

Curriculum Vitae



MOHAMED ABDULLA KHAMIS ALKAABI

Address: Villa 2384, Road 2376, Block 927,
East Riffa, Kingdom of Bahrain

Res. No. +973-1777-1774 **Mob.** +973-3938-8877

E-mail: Mak177677@gmail.com

Date of Birth: 20th February 1975

Nationality: Bahraini

PROFESSIONAL CERTIFICATES

- BSc in Architectural Engineering - University of Bahrain 2001
- Associate Diploma in Architectural Engineering - University of Bahrain 1998

RELEVANT PROFESSIONAL EXPERIENCE

May 2011 to Present
Chief of Government Properties Services - Gov. Properties Affairs Directorate
Ministry of Finance

Responsibilities includes

- Responsible for the management of government properties in Bahrain and abroad
- Ensure that the properties are managed as per the established laws and regulations
- Maintain proper documentation for all transactions carried out by the section
- Establish professional relationship with Urban Planning and Survey and land registration bureau in order to ensure mutual sharing of information for faster transaction
- Prepare the land requirements of the Government Ministries
- Study the submitted drawings for the Government Properties Projects in order to provide the No objection letter to the concerned Government Authority
- Coordinate with Urban Planning Authority to register/modify title deeds
- Ensure all Title deeds for Government properties are accounted and stored in a suitable manner
- Ensure the title deeds handed over to Survey and land registration bureau (SLRB) for modification or re-registration are tracked until they are received back to the ministry

- Ensure that the section maintains updated records for all government owned properties that are being used by other ministries and private entities
- Establish a suitable document management system in the section in order to ensure fast and easy retrieval of data regarding any transaction carried out by the section
- Prepare reports and a suitable format for the senior management
- Participate in meetings with entities in order to successfully negotiate and provide recommendations for proper management of government properties
- Ensure that the rent processing for all Ministries are carried out in a smooth manner with minimum delays

May 2010 to April 2011
Project Manager in Special and Social Projects Directorate
Hisham Abdulrahman Jaffer

Responsibilities includes

- Develop full-scale project plans and associated communications documents
- Manage the project development from initiation to the closing stage
- Ensure the project is running on time and within the allocated budget
- ensure project parties understands role in achieving quality goals
- Manages day-to-day operational aspects of a project and scope and holds regular status meetings with project parties
- Effectively communicate project expectations to team parties and client in a timely and clear fashion.
- Liaise with client on an ongoing basis
- Identify and resolve issues and conflicts within the project parties.
- Identify and manage project dependencies and critical path.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas
- Manage changes in project scope, identify potential crises, and devise contingency plans.

April 2007 to April 2010
Assistant Project Manager in Projects Coordination Directorate
Hisham Abdulrahman Jaffer

Responsibilities includes

- Ensure that all aspects of the project are running to plan and meet all requirements.
- Coordination of design/planning process.
- Taking care of contracts and financial invoicing.
- Monitoring the project budget.
- Quality/safety control of onsite works.

- Reporting to senior project manager.
- Creating regulation condition for equipment for individual projects/ alteration of rental units.
- Co-ordination the controlling and approval process for project documentation of altering rental units
- Arranging the takeover of property from the owner/general contractor and its handover for the purposes of carrying out alterations.
- Assistance with arranging construction permits for projected alterations.
- Selective management of contractors.
- Co-ordinating work among the general contractor and sub-contractors
- Co-ordinating the sequence of alterations in view of existing operations and equipment with emphasis on maintaining the parameters of the technology used
- Collating documentation of actual execution and documentary components for the purpose of inspection and the needs of the property owner/ operator
- Arranging the handover of the altered property to the Building Management team

June 2006 to March 2007
Survey Engineer in Cadastral Directorate
Survey and Land Registration Bureau

Responsibilities includes

- Develop survey plans, methods and procedures for conducting legal surveys
- Plan, direct and supervise or conduct surveys to establish and mark legal boundaries of properties, parcels of lands.
- Survey and lay out subdivisions for rural and urban development.
- Determine precise locations using electronic distance measuring equipment and global positioning systems (GPS).
- Record all measurements and other information obtained during survey activities
- Prepare or supervise the preparation and compilation of all data, plans, charts, records and documents related to surveys of real property boundaries.
- Certify and assume liability for surveys made to establish real property boundaries

February 2005 to April 2006
Senior Project Engineer in Construction Department
Military Works Directorate, Bahrain Defense Force

Responsibilities includes

- Responsible for supervising the work of contractor on assigned project site.
- Handling and carries multiple projects at a time.
- Monitor the progress of the projects and provide project report for reporting to Head of Construction Department.
- Coordinates with consultant's office follow up the project works.
- Collecting issues related in deviation project execution, materials used deviation in specifications and timeline.
- Prepares documentations required by project management for project review and

examine.

