**Owen**

Dubai, U.A.E.

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**PERSONAL SUMMARY**

A dedicated results driven Manager with a track record of ensuring projects are delivered to the highest standard. An ability to manage with a diplomatic approach to trouble shooting and problem solving. A supportive team leader with the ability to motivate the team to achieve the highest standards and on time delivery of projects.

I am seeking a position within a company where I can utilise my Managerial experience and be challenged to push myself further.

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| **Date of Birth** |  | 11 February 1965 |
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| **Language Spoken** |  | English, Welsh |
| **Education** |  | Ysgol Dyffryn Conwy, Llanrwst |
| **Qualifications** **(“O” Level and CSE)** |  | EnglishTechnical DrawingMathematicsWelshWoodworkArtPhysicsMetal WorkHistory |
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| **Further Education****In House Training** |  | Llandrillo Technical College, Rhos on Sea, Colwyn BayCity and Guilds –Carpentry, Joinery, Craft and Advanced Craft Certificate HND in Building Construction Planning and programing Certificate 2003 and 2007Construction Managers Degree 2011. PMP.Negotiation Skills, Tendering, Bid Presentation, Interviewing,Leadership Skills, Team Building, QA/QC, Health and Safety Technical Solutions and problem solving, Planning, MS Project. |

**CAREER HISTORY**

 **Al HADAF, L.L.C. – AJMAN, U.A.E.**

 **OPERATIONS MANAGER 2016 - present**

Accountable for managing the day to day operations of projects, staff tenders and accounts. Also, responsible for providing monthly financial and technical updates of any known issues/risks to Senior Management. Coordinate all design issues with the clients Architect.

 **DUTIES:**

* Managing the project team including any subcontractors

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|  |  | * Liaising daily with Senior Consultants and Management
* Responsible for costing, estimating and planning projects
* Continuously assessing sites to maintain a high standard of

work, with a hands on approach* Negotiating with client/s and supplier/s to achieve

favorable terms, whilst maintaining client requirements* Writing detailed and summarised project progress reports
* Identifying, costing and processing any contract variations
* Preparing Project Initiation documentation
* Tracking activities against the detailed project plans
* Updating project plans to include agreed changes
* Producing accurate financial reports
* Monitoring actual expenditure figures against project budgets
* Organising and facilitating Project Coordination meetings
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 **EDGES TRADING L.L.C. – DUBAI, U.A.E.**

 **COMMERCIAL/TECHNICAL MANAGER 2014 – 2016**

Developing product range and supporting the Sales Team in Technical

 and Commercial issues. Overlooking all site installations and costings.

 **DUTIES:**

* Managing the project team including any subcontractors.
* Liaising with consultants and main contractors.
* Responsible for all tenders costings and project planning.

 **MOOV CONSTRUCTION SOLUTIONS** - D**UBAI, U.A.E.**

**SENIORPROJECT MANAGER 2013 – 2014**

Accountable for managing the delivery of critical projects. Also, responsible for providing monthly financial and technical updates of any known issues/risks to Senior Management. Coordinate all design issues with the clients Architect.

 **DUTIES:**

* Managing the project team including any subcontractors

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|  |  | * Liaising daily with Senior Consultants and Management
* Responsible for costing, estimating and planning projects
* Continuously assessing sites to maintain a high standard of

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favorable terms, whilst maintaining client requirements* Writing detailed and summarised project progress reports
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* Tracking activities against the detailed project plans
* Updating project plans to include agreed changes
* Producing accurate financial reports
* Monitoring actual expenditure figures against project budgets
* Organising and facilitating Project Coordination meetings
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**KELE CONTRACTING L.L.C. – DUBAI, U.A.E.**

**SENIOR PROJECT MANAGER 2012 – 2013**

Accountable for managing the delivery of critical projects. Also, responsible for providing monthly financial and technical updates of any known issues/risks to Senior Management. Coordinate all design issues with the clients Architect.

 **DUTIES:**

* Managing the project team including any subcontractors

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|  |  | * Liaising daily with Senior Consultants and Management
* Responsible for costing, estimating and planning projects
* Continuously assessing sites to maintain a high standard of

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 **FREELANCE – Latter part of 2011**

