

Curriculum Vitae

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Qualifications:

- Certified PMP with long experience in project management including design phases, procurement/tendering phases and construction phases.
- Long experience in using PRIMAVERA Project Planning Software with wide knowledge in project planning, including baseline schedules, manpower histograms, project budgets, cash flow diagrams, updated schedules and progress reports.
- Highly skilled in claims assessment, validation and quantification including time and cost impact analysis.
- Wide experience in contracts management, risk management (risk registers), projects close-out, negotiations and final settlements.

EMPLOYMENT HISTORY:

Al Suweidi Engineering Consultant Bureau – Abu Dhabi

(March 2018 to Present Day)

Designation: Projects Director

Job Responsibilities:

- Manage projects throughout the design, tendering and construction phases.
- Ensure that assigned projects are completed within the set up budgets and schedules to the best satisfaction of the Clients.
- Responsible for monitoring the performance of the construction supervision teams on several projects and providing the necessary support whenever needed.
- Liaise with the Clients / stakeholders to satisfy their requirements and to build up long term business relations with them.
- Lead and oversee the pre-qualification and evaluation process of construction tenders and lead the selection and award of contracts to the successful contractors.
- Ensure the implementation of company policies, rules and guidelines in respect of QA/QC, Safety and risk management plans.
- Oversee the drafting the contract agreements and lead the contractual and commercial negotiations with Clients and Contractors as applicable.
- Lead the preparation of design and supervision proposals/offers for new jobs and lead the company presentations before Clients.
- Conduct interviews for new recruitments and lead the appraisal and training process of supervision team members.
- Contribute to the strategic development and refinement of business systems implemented by the Company.
- Lead the claims management team in preparing prolongation and/or disruption claims for Clients and lead the dispute resolution negotiations and meetings between Clients and Contractors.

PIPM Management Consultant – Abu Dhabi

(April 2016 to February 2018)

Designation: Projects Director

Job Responsibilities:

- Manage and coordinate projects throughout the design, tendering and construction phases.
- Ensure the implementation of all necessary measures to complete assigned projects within budgets and schedules while meeting the Clients' needs, stakeholders' expectations and business objectives.

- Responsible for monitoring the performance of the management teams on several projects and providing the necessary support whenever needed on critical issues.
- Oversee the development of master schedules and budgets of assigned projects and track the actual performance against the same.
- Alert the Clients of any perceived issues and provide solutions, options and recommendations.
- Interact with governmental departments as required to ensure that projects comply with applicable legal requirements and regulations.
- Lead and oversee the pre-qualification and evaluation process of consultancy services' proposals, construction tenders, nominated vendors offers, etc.
- Ensure the implementation of quality management processes, risk assessment and management processes and safety guidelines and procedures on sites.
- Participate in drafting the contract agreements and lead the contractual and commercial negotiations with Clients, Consultants and Contractors as applicable.
- Prepare proposals including technical and commercial offers for new jobs and lead the company presentations before Clients.
- Participate in Hiring, managing and developing staff.
- Contribute to the strategic development and refinement of business systems implemented by the Company.
- Manage and direct the claims management team in preparing prolongation and/or disruption claims for Clients in addition to counterclaims when and as may be required.

International Capital Trading (ICT) – Abu Dhabi

(July 2013 to November 2015)

Designation: Procurement & Contracts Director

International Capital Trading (ICT) is an Abu Dhabi based global private investment company that develops and leases investment properties, acquires and manages local and overseas investments in securities and other investment activities. With respect to real estate, ICT owns, develops, acquires and manages premier commercial and residential properties throughout the UAE and the world. ICT's real estate projects span a large spectrum, from residential communities to commercial hubs and tourist attractions.

Job Responsibilities:

- In Charge of the Procurement and Contracts Department.
- Develops procurement strategy based on strategic objectives and business plan of ICT.
- Prepares overall procurement budget as part of the annual budgeting cycle and obtains necessary approval for it.
- Leads all contracting and procurement activities to ensure adherence to the established policies and procedures.
- Approves and oversees the amendments to Vendors Database. Also, conducts annual review of the Vendors Database.
- Reviews and approves RFQs, shortlisted vendors and evaluates the quotations to ensure its compliance with defined specification.
- Oversees all negotiations with suppliers for price and contract terms and conditions.
- Reviews and endorses POs / SOs for completeness and accuracy and ensures it is in line with the recommendations of quotation evaluation report. Also, reviews and endorses the cancellation of POs / SOs when and as necessary.
- Leads the tendering process ensuring compliance to ICT approved policies and procedures; also, ensures adequate justifications are provided for accepted and / or rejected bids.
- Reviews and oversees the process of short listing of bidders for the several types of tenders pertaining to project management services, master planning and feasibility study services, design and supervision services, project construction works, facility management and maintenance services, insurance services, IT services, etc.).
- Reviews and oversees the process of commercial evaluation of tenders as a member of ICT's Tenders Committee that is chaired by the CEO.