- Administer the assigned staff under civil site engineer for project review.

August 2004 to January 2005
Head of Civil Maintenance Section in Maintenance Department
Military Works Directorate, Bahrain Defense Force

Responsibilities includes

- Responsible for all Programmed and Non Programmed Civil Maintenance and Construction Projects.
- Observe the Civil and Site Engineers performance, Quality assurance, Safety and Contract Management.
- Assessment of Contractors Performance
- Responsible for utilize the allocated budget.
- Maintain report of the projects to be submitted on Head Civil Maintenance Branch.

April 2003 to July 2004
Acting Head of Post Contract Branch Tendering and Purchasing Department
Military Works Directorate, Bahrain Defense Force

Responsibilities includes

- Monitoring and Guiding of QS Engineers / Secretaries for the smooth function of Post Contract Jobs.
- Verification and Approval of Payment Certificates and Variations of Projects.
- Accounts Finalization of Projects.
- Attend site meeting to ensure the proper co-ordination with project officers during the execution of project.
- Reconciliation of Claims, Time extensions.
- Preparation of Monthly Report of Construction and Maintenance of Projects.

September 2001 to March 2003
Designer in Architectural Branch in Design Department
Military Works Directorate, Bahrain Defense Force

Responsibilities includes

- Responsible for the design conceptualization of Projects.
- Create a proper planning and circulation of the Project.
- Screen the requirements of the projects particularly in fire safety guidelines.
- Coordinates with other engineering disciplines.
- Preparing updated reports on the activities and case studies.

TRAININGS/ SEMINARS:

- Arbitrator's Qualification and Development Programme Level 1, 2, 3 and 4 (GCC Commercial Arbitration Centre), Bahrain 2015
- FIDIC Disputation Skills, Bahrain 2015
- Certified Diploma in Real Estate, Dubai Real Estate Institute, UAE 2014
- First Aid Certificate - Bahrain Red Crescent Society, Bahrain 2014
- Dubai Real Estate Model in the light of International Practices Workshop, Dubai Real Estate Institute, UAE 2014
- Certificate in Preparation for Top Management Program, Bahrain Institute for Public Administration, Bahrain 2014
- Successful Planning, Scheduling, and Control, UAE 2010
- Feasibility Study for Economic Projects, Bahrain 2010
- FIDIC Condition of Contracts for Construction Projects, Bahrain 2009
- Certificate in Projects Management, Ministry of Finance, Bahrain 2005
- Certificate in Microsoft Project 2004
- Certificate in Auto Cad - Intermediate & Professional Levels

PROJECTS AND COMMITTEES:

- Member of Ministry of Finance Health and Safety team
- Member of the Government Properties Central Record Technical Committee
- Project Manager – Residential Compound (64 Villas), Hamala Bahrain 2005
- Assistant project manager - Nourana Project 2006
- Assistant project manager in the fit-out team for Bahrain World Trade Centre Towers - East Tower, Bahrain Commercial Complex. 2006-2010
- Project Manager of Bahrain World Trade Centre Way finding Signage Project 2009
- Project Manager Refurbishment of Sheraton Office Tower - Civil Works 2006
- Project Manager of Construction for 4 Nos. Hanger's project 2003
- Project Manager of Modification to MCA Market 2002
- Member of BDF Site Planning Study Committee for General Headquarter
- Member of MWD Budget Overseer Committee for Construction and Maintenance Projects- From 2004 - 2012



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

دولة البحرين

جامعة البحرين

استناداً إلى الأحكام الواردة في المرسوم الأميري بقانون رقم ١٢

لسنة ١٩٨٦ بإنشاء وتنظيم جامعة البحرين

وبعد الإطلاع على نتائج الامتحانات في الجامعة والتحقق من

استيفاء جميع متطلبات درجة البكالوريوس قرر مجلس الجامعة منح :

محمد عبدالله خميس محمد الكعبي

درجة البكالوريوس في الهندسة المعمارية

بتقدير جيد

من كلية الهندسة - التخصص هندسة معمارية

مع جميع حقوق هذه الشهادة وامтиازاتها.

