COVER LETTER

Enad

[Enad.353158@2freemail.com](mailto:Enad.353158@2freemail.com)

Dear Sir: It is with great interest that I am forwarding my CV/Resume for your consideration.

As a professional Civil Engineer well-seasoned in Geotechnical Engineering field,

I am seeking a career opportunity in the organization where my experience, skills and capability can be maximized effectively and to be able to contribute to its growth and development

My record of academic achievements and professional career history shown in my enclosed CV

Some key point that are relevant to this opportunity

* Bachelor of Science in Civil Engineering from Damascus, Syria
* Master of Applied Science in Geotechnical Engineering from Montreal, Canada
* High –level of experience of Design and execution of Geotechnical Piling Project
* Deep Knowledge of fundamental project management processes, methodologies, tools and techniques and ability to adapt project management processes to organization's product life cycle.
* High-level understanding of Conditions of contract for works of Civil Engineering Construction (FIDIC) and know how to use contract project tools, how to create contract with clear and agreed-upon terms and conditions, and how to administer contracts.
* High-level of experience of preparing and finalizing Tender Documents and contractors prequalification
* High-level of experience of Preparing cost estimations for the works, defined budget, timeframe and instituted value engineering processes
* High-level of experience of Preparing BoQ guidelines and tracking of prices
* A solid reputation as a hardworking, innovative and result- driven professional

I am Convinced that my academic achievements, project management experience and abilities are in perfect accord with your current criteria

Please do not hesitate to contact me if you have any question.

Thank you for your time and consideration, and I look forward to speaking with you soon