- Reviews and approves Notice to Proceed (NTP) to successful bidders to indicate the commencement of contract in consultation with the respective user department.
- Monitors suppliers/ vendors/ contractors performance regarding adherence to contractual obligations and timely delivery as per contracted terms, in coordination with the respective user department.
- Oversees and reviews the claims raised by the contractors / vendors in coordination with the end user departments and the appointed consultants.
- Oversees and reviews the advance payments, interim payments, variation orders, PACs / FACs, final payments, final settlements, contract close out reports pertaining to the several types of contracts in coordination with the end user departments and the appointed consultants.
- Ensures adherence to the prescribed policies and procedures for petty cash requests, blanket purchase orders, etc.
- Reviews and endorses the procurement contracts for completeness and accuracy in consultation with the user department.
- Reviews performance bonds, advance payments bonds and insurance certificates in liaison with Finance Department and end user departments.
- Develops adequate checks and balances for preventing frauds in the procurement process.
- Oversees and manages all reports related to procurement (procurement process efficiency, spend analysis, cash flow charts and others).
- Acts as the point of contact between ICT and external contractors/suppliers/vendors/service providers.
- Manages vendors' relationships and develops effective partnerships.
- Manages employees in the Procurement Department in performing their delegated tasks and nominate employees for appropriate training.

Sorouh Real Estate P.J.S.C. / AL DAR – Abu Dhabi

(January 2009 to June 2013)

Designation: Projects Manager

Project	:	The Gate District Towers 3, 4, 5 & 7 at Al-Reem Island – Abu Dhabi.
Value	:	3.3 Billion AED.
Description	:	The Gate District integrates luxury high-rise residences with unique shopping experiences. The Project includes three 63-Storey apartment towers (Towers 3, 4 & 5) connected by a 2-Storey penthouse bridge structure on the top and a 22-Storey semi-circular mid-rise apartment building (Tower 7), all on a 5-Storey landscaped podium (shopping mall) with 3 basement levels of parking.

Job Responsibilities:

- Provide overall administrative and technical expertise and support for building projects. As well as responsible for overall project performance including cost, schedule, quality and project status.
- Participate in pre-construction activities to integrate value engineering with best construction practices.
- Review and approve the Project Management Plan (PMP) with the Project Team.
- Review and approve the Project Quality Plan (PQP) with the Project Team and ensure quality control and quality assurance procedures are implemented.
- Review and approve the Project Safety Plan with the Project Team, attend safety meetings and ensure safety procedures and regulations are implemented on site
- Ensure project is constructed in accordance with design, budget, and schedule.
- Ensure company and project policies, procedures, standards, etc. are adhered to.
- Review project status reports and information on specific incidents with the directors or executives.
- Review and authorize project change requests (VO's and PVO's).
- Assist in all aspects of project planning and monitor and manage project budget.
- Played an important role in claims analysis, assessment and validation in coordination with the Project Management Consultant, and participated in the negotiation meetings with the Contractor.
- Manage and review construction administration documents.
- Coordinate information and communication between various parties of the construction process and monitor the performance of the Supervision Consultant on site.
- Establish and maintain on-going working relationships with governmental personnel for processing plans, NOC's and permits.

- Manage consultants and contractors to ensure local authorities' requirements are met and ensure snagging and final testing and commissioning schedules and procedures are maintained.
- Review, approve and administer project close-out procedures.

Turner Construction International – Abu Dhabi

(October 2005 – November 2008)

Designation: Sr. Project Manager

Project : Development of Six Towers (Plots C1 to C6) at Khalidiya – Abu Dhabi.
 Value : 460 Million AED.
 Description : Construction of six towers (C1 to C6), including but not limited to the following works: Substructure, Superstructure, Civil, Architectural, Mechanical, Electrical, Plumbing, external works including landscaping, and related infrastructure works. The construction of the F&B & retail shops was limited to core and shell only leaving the internal finishes to the tenants.