منحت في البحرين بتاريخ ١٦ يناير سنة ٢٠٠٢م

الموافق ٣ ذو القعدة سنة ١٤٢٢هـ



رئيس الجامعة

عميد الكلية



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

دولة البحرين

جامعة البحرين

إستناداً إلى الأحكام الواردة في المرسوم الأميري بقانون رقم ١٢

لسنة ١٩٨٦م بإنشاء وتنظيم جامعة البحرين

وبعد الإطلاع على نتائج الإمتحانات في الجامعة والتحقق من

استيفاء جميع متطلبات درجة الدبلوم المشارك قرر مجلس الجامعة منح:

محمد عبدالله خميس محمد الكعبي

درجة الدبلوم المشارك في الهندسة المعمارية

من كلية الهندسة - التخصص هندسة معمارية

مع جميع حقوق هذه الشهادة وأمتيازاتها.





رئيس الجامعة



عميد الكلية

منحت في البحرين بتاريخ ٢٥ يناير سنة ١٩٩٩م

الموافق ٨ شوال سنة ١٤١٩هـ



برنامج
تأهيل
وإعداد
المحكمين

مركز التحكيم التجاري لدول مجلس التعاون

نشهد بأن

المهندس محمد عبدالله خميس الكعبي

قد اجتاز المرحلة الثالثة "حكم التحكيم منهجية إصداره وأصول صياغته"

من مراحل برنامج تأهيل وإعداد المحكمين 2015

(16 ساعة تدريبية) 22 - 25 مارس 2015

ملكة البحرين

أحمد نجم عبدالله النجم

الأمين العام لمركز التحكيم التجاري لدول مجلس التعاون





برنامج
تأهيل
وإعداد
المحكمين

نشهد بأن

المهندس محمد عبدالله خميس الكعبي

قد اجتاز المرحلة الثانية " إجراءات وإدارة دعوى التحكيم "

من مراحل برنامج تأهيل وإعداد المحكمين 2015

(16 ساعة تدريبية) 22 - 25 فبراير 2015

ملكة البحرين

أحمد نجم عبدالله النجم

الأمين العام لمركز التحكيم التجاري لدول مجلس التعاون





برنامج
تأهيل
وإعداد
المحكمين

مركز التحكيم التجاري لدول مجلس التعاون

نشهد بأن

المهندس محمد عبدالله خميس الكعبي

قد اجتاز المرحلة الأولى " اتفاق التحكيم وضوابط صياغته "

من متطلبات القبول في برنامج تأهيل وإعداد المحكمين 2015

(16 ساعة تدريبية) 25 - 28 يناير 2015

ملكة البحرين

أحمد نجم عبدالله النجم

الأمين العام لمركز التحكيم التجاري لدول مجلس التعاون





برنامج
تأهيل
وإعداد
المحكمين

نشهد بأن

المهندس محمد عبدالله خميس الكعبي

قد اجتاز المرحلة التأهيلية " التحكيم وطبيعته القانونية "

من متطلبات القبول في برنامج تأهيل وإعداد المحكمين 2015

(16 ساعة تدريبية) 28 - 31 ديسمبر 2014

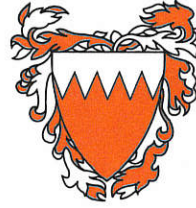
ملكة البحرين

أحمد نجم عبدالله النجم

الأمين العام لمركز التحكيم التجاري لدول مجلس التعاون



KINGDOM OF BAHRAIN
Ministry of Finance



مملكة البحرين
وزارة المالية

This is to certify that.....

محمد عبدالله الكعبي

مُنَحَّتْ هَذِهِ الشَّهَادَةُ إِلَى

وَحْدَتِكَ لِحُضُورِ وَرَشْتَةِ عَمَلٍ حَوْلَ "مَهَارَاتٍ تَسْوِئَةُ الْمَنَازَعَاتِ فِي عُقُودِ الْأَشْغَالِ الْعَامَةِ وَعُقُودِ الْفِيدْيَتِ"

وَقَدْ أُجْزِئَتْ مُتَطَلِبَاتُ مَا مَجْمُوعُهُ (15) سَاعَةً تَدْرِيبٍ

خِلَالِ الْفَتْرَةِ مِنْ 3-5 مَارِسَ 2015م

عبد الأمير ميرزا
رئيس التدريب والتطوير



المحاضر / المستشار الدكتور محمد فؤاد الحريدي
المستشار القانوني



تشهد إدارة معهد دبي العقاري بأن

The Dubai Real Estate Institute Hereby Certifies That

Mr./Ms.