Sincerely Yours

Enad

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| Enad [Enad.353158@2freemail.com](mailto:Enad.353158@2freemail.com) | | | | | | 02940002 |
| ***CAREER OBJECTIVE*** | | | | | | |
|  | | | To be connected with an established company where my skills and capability can be maximized effectively and to be able to contribute to its growth and development | | | |
| ***EDUCATION*** | | | | | | |
|  | **2001-2004** | | Master of Applied Science M.A.Sc. In geotechnical engineering (*Settlement of a sub grade layer Overlying deep soil deposit for an anisotropic elastic soil)* Concordia University, Montreal, Q.C., Canada | | | |
|  | | | **Relevant Courses:** | | | |
| Foundation Engineering, Soil Behavior, Soil Structure and Slope Stability, Matrix Analysis of Structure, Applied Elasticity, Introduction to Structural Dynamic, Finite Element, Urban Transportation Planning | | | |
|  | **1986-1993** | | Bachelor of Science B.Sc. in Civil Engineering, major of Bridge, Airport and Transportation Engineering,  Faculty of Civil Engineering, Damascus University, Syria | | | |
| ***COMPUTER SKILLS & ACCREDITATION PROGRAMS*** | | | | | | |
|  | | | * Operating System &Software Applications: Windows, Ms Word, Excel, PowerPoint * Structural & Geotechnical Software: Cmap program (an educational Program for finite element and structure engineering), * Accreditation Program in Civil Engineering Department at Jebel Ali Free Zone Authority (JAFZA) * Building Regulation & Design Guide Line (Blue Code) * Quality Control (Green Code) * Accreditation Program in Time Management * Accreditation Program in Project Management Professional * Member of American Concrete Institute, ACI * Member of Project Management Institute PMI * Conditions of contract for works of Civil Engineering Construction (FIDIC) | | | |
| ***PROFESSIONAL PORTFOLIO AND PERSONAL STRENGTH*** | | | | | | |
|  | | | Highly dependable and dynamic, with a strong desire to learn and contribute. Team- spirited and results-oriented, professional with over 20 years of experience working and training in the civil engineering field. | | | |
|  | | | **Core competencies include:** | | | |
|  | | | * Ability to understand the line of business, to take the business vision and translate it into the project vision. * Exceptional ability to launch and manage highly successful projects on time within budget, meeting business need * Understand and know how to use contract project tools, how to create contract with clear and agreed-upon terms and conditions, and how to administer contracts. * Understand and know how to comply with all regulations; implement a positive attitude toward health and safety in the design and execution of the project; ensure safe deliverables and incorporate sustainable development practices. * Good general management skills viz. planning, organizing and controlling * Good leadership, decision making, and clarity of thoughts * Ability to handle and work with diverse group of people from various. Races, languages, religious and cultural origins. * Ability to perform well under positive and negative circumstances. * Always-maintained respectful relationships with coworkers; honest, personable and patient * Tenacity and diligence during challenging assignment. * Hard working, detail oriented professional, effective team leader with the proven ability to motivate staff to achieve goals * Self-motivated quick learner who enjoys new challenges. | | | |
| ***WORK EXPERIENCE*** | | | | | | |
|  | **1993-1996** | | Syrian Railways, (building Office) responsible for design, and execute terminus railway station, Damascus, Syria | | | |
|  | **1996-1997** | | Fiat Avio (Italian company for power station) Supervisor engineer for building finishing, Adlib, Syria | | | |
|  | **1997-1998** | | Construction engineer (self-employment), Damascus, Syria | | | |
|  | **1998-2001** | | Several jobs(at bakeries, petrol stations and Pizza Restaurants) Montreal, Canada | | | |
|  | **2001-2004** | | M.A.Sc. In geotechnical engineering,  Concordia University*,* Montreal, Q.C., Canada | | | |
|  | **August 2004to May 2009** | | Dutch Foundation Co. Dubai, UAE  Project Manager well-seasoned in Geotechnical Engineering working in various Geotechnical projects in Dubai including | | | |
|  |  | | * Shoring System: (soldier piles, Contiguous piles, Secant piles and Diaphragm wall) * Earth work: deep excavation for basement (maximum of 20 m depth) * Anchor & bracing system: for shoring stability * Piling, up to 2 m Diameter and 70 m depth for high rise building * Testing of piling, shoring and anchors   ***See attached list of projects done with Dutch Foundation Co. in this period*** | | | |
|  |  | | **Responsibility:** | | | |