Job Responsibilities:

- Responsible for Turner's overall services of Project Management and Construction Management to ensure that the Project is delivered in a safe manner to the Client's expectations regarding quality, cost, and time.
- Participate in the preparation of Tender and Contract Documents for the project.
- Assist the Client with the awards of the Design and Construction packages for the project.
- Chair weekly and monthly meetings of PMC (Turner) with the Client, Consultant and Contractor. The Project Manager is Turner's main contact person with the Client's representatives.
- Ensure that all members of the PMC Team are aware of and have a common understanding of their duties, responsibilities and relationships with each other and with the other parties in the project and monitor their performance.
- Manage and direct all contractual issues on the project with all parties. Monitor Statutory Authorities requirements and permits. Administer General and Special Conditions. Resolve contractual conflicts and problems. Manage and handle the negotiations and settlement of any claim. Review, manage and approve value engineering changes.
- Develop and manage the tools of project management and control process (time control, cost control, QA/QC, information management, communication, risk management, coordination, reporting, etc.).
- Develop a Master Schedule for the Project with the Construction Manager and PCS Engineer. Develop Control Schedules and link it to the Master Schedule.
- Follow up and manage cross-border functions for special tasks / features. Report to Turner Head Office.
- Establish and develop Baseline Budget for the Project in coordination with the Construction Manager and PCS Engineer.
- Leading the claims analysis process, validating the claims quantum and acting as an independent party between the Client and the Contractor in claims assessment and validation.
- Managing the appointed Mediator to reach an amicable settlement of the claims between the Client and the Contractor and leading the negotiation meetings between the concerned parties.
- Lead responsibility for updating the Project Budget and cost data, including the follow up and update of variations and change orders status. Provide support as might be needed when evaluating changes, alternatives, payment certificates, etc.
- Manage the financial tasks of the Project including billing and payment collection from the Client.
- Ensures that Health and Safety rules, regulations and procedures are implemented on site through the responsible staff.
- Ensures that Quality Assurance and Quality Control procedures are implemented on site through the responsible staff.

Al-Habtoor / Murray & Roberts J.V. – Abu Dhabi

(July 2001 – August 2005)

Designation: Planning Manager (PMCS & Claims)

Project : Construction of ADNOC Group Companies New Head Quarters
 Value : 350 Million AED (Including Variations).
 Description : The scope of work included the construction of two tower buildings; each consisted of GF, Mezz, 27 typical floors and a roof floor, as well as the construction of four additional levels to the existing Car Park. The project also included two sub-stations, U.G. water tank and pump room, and the landscaping works around the buildings. The fit out works package for both towers was one of the major variation orders to the scope of work.

Job Responsibilities:

- Develop the master and detailed C.P.M. schedules including the procurement, shop drawings and construction activities in addition to the manpower histograms and secure Consultant / Client approval.
- Manage / follow up the day to day activities.
- Ensure that work is progressing in line with the program and within the allowable execution budget.
- Manage and control the timely availability of manpower, materials, and construction equipment.
- Coordinate between sub-contractors, and follow up their performance at site.
- Liaise with the Client / Consultant to secure timely approvals of all submittals.
- Follow up materials & shop drawings approvals, in addition to the materials procurement and delivery to site.
- Prepare progress status reports to the Management.
- Evaluate sub-contractors' and suppliers' quotations, and place order in coordination with Head Office.
- Attend weekly site coordination meetings with the client / consultant and sub-contractors.
- Attend weekly progress, QA/QC, Safety & labor cost meetings.
- Prepare the CPM time analysis for the Extension of Time (EOT) Claim with all the supporting documents including the impacted Baseline Schedule proving the suffered delays, suspension, interruption and prolongation of activities.
- Playing an important technical role from the Contractor side in the negotiation meetings with the Client and Project Management Consultant for EOT claim settlement.

Al Hamed Development & Construction Co. - Abu Dhabi **(December 1994 – May 2001)**

Designation: Planning Department Manager – Main Office

Holding the position of Planning Department Manager I was leading and directing a team of nine Project Controls Engineers distributed between Head Office and Projects. I was responsible for developing the master and detailed C.P.M. networks/schedules, cost & time control procedures, progress monitoring and reporting system, resources planning and allocation, cash flow management, etc. for the various ongoing projects including but not limited to:

Project	:	Ruwais Housing Complex Expansion – Package 2.
Value	:	239,600,000 AED.
Project	:	Security of the Electric Power Supply & Upgrade of the Network for Presidential Palaces & Hospitals in Abu Dhabi & Al-Ain.
Value	:	161,578,784 AED.
Project	:	Radisson SAS Residence – Abu Dhabi. (Now became Sheraton Residence)
Value	:	125,000,000 AED.
Project	:	Handicapped Rehabilitation Center – Abu Dhabi.
Value	:	118,910,500 AED.
Project	:	Water Distribution Systems in Al-Ain Areas.
Value	:	129,109,943 AED.
Project	:	Etisalat Customer Services Building at E3 - Abu Dhabi.
Value	:	113,258,676 AED.
Project	:	Construction of Infrastructure Upgrade and STP Expansion at Jebel Al-Dhanna for ADCO.
Value	:	102,387,306 AED.
Project	:	Buffer Tanks, Storage Tanks and Pumping Stations at Ajman, Ras Al-Khaima and Al-Fujairah.
Total Value	:	69,950,337 AED.
Project	:	Abu Dhabi New International Exhibition Center.
Value	:	68,000,000 AED.
Project	:	Al-Dhaid Hospital at Al-Dhaid City – Sharjah.
Value	:	67,000,000 AED.
Project	:	Al Ain Zoo Re-development – Phase I
Value	:	61,000,000 AED.

