

A-PERSONAL DATA: -

Name: Ramez Essmat Hassan

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**B- QUALIFIQATIONS & MEMBERSHIPS: -**

- Ain shams university, Cairo,Egypt, Bsc Civil Engineering.
- Egyptian Engineers Syndicate.
- Saudi Council of Engineers.
- The Association for the Advancement of Cost Engineering, (AACE).
- Project Management Institute (PMI).

C- ACCOMPLISHMENTS: -

- Certified Cost Professional (CCP®), AACE international
- Contract Law course. Harvard University
- Project Management Professional (PMP®). PMI
- Aconex Certified Professional (ACP®). Aconex Inc.
- Certified Digital Marketing Associate. VMEdU Inc.
- Certified Negotiation Associate. VMEdU Inc.
- Scrum Fundamentals Certified Credential. VMEdU Inc.
- Six Sigma Yellow Belt. VMEdU Inc.

D- PROFESSIONAL WORK EXPERIENCE:-**D-1) CONTRACTS & CLAIMS MANAGER (PMO)**

AL Rajhi Alliance (PMO), (AL Arrab Contracting Co, LLC)

For Below Project:

***Haramin high-speed rail (HHR) project phase 1**

- **Period ;** May 2015– Present (3 Year)
- **Location ;** Saudi Arabia, Jeddah
- **Client ;** Saudi Railway Organization
- **Consultant ;** Dar Al handasa
- **Contract Amount;** 13,087,274,440 SR
- **Discipline ;** Civil infrastructure works of the rail alignment
- **Contract Language ;** English

Reporting to; Commercial director

DUTIES AND RESPONSIBILITIES

- Evaluating the scope of work / determination as to whether a change shall be considered as a Variation.
- Gathering the necessary argumentation based of the initial technical proposal.



- Preparing the financial aspect of the Variation Negotiation with Commercial team.
- Drafting the claims relative to Variation.
- Gathering the necessary documentation for a claim Extension of Time.
- Review of contemporaneous records and time impact analyses to establish and report on validity of claim proposal
- Development of claim narrative in coordination with site base teams and negotiation of claims with employers team
- Liaise with schedulers in view of gathering the appropriate argumentation for an Extension of Time claim.
- Drafting the Extension of Time claim in close cooperation with Commercial director
- Provide support to the Project Management for contractual correspondence, risk and claim potential assessment, claim strategy, formulation of claim proposals, claim negotiation and co-ordination with other legal and commercial colleagues.
- Provide Management with legal expertise and assistance in Arbitration proceedings.
- Collaboration in preparation of Project Completion Report and summarizing lessons learnt for feedback to the organization relevant to Contract Management.
- Abide by and comply with the Alliance Compliance and Business Conduct Guidelines.
- Ensure at all times that assigned tasks are operated in line with the QA process and procedures, statutory, regulatory and requirements.

D-2) SR QUANTITY SURVEYOIR/ SR CONTRACT ADMIN

AL Rajhi Construction, LLC

For Below Project:

***Knowledge Economic City**

- **Period ;** February 2011– April 2015 (4 Years,3 month)
- **Location ;** Saudi Arabia, Madinah Monawra
- **Client ;** knowledge economic city developers
- **Consultant ;** Dar Al handasa
- **Contract Amount;** 304,000,000 SR
- **Discipline ;** Infra Structure Work
- **Ruling Contract Language ;** English
- **Reporting To;** Senior Contracts Manager& Project Director

AL Harbi Trading & Contracting Co, LTD

For Below Projects:

***Alsalam-Jamat Intersection Bridge**

***Completion Work Madinah-Yanbu Road**

***Alsalam- Abdulmajed Intersection Bridge**

***Wadi Aqiq Bridge**

- **Period ;** August 2006– January 2011 (4 Years,6 month)
- **Location ;** Saudi Arabia, Madinah Monawra
- **Client ;** Madinah Municipality & Ministry of Transportation
- **Consultant ;** Abdulrahman Alnaiem consultant Eng. & Ital Consult & Zuhair Fayez Partnership
- **Contracts Amount;** 300,000,000 SR
- **Discipline ;** Bridges and Roads
- **Ruling Contracts Language ;** Arabic
- **Reporting To;** Project Manager