|  |  | | * Initiated and managed project submittals, requests for information and project change requests * Managed and ensured that Permits, Non objection Certificate, change order, contract, and all related documents are available before starting the project and create and maintain comprehensive project documentation * Served as liaison between construction and design in identifying field problem prior to construction and between designer, client and authorities prior to construction also ensures the construction project complies with all building codes and any other legal or regulatory requirements * Analyzed costs and instituted value engineering processes, * Prepare contractual claim and Variation * Establish and Maintain relationships with third parties, manage the relationship with client and all stakeholders and manage the needs and expectations of client and all stakeholders * Developing project scopes and objectives involving all relevant stakeholders and ensure technical feasibility * Crafting an effective project management plan and improving it as necessary to guarantee consistency and applicability, and ensure that the project delivered on time within scope and within budget * Keeping the different variables of a project such as cost, schedule, scope, and deliverables on track. * Use appropriate verification techniques to manage changes in project scope schedule and costs * Measure project performance using appropriate systems tools and techniques * Recruiting a team and allocating tasks to relevant managers, and monitor adequacy of resources and equipment. * Ensuring that tasks are delegated effectively and staffs remain motivated to complete the project to a high standard. * Recruiting specialists and sub-contractors, scheduled subcontractors and delivery of material, Manage sub-contractors work progress on site and Manage interfaces on site between sub-contractors and organizing the various professional people working on the project * Implement quality control and safety procedures on site and making sure that the quality standards are met and compliance with design documents and codes * Arranging meetings and ensuring that all stakeholders are aware of the project’s progress. * Perform risk management to minimize project risk and offering regular and accurate reports about project status/metrics * Report and escalate to management as needed | | | |
|  | **May 2010to May2011** | | Danish Refugee Council- Humanitarian Nonprofit Organization, NGO Damascus, Syria  Project Engineer– Construction section. Rehabilitation & extension of schools / shelters and WASH activity (Wash, And Sanitation Hygiene) | | | |
|  |  | | **Responsibility:** | | | |
|  |  | | * Prepare cost estimations for the works, defined budget and timeframe * Develop and maintain DRC technical specification for construction * Develop and maintain DRC BoQ guidelines and tracking of prices * Finalize the tendering documents * Prepare the bids opening procedure and related documents * Ensure daily site and works monitoring, and supervise the activity as a whole * Monitor the works on daily basis by checking that the contractors are following the contracted works * Directly supervise relations with the contractors in the field, and solve daily problems in order to ensure accurate quality of the executed work and ensure timely implementation of the work agreed in the contract, * Ensure the expenses are not exceeding the approved budget with accurate survey of agreed quantities as well as deviations * Monitor expenditure, budgets and expense tracking activities for the whole project | | | |
|  | **May 2011**  **to February 2012** | | O.P.F.C. Orient Piling and Foundation Company  Damascus, Syria  General Manager | | | |
|  |  | | **Responsibility:** | | | |
|  | | | * Develop and maintain Quality Assurance, Quality Control, Safety Plan, and company profile * Develop and maintain method statement for construction of piling and pile testing * Oversee and direct construction piling projects from concept to completion * Manage on hand projects, (Piling Work forTeshreen Power Station in Damascus) | | | |
|  | **February 2012 to July 2012** | | Saudi Foundation, Dammam, Saudi Arabia  Project Manager for Construction of Infrastructure Phase Underpass For Dammam University | | | |
|  | **July 2012 to**  **July 2014** | | Danish Refugee Council- Humanitarian Nonprofit Organization, NGO Damascus, Syria  Project Engineer– Construction section. Rehabilitation & extension of schools / shelters and WASH activity (Wash, Sanitation and Hygiene) | | | |
|  | **July 2014 to**  **December 2014** | | Shell Iraq, Piling Project Manager for Gas Station in Majnoon Oil Field, Bassra Iraq | | | |
|  | **April 2015 Thus for** | | Middle East Foundation Bahrain- Technical and Projects Manager | | | |
|  |  | | **Responsibility:** | | | |
