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| cid:image001.png@01D2BDDA.C055E2E0 | **Mobile: +971504753686 / +919979971283**  **Email:** [**tahoun.375999@2freemail.com**](mailto:tahoun.375999@2freemail.com)  To manage the site execution of the project such that it is completed within the time, cost, productivity and quality requirements of the contract while adhering to the company’s quality and safety practices project. To assign and distribute efficiently the available resources, materials, subcontractors and equipment on the project. | | |
| **ACADEMICS**   * Bachelor of Science in Electrical Power Engineering * Ain Shams University, Egypt (1996 – 2000)   **COMPUTER SKILLS**   * MS Software (Windows, Project, Internet and office package ) * AutoCad Phase V * PRIMAVERA 6 | |  | **TRAININGS**   * Advanced Course PMP “ Project Management Professional “ * Electric Power Cables Maintenance Course * Design of Electric works for Residential and Industrial Installations Course |

**PROFESSIONAL EXPERIENCE**

**MEP Project Manager**

***Technowatt Electromechanical LLC*, Dubai -UAE April 2016 up to now**

* **Projects Done**

1. Jumeirah Village Complex ( 416 Villa ) Dubai
2. Amesco Tower (4B+G+M+3P+10TP+31+ Sky Villa Commercial/Residential ) JLT - Dubai

**Roles and Responsibilities**

* Review Contract Documents, making suggestions/modifications as they relate to the MEP trades
* Manage and lead MEP subcontractors throughout duration of the project (from Groundbreaking through Commissioning and Turnover to Owner )
* Build effective working relationships with clients and the Company project team members
* Project Start-Up
* Review the general contract and contract documents and confirm the budget setup and project milestones in conjunction with Project Lead
* Create a schedule of values and project logs, plan for project safety and mobilization, including review and validation with team members
* Purchasing process and document control
* Review subcontractor references, obtain Subcontractor bonds, and maintain project files
* Maintain and manage all purchase and delivery schedules, change order processes, shop drawings, document control logs, Owner, Architect and Subcontractor correspondence
* Work with Purchasing in setting up/executing trade buyout including: defining scope of work, authoring Exhibit B’s, ensuring scope coverage, coordinating buy and project schedules
* Meeting Management
* Attend all schedule and management MEP meetings necessary to monitor and manage the project, chairing as appropriate
* Financial Management
* Manage all requisitions and payments including lien releases and project payroll and maintains best possible cash flow throughout the project, communicating issues proactively
* Project Closeout
* Deliver all necessary manuals to the Owner, consolidates project documentation and files
* Manage subcontractor closeout, transfer of utilities, owner training, and punch list process
* Deliver all warranties, as-built and training to the owner.
* Assist Scheduling department with developing detailed CPM schedules for all MEP installation activities, including cost and resource loading
* Work with Superintendent on project logistics and temporary facility plans
* Review and approve material and equipment for MEP systems prior to installation
* Monitor the installation and start-up of MEP systems and commissioning of project with Engineer & Owner
* Coordinate activities, materials procurement and other related activities with Project Manager and Field Staff
* Communicate progress and prepare appropriate reports as needed
* Take overall responsibility for the performance of all MEP trades

**MEP Project Manager**

***Amana Steel Buildings Cont. Co. LLC, Dubai-UAE* Aug 2013 up to 2016**

* **Projects Done**

1. Construction of Workshop & Offices for Gulf Agency Co. Marine at Mussafah Industrial City
2. Mega Distribution Center for Trilogi Logistics at Jebel Ali Free Zone

