

Objective:

Seeking an interesting position where I can use my full potentials, and perform outstanding projects, a position that secures me the chance to develop and evolve. To join professional and challenging job, that gives me the opportunity to exchange and expand my very good expertise, knowledge and skills in the field of administration of construction, infrastructure and roads industries with the company and colleagues. To have the chance to share, apply and promote the rich language of science, logic and order in administrative construction sector. Being an architect in a transport & construction environment provided me with a good administrative experience that eased me blend in almost every engineering/administrative/planning environment, and added years of managerial skills and familiarity to my know-how expertise and capability.

Personal Data:

Place & Date of Birth : Khartoum 6th November 1978
Marital Status : Married
Nationality : Sudanese

Experiences:

1/2016 – Present Project Manager, Florence Construction & Contracting, Khartoum - Sudan

Duties & Responsibilities:

- Planning and Time Management – coordination with site, PMO and office staff to overcome projects' issues and to ensure that projects are completed within the set timeframes, set and monitor work time schedules as well as superintending procurement plans.
- Resource Management – verifying that equipment, skilled labor, daily labor, cash flow, materials, facilities are sufficient and well managed throughout the project's cycle.
- Financial and Budget Management – making sure that the project is completed within the financial budget.
- Procurement of Projects' Requirements – direct supervision and coordination with other procurement staff of all projects' requirements and administering all procedures of the selecting and sorting.
- Contracts & Tenders Management – reviewing of clients' contracts, amending clauses and presenting needed conditions, as well as preparation of construction contracts of subcontractors, as well as reviewing tenders and making needed notes.
- Communication – overseeing meetings, preparation and presenting reports and ensuring that top management and all stakeholders are aware of the project's progress.
- Quality End Product – pushing towards ensuring that final projects are effectively met quality-wise, cost-wise and time-wise.
- Delivery and Motivation – ensuring that tasks are effectively handled and staffs remain motivated to complete the projects to a high standard.

10/2005 – 1/2016 Head of Planning Department & Projects' General Coordinator, Alraki for Roads & Bridges, Khartoum - Sudan

Duties & Responsibilities:

- Preparation, review and analysis of bills of quantities.
- Preparation of contracts in coordination with legal department
- Tenders' technical evaluation and documents' preparation.

- Calculation of productivity of machineries and equipment utilized in projects.
- Participation in the operational processes of projects (follow-up of work progress).
- Follow up of procurement procedures of road-furniture materials.
- Participation in the importing process of construction material (bitumen, maintenance materials) via LCs & banking processes.
- Supervision of Shop drawings preparation with technical coordination with site engineers.
- Supervision of As-Built drawings preparation with coordination with site engineers' technical coordination.
- Presentation of technical reports.
- Overseeing and checking-up of final bills.
- Follow-up of projects' progress and setting of work plans.
- Contribution in the analysis of the monthly financial reports regarding under-construction projects.
- Participation in the update as well as the development of work plans so as to go with recent guidelines and strategies of the state.
- Preparing monthly reports of running projects and presenting concepts and approaches targeting the enhancement and improvement of the projects.
- Cooperation with other departments so as to develop and to push the wheel of overall progress.
- Setting guidelines to all projects (to be commenced and those under construction) to guarantee that they adapt with the social and economical needs and criteria of the surrounding areas and environment.
- Reviewing of work programs for the projects and discussing problems and reasons of delays (if any).
- Setting plans to overcome problems in projects.
- Technical coordination between projects and projects managers.
- Leading meetings with authorities, natives, clients and consultants.
- Review & pricing of road items (earth work and asphalt work).
- General supervision of projects under construction.
- Periodic evaluation of all projects under construction and after construction (within guarantee period).
- Guide and perform development studies needed to increase the overall progress of the company.
- Carrying out analysis of cost and profit and presenting recommendations so as to assure the success of the projects.

05/2003 – 05/2005 Architect & Site Supervisor, Abdelnassir for Engineering & Trade Co., Khartoum - Sudan

Duties & Responsibilities:

- Architectural design.
- Supervision of concrete work.
- Supervision of construction & technical supervision of architectural work.
- Setting up of BOQs.
- Transport operations of projects outside khartoum.
- Participation in tender preparation & evaluation.
- Preparation of follow-up reports.

Professional Certificates:

- FIDIC Conditions of Contract.

Education:

2002-2004: **Masters of Science (M.Sc.) Planning, (Physical Planning), University of Khartoum, Khartoum, Sudan.**

Thesis: The Environmental Impacts of the Distribution of Industries in Khartoum Metropolitan Area (Case study: Tanning Impacts)

1997-2002: **Bachelor of Engineering Sciences Degree (Honors), Architectural Engineering, Misr International University, Cairo, Egypt.**

Final Year Project: Upgrade of Historic Cairo.

Specialized Training Courses & Workshops:

- Training Workshop in "Contracts & Tenders Concepts", from 8-13/1/2011.
- Training Workshop in "Criteria of Pricing of Earth & Asphalt Work", from 24-31/5/2012
- Training Workshop on "FIDIC Conditions of Contract".

- Training Workshop on “Project Management Basics”, from 16-25/4/2013
- Training Workshop on Projects Cost Evaluation, 2-10/10/2012.

Computer Skills:

- Microsoft Office applications (MS Word & MS Excel).
- AutoCAD.
- Primavera Project Planner (P6 R8.2).

Personal Abilities & Skills

- Fast learner.
- Ambitious & determinant.
- Able to use own initiative to achieve company's objectives & targets.
- Active & enthusiastic.
- Able to work individually or as a part of a team.

Languages:

- Arabic language (Mother Tongue) reading/ writing / speaking & typing
- English language (Good) reading/ writing/ speaking & typing