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**Mutaz**

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**Objective**

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| My Objective is to secure a challenging mid-level position in the field of Construction within a progressive reputed organization, which facilitates professional growth, and the utilization of my qualification and Project Management experience, while embracing new methodologies & strategies to remain competitive in the market. |

**Education**

An Najah National University, Nablus-West Bank, Palestine

B.A., Civil Engineering *–June 2012*

**Areas of Expertise**

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| * Engineering, Procurement, & Construction of Oil & Gas Facilities. * Residential High Rise Construction. * Finishes & Fit out. * Procurement, Tender, Construction Contracts. * Quantities Surveying. * Preparing Engineering Documentations & Transmittals. * Cost Controlling. | * Building, Facilities Revamping. * Schedule, Progress Following up. * Structural design. * Calculating Electrical & thermal loads (HVAC system) * Site Activities coordination. * Residential Water, Drainage,  Storm Water Networks. * Green buildings (Ecofriendly) * MEP Systems Design and Execution |
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**Professional Experience**

October 2016 - Present  **TARGET Engineering Construction ,** Abu Dhabi, U.A.E (Target.ae)

**Position:**

- **Sr. Civil Project Engineer** – PE 3 - Engineering Procurment & Construction – BOROUGE (Ruwaise)

- **Civil Section Head** – Engineering Procurment & Construction - Causeway Pipeline Project CPP - (Mubarraz Island).

Responsibilities Include***:***

* Review of Shop drawing for Piers, Abutments, Piles, Pile caps, Deck slab , Post tensioning & Pre-Tensioning of bridges & Tunnels & Precast panels,.
* Review of shop drawings for Road works (Earth works &Asphalt Pavement), infrastructure works like utilities & Service corridor & coordination with other packages works
* Prepare & Review of Method Statements
* Prepare & Review of Material Submittals
* Review Material status with procurement.
* Respond all site queries related to civil.
* Prepare & Review of Technical Queries/Field Change Requests
* Supervision of site works & assigning duties to the inspectors & surveyors.
* Preparation of weekly & Monthly Progress Reports & submit to the project Managers
* Attending monthly & weekly progress meetings with Client & Project Managers
* Ensure that communication regarding any changes in plan has reached the Sub-contractors.
* Conduct regular job site inspections.
* Actively monitor the work environment for hazards
* Assist in the quality and safety audit.
* Identify and highlight possible risk on project.
* Assist in necessary project documentation.
* Coordinate with the Store keeper for inventory of material thereby ensuring that the supplies are properly maintained
* Coordinate for verification of extra claims raised by the client.
* Monitor, evaluate and ensure that all work is being carried out properly.
* Implement technical and safety requirements for the project
* Review & resolve on PMC commented method statement.
* Ensure construction QA/QC processes are being implemented by the sub-contractors
* Identify and report technical queries to Project Manager
* Responsible for all aspects related to Project quality assurance and quality control.
* Control all inspection activities on site.
* Responsible for the completion of necessary documentation to verify the work performed.
* Ensure that inspection requests are implemented.
* Ensure that all test reports are verified to meet the contract requirements.
* Control and sign ‘As built Drawings’.
* Responsible for overseeing / audits of subcontractor Quality Management systems

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**Professional Experience**

Sep 2013 – October 2016  **TMKN Property,** Abu Dhabi, U.A.E (tmknproperty.ae)

**Private office of H.H Sheik Tahnoon Bin Moh’d Al Nahyan.**

**Position:** Engineering & Projects Dept. – Projects & Maintenance Engineer

**Projects:** 52 villa at M.B.Z city, Plaza view commercial complex (3 towers – G+24 floors & Podium),  
 TMKN Village (154 villa) & Private villas (Palaces).

Responsibilities Include:

* Coordinated daily activities between consultants, contractor as representative of the owner.
* Revising/Raising of daily-submitted reports.
* Monitoring time schedule and payments accordingly.
* Following up all submittals.
* Interact with Project Manager for clarification in design/ RFI etc.
* Follow any variation and monitoring al site activates.
* Taking over all handed over units and prepare snag lists.
* Handle all aspects of the self -performance projects.
* Holding of site/office meetings with main and sub-contractors.
* Doing whatever is necessary to finish assigned tasks on time.
* Responsible for the completion of final quality documentation in a presentable manner in accordance with the conditions of contract.
* Ensure that inspection requests are implemented.
* Ensure that all test reports are verified to meet the contract requirements.
* Issue and administer Non Conformance Reports as necessary and ensure follow up.
* Report to my direct manager on deficiencies in the operation of Quality Management & Control System.
* Responsible for the completion of final quality documentation in a presentable manner in accordance with the conditions of contract.
* Control and sign ‘As built Drawings’.
* Responsible for overseeing / audits of subcontractor Quality Management systems.
* Managing all kinds of regular, preventive, corrective and opportunity maintenance.
* Managing and creating all aspects of service and sub-contractor contracts.
* Following up the required stock of material and the regular inventory.