**Roles and Responsibilities**

* Review Contract Documents, making suggestions/modifications as they relate to the MEP trades
* Develop the project charter and identify the stakeholders.
* Develop the project management plan and define the scope and sequence activities.
* Estimate the resources and activities' duration.
* Estimate the project cost and determine the budget.
* Control and perform the quality assurance toward the services provided.
* Manage, develop, lead and motivate the project team.
* Manage and control the internal and external communications.
* Control the risks via performing the qualitative and quantitative risk analysis and plan the responses.
* Manage and control the entire procurement process.
* Schedule the project program in parallel with the other activities and achieve deadlines.
* Attend the meetings and represent the organization front of client, consultant, government
* Follow up and review contracts, technical submittals, shop drawings, comply/method statements and identify the value engineering if exist.
* Review and comment on the MEP design including drawings and technical specifications.
* Monitoring & controlling the project team on daily basis to assure the project on track.
* Monitor & control the progress toward meeting its objectives. And determine the cause of deviations from the plan, and taking corrective actions to address the deviations.
* Assure the proper Coordination with the other departments
* Monthly billing, payment certifications and collections follow up to assure the continuity of the cash flow.
* Manage and lead MEP subcontractors throughout duration of the project (from Groundbreaking through Commissioning and Turnover to Owner )
* Assist Scheduling department with developing detailed CPM schedules for all MEP installation activities, including cost and resource loading
* Work with Superintendent on project logistics and temporary facility plans
* Review and approve material and equipment for MEP systems prior to installation
* Monitor the installation and start-up of MEP systems and commissioning of project with Engineer & Owner
* Coordinate activities, materials procurement and other related activities with Project Manager and Field Staff
* Communicate progress and prepare appropriate reports as needed
* Take overall responsibility for the performance of all MEP trades
* Supervise review and coordination of submittals and shop drawings

**Project Manager**

***Direct For Construction Company, Cairo Egypt* Mar 2013 to Aug 2013**

* **Scope of Work:**

Responsible about Follow-up and Management all Company works

* **Roles & Responsibilities:**
* Optimizes overall staff, manpower, equipment, and materials allocation on site.
* Supervises the electrical scope of work in assigned project and ensures its completion within budgeted time, cost and quality standards while complying with the regulations of the relevant authorities.
* Supervises overall attendance, productivity, and safety of electrical staff and manpower on site.
* Assists MEP Manager with preparation of Project Schedule, Manpower Schedule, Material Log, and drawing log, and any changes thereof in coordination with Planning and Cost Control Units for initial project planning.
* Issues all site-related material requisition forms using Product Catalogue, coordinates purchase and delivery of required materials in coordination with Procurement Department, and oversees inflow/outflow of site store materials.
* Ensures that the quality of material and installation of work is in accordance with the acceptance criteria identified for the project.
* Conducts daily meetings with site staff to organize work scope for the day/next day.
* Responsible for issuing instructions to the site staff to complete the works in accordance with the project plan, schedules, specifications, contract and allocated resources.
* Responsible for monitoring all sub-contractor works to ensure that the works are as per the job specifications, timeline and contract requirements.
* Monitors and compiles productivity rates as required by the Planning and Cost Control units.
* Prepares methods of statements as needed for the project.
* Responsible for the issuance of weekly and monthly progress reports and progress photographs.
* Responsible for the safety at site by coordinating with the site engineer and the safety officer.
* Ensures his site image is in compliance with Company standards and policies.
* Attends weekly meetings with the Project Manager, Project Engineers, and Site Engineers for look-ahead schedule.
* Corresponds with consultants and sub-contractors on site-related matters and ensures good relations with them.
* **Projects Completed**
* Gardina Project for Military officer Housing and MEP infrastructure ( 20 Building )
* Misr Petrol Warehouse in Badr City ( 11 Building )
* Exon Mobile Warehouse in Cairo ( 4 Building )
* Qaroun Petrol Street light network

**Project Manager**

***Ali Headier El-Yami For Trading & Construction, Dammam , KSA*  Feb 2010 to Feb 2013**

* **Scope of Work:**

Responsible about Execution MEP Construction and management contract signed between the company and the Saudi Electricity Company

* **Roles & Responsibilities:**
* Handling the Installation works for medium voltage 13.8 KV works and LV works.
* Management MEP for High Towers Construction projects and infrastructure for many sites
* Design review.
* Material submittal reviewing.
* Materials take off works.
* Arranging the materials with the suppliers.
* Attending Meeting with the consultant and client rep. to discuss the work progress.
* Responsible about handing over the work to the consultant.
* Ability to technically evaluate tenders / quotations for commercial bids.
* Responsible about execution many lightning projects.
* Achieve all time schedule for projects in time.
* Execution of Street light projects related to Municipality purpose, ministry of transportation and Private Area.
* Execution Construction Projects and infrastructure for Private Area included medium voltage network and street light network.
* **Projects Completed**
* Execution of fully integrated residential complex “ Murjana “ at Dammam 327 Villa
* Execution of fully integrated residential complex “ Suhoul “ at Dammam 1130 Villa
* Execution Construction and MEP works to many factories in 2nd Industrial City in Dammam
* Execution MEP works for High Towers Constructions