Project : Abu Dhabi Sewerage Scheme - Sectors W4, W9 & W11.
Value : 35,000,000 AED.

Project : External Water Supply, Fire Fighting & Electrical Cables Networks for H.H. Sheikh Zayed Military Housing Project at Shahama.
Value : 36,000,000 AED.

In addition to the above, I was involved in many other projects such as: American Community School, New Extension of Zayed University – Abu Dhabi, ADNOC 8 Villas at Khalidiya, Several High Rise Tower Buildings, Several Projects for UAE Armed Forces, Border Post Complex at Al-Silla' - Abu Dhabi, Coast Guard Base at Ba'ya - Abu Dhabi, etc.

Job Responsibilities:

- Manage and monitor construction operations on sites in coordination with Project Managers.
- Coordinate with Project Managers and Estimation Departments in developing and following up programs of work, execution budgets, materials procurement, and manpower requirements.
- Prepare and follow up the master & multi-level CPM schedules for all procurement, shop drawings and construction activities.
- Manage and secure the timely availability of manpower, materials, and construction equipment at sites.
- Follow up manpower requirements, monitor actual productivity rates and take all possible control measures to improve labor cost.
- Develop progress and cost monitoring tools, logs and procedures.
- Update programs of work & follow up / monitor progress through the site Project Controls Engineers.
- Prepare and present summary progress reports to Company Management.
- Advise Management on priorities, solutions and alternatives.
- Build up claims for time extension with the relevant cost impact for the delayed projects in coordination with the Contracts Department and participating in the claims negotiation meetings. The duties included the preparation of: Time analysis reports, claims' events description and chronology, impacted Baseline Schedules, as-built schedules, etc.
- Represent Company in Kick-off meetings, progress meetings & claim negotiations with Clients / Consultants.

Eng. Hassan Abu-Ghoush Contracting Office - Jordan

(August 1994 - December 1994)

Designation: Projects Control Manager

I was responsible for the following projects:

Project : Construction of three secondary schools in Jordan: Al-Hussain Secondary School, Al-Zarqa Secondary School & Al-Manara Secondary School.
Total Value : 2,000,000 JD (10,360,000 AED)

Job Responsibilities:

- Responsible for coordination issues between the projects' sub-contractors.
- Solve technical problems arising from conflicts with existing utilities or from discrepancies between Contract Drawings.
- Follow up shop drawings submissions and approvals.
- Preparation of time extension claims and variation orders.
- Represent Company in progress meetings and claims negotiations.
- Follow up projects CPM time schedules and monitor progress.
- Follow up and monitor manpower productivities / plant / materials procurement and delivery to site.
- Follow up and monitor projects execution budgets.
- Prepare executive reports for the General Manager.

CM2 - Construction Management Services Co. - Jordan

(January 1994 - August 1994)

Designation: Planning Manager

Project : Movenpick – Petra Hotel in Petra City – Jordan.
Value : 13,000,000 JD (67,340,000 AED)

Description : Construction of a 13-floor hotel with attractive external Jordan stone cladding. The work included all the high quality interior decorations, furniture & special MEP & BMS systems.

Job Responsibilities:

- Review and approve the Contractor's multilevel CPM schedule, integrating material procurement, shop drawings, construction & commissioning activities.
- Review and approve the resources requirements, cash flow curves & activities breakdown and weight factors.
- Develop progress monitoring tools besides the materials procurement & shop drawings follow up logs.
- Review and approve the update of work programs and follow up site progress.
- Evaluate Contractor performance through the set up criteria (KPI's) for time & quality.
- Monitor the availability of project resources compared to the set plan.
- Prepare Master Schedules and Summary Reports to the Client.
- Analyze, evaluate and validate the time extension claim submitted by the Contractor. Prepare counter claim to expose Contractor's own delays. Participate in the claims negotiation meetings.
- Represent Client in planning and progress meetings.

