**Personal Data**

Date of Birth: 23/12/1981

Nationality: Syrian

Marital Status: Single

Currently Living In: UAE

**JOB OBJECTIVE**

Seeking a full-time job in Project Planning/Coordinating to utilize my planning skills and experience into the benefit and growth of the company.

**WORK EXPERIENCE**

2009- Present **STS ABU DHABI L.C.C**

*Project Planner*

* Project: UMM AL QUWAIN GENERAL HOSPITAL (SHEIKH KHALIFA NEW HOSPITAL) ,550 million AED
* Report to Project director and lead project manager
* Responsible for estimating and sequencing project activity times
* Produced comprehensive baseline construction schedule as CPM(critical path method)
* Scheduled targets and updated them daily, weekly and monthly
* Updated resources and generated the DSTS (daily schedule and time sheet)
* Performed the equipment deployment ,shop drawings& materials schedule
* Generated the manpower mobilization and demobilization plan, discipline –wise progress and efficiency reports
* Commissioned schedule preparation and monitored the daily activities
* Performed cash flow curve for the project and estimated the cost of the plant and equipments
* Presented the tender prices, overheads and profits
* Prepared cost forecasting for the project on a quarterly basis
* Managed design of EBS and OBS in P6
* Performed threshold, issue and risk analysis in P6
* Prepared change control reports and MIS reports using Primavera
* Analyzed and reported productivity and trends
* Attended management , project team and customer meetings
* Archived the actual schedule achievements for estimating future similar projects

Jan 2008-April 2009 Citiscape L.L.C Dubai

*Project engineer (planning and coordinating)*

* Project:Al Furjan Project with Turner and Nakheel
* Planned and monitored the project progress and man-hours on Primavera 6
* Performed project budgeting and rate analysis
* Dealt with procurement ordering and inspection
* Reviewed contracts and processed BOQ
* Invoiced the work done
* Generated daily, weekly and monthly progress reports
* Coordinated meetings with clients and site staff
* Controlled the documents and drawings
* Managed the supply chain and logistics
* Prepared an extension of time claim
* Planned, developed and updated the schedules for the following projects:

Zabeel palace in Dubai with Dubai municipality

Roof top in Meydan with Arabtec

AL DAR HQ with AL DAR

Acl 00 1 park with Dubai municipality

Taj exotica with Nakheel.

2006-2008 General Motors Syria

*Warranty Administrator*

* Gained strong experience in Warranty Policy Administration in an automotive dealership
* Produced auditable administration and resubmitted all rejected claims
* Processes warranty claims on a timely basis
* Interacted with the customers and provided support

2005 So Clean Company (American water filters) Syria

*Dealer*

* Introduced the product to all prospective clients
* Prepared contracts for the customers after closing the deal

**SKILLS**

**Soft Skills**

* Excellent Interpersonal , presentation and team management skills
* Brilliant coordinating and communicating skills
* Awareness of the computer programs needed for planning
* Team player
* Result oriented and meets deadlines
* Performing well under pressure
* Flexibility to perform various tasks
* Motivation to solve complex engineering problems

**Computer Skills**

* Primavera (3, 5, 6, and 7)
* Microsoft Project
* Microsoft office
* Auto CAD
* Solid works 2007, 2006, 2005 3D mechanical CAD (computer-aided design)
* Math lab 2006
* Auto-link (auto management service software) in Intraco Co

**Languages**

* Arabic Fluent
* English Very good

**AREAS OF STRENGTHS**

* Project planning and coordinating
* Project progress and cost monitoring
* Creating and implementing recovery and contingency plans

**EDUCATION**

(Date) - 2007 **Damascus University**, Syria

Bachelor of Mechanical Engineering

**PROFFESSIONAL TRAINING**

* **PMP** (Project Management Professional) Course
* **Microsoft Project** Course
* **Primavera P6** Course
* **PSP** (planning and scheduling professional) course
* Seminar about **Risk management** using **Pertmaster** software



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