CONFIDENTIAL

CURRICULUM VITAE

**NABIL**

Australian/ Lebanese Citizen

**Bid Manager/Project Manager/Sales Manager**

[**NABIL.334573@2freemail.com**](mailto:NABIL.334573@2freemail.com)

**EDUCATION:**

**1990-1995 Lebanese University**

**Master degree in Civil engineering**

**SUMMARY OF EXPERIENCE:**

**Career**

* + - Tendering / Bid Management /Commercial Management /Contracts Management
    - Project Management /
    - Projects Control/ Risks Management
    - Senior Estimating & Detailing
    - Environmental& Sustainability assessor/Accredited Energy Assessor
    - Technical/ Engineering supports/Estimating support

**Expertise**

* + - Hospitals & Malls
    - All Type of Civil Engineering Constructions.
    - Pre-engineered Steel Building and Structural Steel
    - Low & High Rise Buildings (Structural Steel , Concrete and Timber framing)
    - Industrial Building (Factories, Aircraft Hangars, Showrooms, Stores etc…)
    - Residential & Commercial development buildings
    - Infrastructure works (Roads, Bridges & tunneling)

**Computer**

* + - CCS used in Dubai
    - Pryda Build Software/Mitek software/First Rate5- used in Australia
    - STAAD-used in Saudi Arabia, Oman
    - PEB software- used in Saudi Arabia
    - AutoCAD2010- used in Australia
    - Excel, MS word, PowerPoint

**LANGUAGE English, Arabic & French**

**PROFESSIONAL DEVELOPMENT/ TRAINING:**

**2006- 2008 Holmesglen University-Australia**

* Sustainability Victoria accreditation
* First Rate 5 Energy Rating Program
* Environmental & Sustainability assessor course.

**2004-2006 PRYDA – AUSTRALIA**

* Estimation & detailing- **Pryda software**

**EMPLOYMENT HISTORY:**

**2013 – Till to date:**

**Employer Al HABTOOR LEIGHTON GROUP- HLG**

**Dubai –United Arab Emirates**

**Position: Bid Manager**

* Coordinated all Commercial, Technical, Engineering, Estimating, Planning, QS and Procurement works in preparation of technical and commercial proposals for Construct and Design & Build projects in GCC & Northern Gulf.
* Studied & assessed tender documents, reviewed contracts and produced design assessment report, Contract Value, tender budget, tender programme, authority to Prepare Offer and presented to GM/CEO/Risks Manager for approval.
* Established a chain of suppliers and joint partners to Bid with HLG for tenders outside UAE
* Studied scope of works and produced the work breakdown structure for planning and pricing purpose.
* Worked out the construction methodology and issued the method statement for various construction elements of the projects.
* Prepared project organization chart and studied clients and engineer’ requirements and priced them in tender’ general requirements BOQ.
* Conducted Kick-off meetings, interim review meetings and tender review meetings with Bid team/senior management to review tender progress, procurement and project programme and to agree final pricing.
* Reviewed with CM the Tender Contracts clauses (familiar with FIDIC and other BESPOKE contracts) and issued the top 10 risks for management decision and submitted qualifications/clarifications for alternative Bid.
* Coordinated meetings between procurement and suppliers of MEP works, form work and wall claddings, steel structure and other disciplines to agree schedule, programme, scope & prices.
* Prepared materials and labour escalation sheets, buying gains sheet, subcontractors’ adjudications and populated the cash flow based on the terms and conditions of payments.
* Estimated the Preliminaries and General requirements of the project.
* Sought external Design Consultants and prepared contracts agreement for design & build project
* Estimated & priced the project according to tender documents and Clients/engineer requirements
* Conducted workshops with the Bid Team to discuss all risks and opportunities associated with project construction, interfaces with other contractors, Government approval & NOCs and priced in tender.
* Set up a winning strategy in tendering based on new system /technology in construction.

**2012 – 2013:**

**Employer Homan Engineering Co. - DJIBOUTI-AFRICA**

**Position: Project Manager/ Commercial Manager**

**Project name: University of Djibouti**

* Managed and attended regular meetings with Client (Ministry of education) and Subcontractors
* Prepared/reviewed progress, payment, changes, claims
* Responsible for Const./Building Cost, Quality Control and Time constraint (early start& early finish)
* Provided the Management information required for the administration of the Contract
* Managed &monitored construction activities to maintain the contractual obligations
* Coordinated Civil/Structural/Architectural activities along with MEP
* Executed Roads, Landscape works and liaised/interfaced with adjacent Contractors along the length of the project.
* Controlled and Coordinated of the Sub-contractors work on site.
* Managed and implemented procedures for the execution of the work
* Planned and scheduled material delivery (from Beirut and Dubai to Djibouti port), manpower & equipment requirements
* Controlled/Reviewed the contracts, design, shop & as-built drawings, materials submittals and method statements.