|  |  | | * Develop and maintain Quality Assurance, Quality Control, Safety Plan, and company profile * Develop and maintain method statement for construction of piling and pile testing * Design Geotechnical and structural piling, calculate quantities, price projects and prepare quotations * Study job specifications to determine appropriate construction methods. * Oversee and direct construction piling projects from concept to completion * Review the project in-depth to schedule deliverable and estimate cost * Oversee all onsite and offsite construction to monitor compliance with building codes and safety regulation * Coordinate and direct construction workers and subcontractors * Negotiate terms of agreements, Prepare contracts and negotiate revisions, changes and additions to contractual agreements with consultants, clients, suppliers and subcontractors. * Meet contractual condition of performance and prepare contractual claim * Obtain all necessary permits and licenses * Analyze, manage and mitigate risks * Ensure quality construction standards and the use of proper construction techniques * Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems. | | | |
| ***PERSONAL INFORMAION*** | | | | | | |
|  | | | * ***Languages*:** Native Arabic speaker, fluent in English, knowledge of French * ***Personal*:** Syrian**,** Canadian citizen, willing to travel and relocate, born 20 April 1966 | | | |
| ***LIST OF PROJECTS DONE WITH DUTCH FOUNDATION COMPANY*** | | | | | | |
| **From August 2004** | | | | | | |
| **1** | | Project Name | | Dubai Health Care City, Office Building (2B+G+6) | | |
| Project Details | | Shoring secant pile, anchors, working pile and excavation to -8m | | |
| Position | | Site engineer | | |
| Consultant | | Rice Perry Ellias | | |
| Client | | Executive Office | | |
| 2 | | Project Name | | Dubai J.L.T., B3 Wind Tower (5B+G+34) | | |
| Project Details | | Shoring contiguous pile, excavation to -16m | | |
| Position | | Project engineer | | |
| Consultant | | Farayand Arch & Engg | | |
| Client | | Dr R.M. Azizi | | |
| **2005** | | | | |  | |
| 3 | | Project Name | | | Dubai J.L.T., E2 Com. & Res.Tower (B+G+39) | |
| Project Details | | | Shoring soldier pile and working pile | |
| Position | | | Project engineer | |
| Consultant | | | DAR Consultant | |
| Client | | | Saleh Bin Lahej | |
| 4 | | Project Name | | | Dubai J.L.T., E1 Com. & Res Tower (4B+G+34) | |
| Project Details | | | Shoring contiguous pile, anchor, working pile and excavation to -14m | |
| Position | | | Project engineer | |
| Consultant | | | W.S. Atkins | |
| Client | | | Best Homes | |
| 5 | | Project Name | | | Dubai J.L.T., T2 Com. & Res Tower (4B+G+34) | |
| Project Details | | | Shoring contiguous pile | |
| Position | | | Project engineer | |
| Consultant | | | National Engineering Bearu. | |
| Client | | | Han Investments | |
| **2006** | | | | | | |
| 6 | | Project Name | | Dubai J.L.T., 1A & 1B, DMCC Refinery (B+G+M+1) | | |
| Project Details | | Shoring soldier pile and working pile | | |
| Position | | Project Manager | | |
| Consultant | | National Engineering Bearu. | | |
| Client | | Al Ghaith Gold- DMCC | | |
| 7 | | Project Name | | Dubai Health Care City, (5B+G+30) | | |
| Project Details | | Shoring secant pile, anchors, working pile, excavation to -15m | | |
| Position | | Project Manager | | |
| Consultant | | R.M.J.M. | | |
| Client | | Dubai Health Care City | | |
| **2007** | | | | | | |
| 8 | | Project Name | | Business Bay, Hotel Building (5B+G+2M+27) | | |
| Project Details | | Shoring contiguous pile, anchors, working pile and excavation to -16m | | |
| Position | | Project Manager | | |
| Consultant | | Chawla Architectural & Consulting Engineers | | |
| Client | | Reef Real State | | |
| 9 | | Project Name | | J.L.T., Y3 Swiss Tower (3B+P+G+37) | | |
| Project Details | | Shoring contiguous pile, anchor, working pile and excavation to -11m | | |
| Position | | Project Manager | | |
| Consultant | | Al Ajmi Engg Consultant. | | |
| Client | | Eat Project Limited | | |
| 10 | | Project Name | | Dubai, at Al Quoze, Show room (B+G+4+Roof) | | |
| Project Details | | Shoring soldier pile, working Pile | | |
| Position | | Project Manager | | |
| Consultant | | ARC International | | |
| Client | | Al Fattan Properties | | |
| 11 | | Project Name | | Dubai at J.V.C., Com. Bldg. (2B+G+2P+17) | | |
| Project Details | | Shoring contiguous pile & soldier pile and excavation to -9m | | |
| Position | | Project Manager | | |
| Consultant | | National Engineering Bearu. | | |
| Client | | Prescott Enterprises/ Morganti Group | | |
| **2008- May 2009** | | | | | | |
| 12 | | Project Name | | Dubai J.L.T., M2 (3B +G+MC+45+R) | | |
| Project Details | | Shoring contiguous pile, anchor, working pile and excavation to -11m | | |
| Position | | Project Manager | | |
| Consultant | | ART Consultant | | |
| Client | | Mr. Mohammad Ibrahim Obaidullah | | |
| 13 | | Project Name | | Dubai at J.V.C., Hotel Building (5B+G+2M+35) | | |
| Project Details | | Shoring Contiguous pile, anchor, working pile and excavation to -9m | | |
| Position | | Project Manager | | |
| Consultant | | KEO International | | |
| Client | | Reef Real State | | |
| 14 | | Project Name | | Dubai at Al Marsa Dubai Marina, Building (3B+G+64) | | |
| Project Details | | Shoring secant pile, anchor, working pile and excavation to -8m | | |
| Position | | Project Manager | | |
| Consultant | | ARC International | | |
| Client | | Madain Properties | | |