**Senior MEP Engineer**

***Ali Headier El-Yami For Trading & Construction, Dammam ,KSA* Feb 2006 to Feb 2010**

* **Scope of Work:**

Responsible about MEP construction works and Execution the contract signed between the company and the Saudi Electricity Company for the medium voltage network 13.8 kV and low voltage network

* **Roles & Responsibilities:**
* Review MEP contractor shop drawing prior to submittal for service co-ordination and co-ordination with other construction elements.
* To advice on any impact on services caused by Architectural changes and raise Query to MEP Manager Consultant.
* Review material/equipment technical submittals from MEP contractor for specification compliance.
* Produce equipment’s &builder- work scope Schedule for all MEP equipment detailing construction and maintenance requirement for equipment
* Review of method statements from MEP contractor with respect to installation works and logistics for equipment positioning.
* To liaise with MEP Manager on matter seeking advise/requiring assistance.
* To assist internally QS and Planning department for update MEP system progress.
* Ensuring that services provisions clearance is provided in time for structure.
* To provide technical advice to construction team.
* To oversee MEP service installation under civil contractor scope of works.
* Close inspection for MEP contractor installation works.
* Carry out site walks and inspection for service installation, identifying poor quality elements and advise construction team and MEP Manager.
* Carry out inspection for MEP Contractor material along with QA/QC and Consultant.
* Ensure that MEP site instruction/NCR are closed out.
* Ensure that Company HSE policies are implemented at site in coordination with HSE department
* **Projects Completed**
* Execution works to project of Othaim Mall in Dammam .
* Execution project of Mouwasat Hospital in Dammam
* Execution Power supply to project of Improvement and Strengthen the medium Voltage network to Dammam railway station .
* Execution Power supply from Anood . Khaleej , Faisliya Grid station to Improve efficiency of network
* MEP works for construction

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**Project Engineer - Electrical**

***Ali Headier El-Yami For Trading & Construction, Dammam KSA* Mar 2003 to Feb 2006**

* **Scope of Work:**

Responsible about Execution the contract signed between the company and the Saudi Electricity Company for the medium voltage network 13.8 kV and low voltage network

* **Roles & Responsibilities:**
* Handling the Installation works for medium voltage13.8 KV works and LV works.
* Design review.
* Achieve all time schedule for projects in time.
* Leading an Emergency group under supervision of SCECO team to solve any electric power cut off
* **Projects Completed**
* Execution Power supply to a lot of new customers
* Participate of minimize period of electric cut off as soon as possible to Dammam area in 2006,2007 and 2008

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**Maintenance Engineer**

***Al- Bostan Mall, Cairo Egypt* Feb 2001 to Mar 2003**

* **Scope of Work:**

Responsible for the systems of Electrical Systems, Elevators Systems , Alarm System , Fire System and Central Air condition

* **Roles & Responsibilities:**
* Deputy Building Operation Manager.
* Supervise Operation and maintenance of Electrical Systems, Elevators Systems, Alarm System, Fire System and Central Air condition.
* Control all the contractors for all the related systems.
* Evaluation for all contractors' monthly invoices.
* Prepare scope of works for all the modification works.
* Technical Evaluations of all contracts.
* Engineering work (review the shop DWG, Material Submittals, Supervise installations works for any new modification work.
* Supervision of planned preventive maintenance schedules.
* Preparing Technical Reports to enhance electrical systems:
* Review and approve the Operation & Maintenance Manuals.
* Review and approve the As-Built Drawings.
* Prepare Preventive Maintenance Schedule and Instructions.
* Prepare Operation plans and periodical check lists.
* Prepare Spare parts and Consumable lists.
* Prepare Hand and Special tools.
* Prepare Manning list

**Key Interaction**

* General Manager
* Project Managers
* Procurement and Purchasing Managers
* Planning and Cost Control Managers
* Administration Manager
* HSE & QA,QC Manager
* Consultant, Sub Contractor, Main Contractor, Engineering Manager, Construction Manager and Project Engineer