Kanaan Engineering Office (KEO) - Jordan

(March 1992 - January 1994)

Designation: Project Manager

Project : Hidaya Commercial & Industrial Complex in Amman – Jordan.
Value : 1,000,000 JD (5,180,000 AED)
Description : It was a cost plus turnkey project including design, supervision & construction phases. The Project consisted of a 4-story Building with a total built up area of 7,500 m2. Work included a basement parking, external Jordan stones cladding, MEP systems and external landscaping.

Job Responsibilities:

- Manage & direct all the construction works at site.
- Prepare shop drawings & detailed sketches.
- Prepare monthly payments.
- Follow up project time schedule.
- Prepare project execution budget.
- Prepare reports to the Company General Manager and the Client.
- Solve technical problems & coordinate between sub-contractors.
- Select and approve material samples & manage all materials orders & deliveries to site.

Othman Al-Othman Sons Co. - Kuwait.

(April 1991 - January 1992)

Designation: Project Engineer

Project : Reconstruction, Renovation & Maintenance Works for Several Damaged Schools and Institutes in Kuwait after Gulf War.
Total Value : 500,000 KD (6,000,000 AED)

Job Responsibilities:

- Manage & direct all the construction works at sites.
- Prepare monthly payments.
- Prepare reports to the Company General Manager & the Clients.
- Solve technical problems & coordinate between sub-contractors.
- Manage and follow up materials orders & deliveries to sites.
- Represent Company in progress meetings and finalizing claims with the Clients.

National Housing Authority - Kuwait
(July 1986 - August 1990)
Designation: Civil Supervision Engineer

I was a site Supervision & Design Engineer on several projects, mainly the following:

Project : 440 Low Cost Houses at Al-Dhaher City – Kuwait.
Value : 17,000,000 KD (204,000,000 AED)
Description : Construction of 440 housing units. Each house consisted of a main building of two floors with a total built up area of 500 m2, in addition to a servant quarter, a small diwaniya, external yard & a boundary wall.

Project : Neighborhood Center for Al-Dhaher City.
Value : 11,000,000 KD (132,000,000 AED)
Description : Construction of about 18 Nos. service buildings for Al-Dhaher city with all the related U.G. services network, roads & landscaping works. The Buildings consisted of: 2500m2 central supermarket, several retail shops, central post office, central police station, central library, multistory parking structure, several power sub-stations, several governmental buildings, etc.

In addition I was selected on temporary short periods for supervising some other projects such as: Secondary School in Al-Quorain City (Pre-Cast Concrete Structure); 8 Nos. mosques and 8 Nos. imam Houses in Al-Dhaher City.

Job Responsibilities:

- Supervise all the civil construction works at sites.
- Review & approve shop drawings / resolve design problems or discrepancies.
- Review & approve material samples.
- Review & approve time schedules, resources histograms & S-Curves.
- Follow up progress at site and review the materials & shop drawings logs.
- Evaluate monthly payments.
- Prepare reports to the Resident Engineer.
- Attend site progress meetings.

Al-Marwa Trading & Contracting Co. - Kuwait
(June 1985 - June 1986)
Designation: Project Civil Engineer

Project : Kuwait Conference Palace at Bayan Area – Kuwait.
Value : 125,000,000 KD (1,500,000,000 AED)
Description : Construction of Kuwait Conference Palace that consisted of 18 Nos. residential buildings (5 floors each), in addition to the conference hall of 3000m2 area, several decorated wooden parking sheds, covered walkways, waterfalls, fountains, palm trees zone, pre-cast boundary wall with turrets & guard houses, helicopter pad, huge underground services tunnel, plant building, all underground services, roads & landscaping. Work included very luxurious finishing & special MEP & security systems of high standard.
Note : “AL-Marwa” Contract was only 13,000,000 KD. (156,000,000 AED) that covered the several decorated wooden parking sheds, covered walkways, waterfalls, fountains, palm trees zone, pre-cast boundary wall with turrets & guard houses, helicopter pad, huge underground services tunnel with all underground water supply, drainage, firefighting, irrigation & electrical services. The Contract included also all road & hard landscaping works.

Job Responsibilities:

- In charge of concrete works / finishing works of the waterfalls area.
- Prepare shop drawings & detailed sketches.
- Participate in the preparation of monthly payments.
- Prepare actual records of manpower productivities and participate in the preparation of cost reports.

- Prepare the material & shop drawings procurement logs.
 - Coordinate between sub-contractors & follow up their performance.
 - Prepare progress reports for the Project Manager.
 - Attend the progress meetings with the Consultants.
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Education: B. Sc. Civil Engineering, 1985, Kuwait University

Certified PMP and Member of PMI since 2008

Nationality: Jordanian