority
2. Temporary Land Acquisition by negotiating with private land owner
3. Land Acquisition for disposal Areas, Stockyards and traffic diversion roads
4. Land Acquisition for material borrow pits and aggregate quarries.
5. Analysis and supervision of subcontracts.
6. Negotiation of subcontracts and follow-up of payment process
7. Management of disputes -Making and follow-up of claims to the client including claims for extension of time and additional costs.
8. Settlement of disputes between company and third party
9. Management and follow-up of mining activity including soil borrow pits, and aggregate quarries.
10. Management of administrative and legal issues with local and central authorities
11. Checking of in and out daily mail exchange and writing appropriate reply letters to client and third party.
12. Coordination with local and central authority such as public domain authority, mining authority, environment authority.
13. Management of court cases between employer and subcontractors. Translation during construction site meetings between engineer, client and contractor, interpretation during official meetings, follow-up of supply chain and payment process
14. Management of project manager schedule of meetings and travels
15. Checking construction site and making reports.
16. Contract administration

**Sep 2004-Feb 2008**

Freelance legal consultant for settlement of land related disputes

Main duties:

1. Settlement of dispute between farm land owners.
2. Coordination with Cadastral office to obtain the legal status of land under dispute
3. Preparation and submission to justice of requests for assignment of land survey expert
4. Negotiation and mediation between parties for settlement of land related disputes.

**EDUCATION**

**Sep 1999 - Jul 2004** University Ferhat Abbas Setif Setif, Algeria

Law, Bachelor (BSc/BA), GPA A

**IT SKILLS**

MS office, Aconex Advanced

**LANGUAGES**

* **French** 
  + - * Written: Mother tongue.
      * Spoken: Mother tongue.
      * Translation: Mother tongue.
      * Technical: Mother tongue.
* **Arabic** 
  + - * Written: Mother tongue.
      * Spoken: Mother tongue.
      * Translation: Mother tongue.
      * Technical: Mother tongue.
* **English** 
  + - * Written: Fluently.
      * Spoken: Fluently.
      * Translation: Fluently
      * Technical :Fluently

**KEY ABILITIES**

* Team player
* Used to multinational and multicultural work environment
* Good negotiation ability and sense of diplomacy
* Easy communication skills
* High sense of Confidentiality
* Good knowledge of the local culture and standard practice

**HOBBIES**

* Reading,
* writing,
* sport shooting
* Fishing