**2010-2012**

**Employer Dahlsens Building Centres PTY LTD- Australia**

**Position: Commercial Estimator / Commercial Manager**

* Commercial knowledge and tendering process , Computer Literacy, ability to use estimating software, project controls, Knowledge of building techniques and regulations, Knowledge of building timbers/Steel/Concrete and the advantages and disadvantages in building, Relationship management skills, understanding of the local market and relevant competitors, Problem solving skills, Ability to analyze data**.**
* Prepared complete estimate forCommercial , Industrial and Education projects
* High level of attention to detail and High level ofaccuracy in work.
* Reviewed and studied tender/contract documents to ensure accuracy and integrity of all bids.

**2007 – 2012:**

**Self-employed PEAK EFFICIENCY RATING - Australia**

**Accredited Energy Assessor/Accredited Home sustainability assessor**

* Assessed energy efficiency of buildings across Victoria and advised owners seeking ways to reduce their impact on the environment.
* Familiarized with Federal Government’s energy efficient package and Green loans program.
* Assisted Building designers, private developers and Builders to achieve 5 & 6 Star Energy rating for new Homes and Unit developments throughout Victoria according to Governments current legislative requirements.

**2007-2009**

**Employer BELLBIRD - building supplies -Hallam Vic, Australia.**

**Position: Senior Estimator and Detailer**

* Detailed and fabricated Roof Trusses for residential and commercial Buildings, using most sophisticated programs including Mitek & Pryda software
* Detailed different type of trusses including Raised ceiling, bell trusses, scissor trusses, cathedral ceiling, double story with attic trusses.
* Familiar with Australian standards AS1684 for non-Cyclonic & Cyclonic areas and with BCA 2007.
* Familiar with Australian standard AS4055 wind loads for housing.
* Designed and detailed trusses for multi-dwellings separated by Firewall.
* Designed and detailed low pitch trusses with Box Gutter allowance.
* provided the most optimum solution in estimating and detailing trusses for Builders and regular customers
* Designed all type of timber structures using Pryda Frame and Mitek Auto-Beam.

**2004-2007**

**Employer TRUSSFAB (AUST) PTY. LTD Dandenong, Australia**

**Position: Senior Estimator and Detailer**

* Detailed Trusses and Frames using computer aided design program (PRYDA SOLUTION software).
* Estimated Trusses and frames using CAD program.
* Produced Design Reports and complex documents for Council approval.
* Designed timber structures
* Preparation of detailed quotations for the supply of Roof & Floor trusses and wall Frames.

**2002-2004**

**Employer: AMANA STEEL BUILDING CONTRACTORS CO.**

**Abu Dhabi, UAE.**

**Position: Sales Manager**

* Prepared detailed quotations for the supply and erection of pre-engineered steel buildings, and turnkey building projects.
* Reviewed all cost estimates prepared by sales support and engineering staff to ensure accuracy and integrity of all computations.
* Liaised with consultants in the preparation of tenders, drawings, specifications, engineering design and preliminary member sizes of steel members.
* Reviewed and studied tender documents.
* Finalized and executed turnkey contracts in accordance with company contractual guidelines.
* Coordinated senior planning and cost control supervisor on preliminary construction schedules for major projects.
* Liaised with draftspersons on architectural details and conceptual drawings for design & build projects.
* Maintained market awareness and client relationships.

**1995-2001**

**Employer: INTERNATIONAL BUILDING SYSTEMS FACTORY.**

**5 years in Riyadh & Jeddah KSA/1 year in Muscat- Oman**

**Position: Support Engineer/ Sales Engineer/ Sales Manager**

* Estimated PEB steel Buildings using Computer aided design software and optimized steel weight by adopting most economical solution pertaining to bay spacing, steel sizes & design critical ratio, wind load and other factors like relevant international code and standard.
* Prepared detailed quotations (supply only) for industrial, commercial and low rise steel building projects.
* Reviewed all cost estimates prepared by sales support engineers.
* Prepared and reviewed contracts, work orders and job documents to ensure compatibility with tenders.
* Coordinated sales, engineering, drafting and other involved departments on non-standard requirements.
* Monitored project progress, scheduling and preparation of monthly progress payments plus related credit control (i.e. L/C opening as per company policy and terms & conditions)
* Prepared invoices for special jobs based on shipped weight and volume.

**REFEREE:**

Available upon request

**CAREER OBJECTIVES**

My career has revolved around the civil engineering and related Bid/Contracts/Commercial Management process. During this time I have also been involved with significant international contracts and projects that will be invaluable to my future employer (as Tier1 Contractor).

I am a highly motivated and technically competent person who is committed to achieving the highest standards in all aspects of my career. However it is my strong people and team skills, adaptability, and ability to quickly understand complex situations that I would view as my major attributes.

**Experience: 22 Years in Total:**

* 05 Years : Dubai & Abu Dhabi, UAE
* 10 Years : Melbourne-Australia
* 05 Years : Saudi Arabia (Riyadh, Jeddah, Yanbu and Al Khobar)
* 01 Year : Muscat-Sultanate of Oman
* 01 Year : Djibouti, Africa