DUTIES AND RESPONSIBILITIES

- Review and reconcile of financial reports.
- Coordinate and facilitate the communication and interaction amongst the different concerned departments and subcontractors.
- Assist the assigned Projects Manager in tracking the project against its schedule, budget and against phase review objectives.
- Prepare periodic management, technical reports and presentations.
- Ensure the commercial and contractual provisions of assigned contracts are interpreted and implemented correctly.
- highlight key points and produce detailed reports on the Contract, Scope of Works, Responsibilities, Plans and Drawings, Bill of Quantity, Payment Terms, and Submission Requirements
- Maintain accurate records of work carried out and develop a structured document control process
- Prepare cost estimates and ensure progressive payment applications
- Review and reconcile variances in payments against claim amounts including packaging of supporting documents
- Reconciliation of variance or dispute in claims including documentation, or packaging of necessary submittals for subcontract close out.
- Reporting to the senior contracts manager, project director ,project manager
- Carry out monthly valuations of work in progress, including forecasting of final costs.
- Prepare and monitor project cash flow forecasts.
- Measure, value, submit and negotiate contract variations.
- Prepare, submit and negotiate project final accounts.
- Manage commercial vetting of sub-contractor tenders and contracts.
- Prepare and manage certification of subcontractor monthly valuations and final accounts.
- Assist in preparation and adherence to project purchasing targeting and costing budgets
- Assist and supervise Site Quantities Surveyors in evaluation and reporting

- Ensure all Sub Contract variations are pursued under the Main Provide input and all supporting information necessary for monthly cost reporting, budget management and cost to complete forecasting;
- Provide input and all supporting information necessary for ongoing Risk and Opportunity management and reporting

D-3) TECHNICAL OFFICE ENGINEER

Nasr General Contracting Co (Hassan Mohamed Allam)

For Below Project:

***ALTalbya Bridge**

- **Period ;** August 2005– July 2006 (1 Year)
- **Location ;** Egypt
- **Client ;** Giza governorate
- **Contract Amount;** 20,000,000 EGP
- **Discipline ;** Bridges and Roads
- **Ruling Contract Language ;** Arabic
- **Reporting To;** Project Manager

DUTIES AND RESPONSIBILITIES

- Review subcontractor's invoices.
- Prepare payment certificates and its calculation sheets.
- Apply and follow up submittals and requests to consultant for approval.
- Prepare time schedules and its updates during the project period to insure that project work according to time and within budget as per specifications and contract.
- Prepare bending lists and shop drawings for steel factory & site engineers and consultant.
- Prepare bending lists and shop drawings for steel factory & site engineers and consultant.
- Computation of quantities for all structural elements.
- Prepare payment certificates.

D-4) CONSTRUCTION SITE ENGINEER

***Nasr General Contracting Co (Hassan Mohamed Allam)** www.ngcc-allam.com.eg

For Below Projects:

***The International Coastal Road & Sector (8)**

***Kafr El Zayat Bridge over the Nile**

***Motubus Water Treatment Station**

- **Period ;** August 2001– July 2005 (4 Years)
- **Location ;** Egypt, Alexandria & Kafr el sheikh



- **Client** ; The executive org. for the construction of Middle North Coast & The National Org. for potable water & Sanitary Drainage
- **Contracts Amount;** 1,000,000,000 EGP
- **Discipline** ; Bridges and Roads
- **Ruling Contracts Language** ; Arabic
- **Reporting To;** Project Manager

DUTIES AND RESPONSIBILITIES

- Plan & Manage and Supervise site work methodologies for civil site activities.
- Coordinate between subcontractors/suppliers and commercial team to ensure delivery of required material on time.
- Supervise special and various structural elements.
- Reviewing shop drawings and material submittals to ensure compliance with site methodologies.