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|  |  |  **KHANSAHEB C&P INTERIORS DIVISION - DUBAI, U.A.E.** |
|  |  | **DIVISION MANAGER** **2003 - 2011** |
|  |  | Played a leading role in running a successful division by delivering excellent results and achieving goals. Developed the Interior Division from a small turnkey contractor to one of the main Fit-out contractors in the U.A.E. Developed new building methods to streamline project execution and on time delivery. Achieved ISO certification and maintained it yearly.**DUTIES:*** Managing Division, overlooking the day to day running of the business and projects i.e. hotels, commercial buildings, shopping malls.
* Liaising daily with Senior Consultants and Management
* Developing, implementing and maintaining a business plan
* Producing a yearly budget
* Continuously assessing sites to maintain a high standard of

 work, with a hands on approach* Business Development
* Negotiating with clients and suppliers to achieve

 favorable terms, whilst maintaining client requirements* Upgraded and maintained Health and Safety
* Developing a more efficient administrative system that improved document management and retrieval
* Identifying, then addressing team training and development needs
* Management and development of the business and client base of major new contracts
* Development of effective, informed and highly motivated teams focused on delivery
* Developing and building a supply chain of suppliers and subcontractors
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|  |  | **SPEEDWELL DÉCOR - DUBAI, U.A.E.** |
|  |  | **CONSTRUCTION/CONTRACTS MANAGER 1997 - 2003** Responsible for execution and delivery of projects. Managing the site team, progress meetings on and off site, Cost control, variation claims, invoice payments and conditions of contract. **DUTIES:** |
|  |  | * Liaising daily with Senior Consultants and Management
* Continuously assessing sites to maintain a high standard of

 work* Negotiating with client/s and supplier/s to achieve

 favorable terms* Ensuring projects are executed as per the agreed design and procedures and to program
* Review and approved all project documentation
* Resolved any project problems and issues
* Undertook all monthly project financial cost reporting
* Highlighted issues and areas of concern to Senior Managers
* Generating works packages and works instructions
* Monitoring and assessing sub contractors/ in house manufacturing
* Business development, securing new client base and expanding the interiors fit out division
* Maintaining and upgrading Health and Safety
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|  |  | **Crown Grade Contracting – Manchester, U.K.****Project Manager 1996 - 1997****Benson Shopfitting Ltd, - Goole, North Humberside****Contracts Production Manager – 1995 - 1996** **Holmwood Carpentry and Joinery – Llandudno, U.K****Self Employed – 1992 – 1995****O’Rourke’s Construction – London, U.K. (now Laing O’Rourke’s)** **Time Served Joiner and Ganger 1989 – 1992****CIL Shopfitters LTD - London, UK****Workshop Foreman Joiner 1987 - 1989** **Kelso Joinery (Simons Group) - London, UK** **Workshop Joiner 1985 – 1987****Frank Tylsdley – Llandudno, U.K.****Indenture Apprentice Joiner, Time served joiner 1981 - 1985**  |
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**KEY SKILLS AND COMPETENCIES:**

* Strong team leader
* Excellent customer facing skills
* Producing and delivering project documentation
* Accurately identifying clients key requirements
* Ability to operate under pressure and deliver to demanding deadlines
* Good team player
* Capable of working under limited supervision
* Strong communication skills
* Listening proactively to the client and ensuring their needs are understood and met
* Anticipating, initiating and resolving Project Management issues
* Computer skills – Microsoft Project, Outlook, Word, PowerPoint, Excel, basic Autocad.

**KEY PROJECTS:**

* Burj Al Arab Hotel.
* Emirates Twin Towers (Office and Hotel Complex)
* The Royal Mirage Hotel (One and Only) phase 1 & 2
* Madinat Jumeira Hotel Complex phase 1 & 3
* Hilton International Hotel
* Dubai International Conference Centre
* Dubai Duty free
* Fairmont Hotel Dubai
* Emirates National Oil Company Offices
* National Bank of Dubai Head Office and Branches
* Hyatt Regency Hotel
* Dubai Media and Internet City
* Mall of the Emirates Shopping Mall plus Extensions
* Kempinski Hotel at Mall of the Emirates
* Golf Club House & Academy Building at Dubai Festival City
* Dubai International Airport phase 1 fit out and upgrade
* Bab Al Shams Hotel phase 1 and 2
* Index Office and Residential Tower
* Yas Marina Hotel - Abu Dhabi
* St Ridges Hotel and Spa - Abu Dhabi
* Atlantis Hotel
* Sheraton Hotel and Spa - Sharjah
* Wafi Shopping Mall
* Raffles Hotel
* Dusit Thani Hotel
* Shangri – La Hotel
* Dubai International Financial Centre (DIFC)
* Easy Hotel - Dubai
* Jebel Ali Hotel Resort
* Jumeirah Beach Hotel and Convention Centre
* Ibis Hotels
* Novotel Hotels
* Fairmont, Dubai Trade Centre – Public area refit
* Al Zahra Hospital - Sharjah
* Deep Dive Dubai
* Baker Botts – DIFC
* American Hospital – Dubai
* Medi Clinics – Dubai
* Kempinski Hotel Executive Offices MOE
* Deep Dive Dubai Nad Al Sheba.

**REFERENCES: Available upon request.**