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**Professional Experience**

June 2013 – Sep 2013 **Trojan General Contracting** (Abu Dhabi) LLC, Abu Dhabi, U.A.E. (www.trojan.ae)

**Position**: Site Engineer

**Projects**: Al Reem Island (City of lights – Hydra Avenue (3 Towers G+23 & Podium -Abu Dhabi)

Responsibilities Include:

* Responsible for monitoring daily activities on site
* Responsible for producing detailed reporting of site progress
* Produced weekly progress schedule using Primavera
* Coordinated daily activities between company of employment and the main contractor
* Ensure materials are delivered as per the fabrication drawings
* Ensuring all materials delivered for the task at hand
* Preparation of daily report
* Doing whatever is necessary to finish assigned tasks on time
* Coordinate with design teams with installation sequence
* Ability to read and analyze drawings and details to maintain installation as per approved shop drawings
* Interact with Project Manager for clarification in design/ RFI etc.
* Report on daily basis about progress, non-compliance, delay in work to the Project Manager
* Ensure that communication regarding any changes in plan has reached the Sub-contractors.
* Conduct regular job site inspections.
* Actively monitor the work environment for hazards
* Assist in the quality and safety audit.
* Identify and highlight possible risk on project.
* Assist in necessary project documentation.
* Coordinate with the Store keeper for inventory of material thereby ensuring that the supplies are properly maintained
* Coordinate for verification of extra claims raised by the contractor
* Monitor, evaluate and ensure that all work is being carried out safely
* Implement technical and safety requirements for the project
* Review and comment on project contractor’s method statement and risk assessment.
* Ensure that the HSE plan is being implemented and report all non-conformance to the QHSE manager
* Attend and review all benchmarking meetings
* Ensure construction QA/QC processes are being implemented by the sub-contractors
* Report any non-conforming work to the Project Manager
* Identify and report technical queries to Project Manager
* Responsible for all aspects related to Project quality assurance and quality control.
* Prepare project specific quality plan, inspection and test plans, check sheets and related procedures
* Responsible for the implementation of Quality Management & Quality Control program for the relevant project site.
* Control all inspection activities on site.
* Responsible for the completion of necessary documentation to verify the work performed.

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**Professional Experience**

Jul 2012 – April 2013  **Sana General Contracting** Co., Ghrega, Bayda, Libya  
 **Position**: Site Engineer

**Project:** Commercial, Residential, and Schools buildings – Bayda, Libya

Responsibilities Include:

* Followed up daily works
* Submitted daily reports
* Prepared Materials order
* Solved potential and occurred site problems and provided P.M. all site details
* Checked and followed up procurement
* Modified drawings and suggested solutions for occurred problems

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**Professional Experience (TRAINING)**

Jun 2011 – Sep 2012 Al Majaz office for construction projects, Nablus, Palestine

**Position:** Structural Design Asst. & Site Engineer |Trainee

**Project:** Several 7-12 floor residential building –Nablus, Palestine

Responsibilities Include:

* Performed and produced structural calculation as well as structural design drawings.
* Responsible for performing material take-offs for structure, MEP, and finishes
* Provided detail reporting of current site activities and progress to the Construction Manager
* Responsible for driving the construction program to completion

**Computer Skills**

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| **Type of activity** | **Used software** |
| Structure analysis program | SAP |
| Calculating of thermal loads related to HVAC | HAP ”hourly analysis program” |
| Graphic design and image processing, training | AutoCAD + Photoshop + CorelDraw |
| Office | Ms. Office |
| Internet | - |
| Analyzing of daylight, sound, HVAC | Ecotect |
| Analyzing of artificial lighting | Dialux |
| Projects management | Primavera , Microsoft Projects |
| Video Editing | Adobe Premier, UVS, Avid |

**Memberships**

* Member at Engineering Association - Palestine
* Volunteer member at Life Hope Center -Nablus
* Volunteer member at Future Visions Center -Nablus
* Volunteer member at Palestinian Red Crescent Society - Nablus

**Other Activities**

* Presenting of computer courses in the voluntary centers.
* Presenting of promotion courses in English language and math at Life Hope Center.
* Participate in several events with the Danish House “DHIP”.
* Participate in many summer camps, Medical Days, and voluntary work at the Red Crescent Society and Life Hope Center.

**Personal Skills**

* Excellent ability to lead, manage and motivate a team.
* Capacity to multi-task and able to work in a fast-paced environment
* Meticulous and positive work attitude.
* Possess interpersonal, negotiation, report writing and excellent communication skills in English & Arabic.
* Superb organizational skills.

**Personal Information**

Name: Mutaz

DOB: 16. Jan.1990  
Nationality Palestinian - Jordanian Passport Bearer

Languages: Arabic (Native), English (Fluent)   
Visa Status: Employment

Marital Status: Married

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Non Smoker

VALID UAE DRIVNG LICENCE

**References**

References Available Upon Request