Mohammed Abdullah Khamis Al Kaabi

السيد

أتمت بنجاح

Has successfully completed
Certified Diploma in Real Estate

On the date

20 March 2014

وذلك بتاريخ

مع التذيات بدوام التوفيق والنجاح

Wishing you all the best of Luck and Success

مدير معهد دبي العقاري
CEO of DREI

Dated 20 - March -2014 - Dubai, U.A.E

Dubai Land Department Agencies مؤسسات دائرة الأراضي والأماك - دبي



معتمدة من
accredited by

شهادة إكمال
Completion
Certificate





تشهد إدارة معهد دبي العقاري بأن
The Dubai Real Estate Institute Hereby Certifies That

Mr./Ms.

Mohamed Al Kaabi

السيد /آة

أتمت بنجاح

Has successfully completed

Dubai Real Estate Model in the Light of International
Practices Workshop

On the date 05 January 2014

وذلك بتاريخ

مع التمنيات بدوام التوفيق والنجاح

Wishing you all the best of Luck and Success

Sultan Butti Bin Mirjin
Director General - DLD

Dubai Land Department Agencies مؤسسات دائرة الأراضي والأملاك - دبي



شهادة إكمال
Completion
Certificate



Certificate

The Institute of Public Administration in the Kingdom of Bahrain

Certifies that

Mohamed Abdulla Khamis Alkaabi

has successfully completed the

**PREPARATION FOR TOP MANAGEMENT
PROGRAMME (KAWADER)**

For the Period: 2nd Sep 2013 – 19th Dec 2013

(132 Training Hours)

Dr. Ra'ed M. Ben Shams
Director General



Issued on Nov 2014

This is to certify that

MOHAMED A. AL KAABI

has attended the program

***SUCCESSFUL PLANNING, SCHEDULING,
AND CONTROL***

held in Dubai

February 14 - 18, 2010



Meirc Training & Consulting

A handwritten signature in blue ink, appearing to read 'J. Al Kaabi', written over a horizontal line.

Chairman of the Board



THE BAHRAIN SOCIETY OF ENGINEERS

This is to certify that

Mohamed Abdulla Al Kaabi

has successfully completed a three days workshop on

"Feasibility Study for Economic Projects"

on 01-03 February 2010 held at Crowne Plaza Hotel, Kingdom of Bahrain

Organised by Training Centre, Bahrain Society of Engineers

Mohammad Sartawi
Course Lecturer

Huda Sultan Faraj
Director of Training



THE BAHRAIN SOCIETY OF ENGINEERS

This is to certify that

Mohamed Al-Kaabi

has successfully completed a four days workshop on

**“FIDIC Condition of Contracts for
Construction Projects & Claims Analysis”**

on 11-14 January 2009

Organised by Training Centre, Bahrain Society of Engineers

Dr. Munther Saket
Course Lecturer

Huda Sultan Faraj
Director of Training

Ministry of Finance & National Economy
Training & Development Section



وزارة المالية والاقتصاد الوطني
قسم التدريب والتطوير

Training Certificate

شهادة تدريب

This is to certify that _____ محمد عبد الله الكعبي _____ تشهد هذه الوزارة بأن

Has completed the _____ بقوله إدارة المشروعات _____ قد شارك / شاركت في دورة تدريبية
training course

And fulfilled _____ (20) ساعة تدريب _____ وقد أنجز / أنجزت متطلباتها بنجاح
the requirements of

During the period _____ من 27 فبراير إلى 2 مارس 2005م _____ خلال الفترة



رئيس قسم التدريب والتطوير




الحاضر / الاستاذ فيصل محمد علي
رئيس قسم الإيرادات



*The Academic Council of
NIIT
certify that*

MOHAMMED ABDULLA AL KAABI

of

BAHRAIN DEFENCE FORCE

has completed the program titled

MICROSOFT PROJECT 2002 (20 hours)

Given under our hand and seal on

this, the 29th *day of* April 2004

at BAHRAIN



Chairman of
the Academic
Council

Vice-Chairman of
the Academic
Council

Member of
the Academic
Council

4CP070372



Authorized Training Center

Autodesk Certificate of Completion

Mohammed Abdulla Al Kaabi

Name

AutoCAD Level II - III

Course Title

Bahrain Society of Engineers

Autodesk Authorized Training Center

Raza Mahmood Al-Banna

Instructor

13th July 2003

Date

Certificate Number 2124397



The Autodesk Authorized
Training Center network
offers professionals high-
quality training in the use
of Autodesk® software.
Courses run by an
Autodesk Authorized
Training Center meet
Autodesk's strict
standards for
instructional excellence.

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