

<b>100714-MEC-DE-E-1999</b> <b>Mechanical Technical Office Manager</b>
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Holds a B. Sc. in Mechanical Power Engineering and has over 17 years hands-on experience working in mechanical design for several projects and technical support.

## PERSONAL DATA

Nationality : Egyptian  
Gender : Male  
Marital Status : Married  
Residence : Currently Kazakhstan

## EDUCATION

: B. Sc. in Mechanical Power Engineering, Zagazig University, 1999

## LANGUAGES

Arabic : Native Language  
English : Good

## COMPUTER SKILLS

: Windows, MS Office (Word, Excel), Internet  
: AutoCAD

## TRAINING COURSES AND CERTIFICATIONS

: PRIMA Engineering Industries S.A.E. (Ghabbour Group) in Body Shop, Painting, Collection, Quality Control, Body Shop Quality, Painting Quality, Quality of Final Collection and Approval, Maintenance (summer 1998).  
: Seven Stars Contracting Company, Site in the field of Installation small units of Air Condition (summer 1997).

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Nov. 2015 till now  
**Employer** : Arabtech CCC J.V.  
**Project** : Abu Dhabi Plaza Project – Astana, Kazakhstan  
**Job title** : Mechanical Technical Office Manager  
**Job Description** :

- Study design drawings, specifications and contract documents carefully.
- Produce design as a suggestion for certain parts which are not covered in contract documents and submit it for the Engineer approval.
- Supervise and assign Office Engineers works.

- Supervise and review the followings:
  - Revising heating riser diagrams as per local authority recommendation "Teplotransite".
  - Preparation of Principle / Detailed Schematic Diagrams.
  - Preparation of MAR Material Approval Requisition.
  - Preparation of Notice to Proceed for the equipment's.
  - Preparation of AHU/FCU/Fans ESP calculations.
  - Preparation of Pump head calculations.
  - Preparation of Pipe / Duct sizing.
  - Preparation of shop drawings.
  - Preparation of request for information and or conformation of verbal instructions for related party to get all information needed to produce shop drawings / MAR.
- Review and discuss with consultant all comments.
- Technical support to the Site Engineers.
- Support Construction Manager and Project Manager in all technical backup.
- Support procurement department technically for the purchasing of materials as may be needed in terms of quality and compliance with specifications.
- Mechanical and ETS Rooms installation follow up.

<b>Dates</b>	:	From Nov. 2013 till Nov. 2015
<b>Employer</b>	:	Besix Orascom J.V.
<b>Project</b>	:	Grand Egyptian Museum III
<b>Job title</b>	:	Senior Mech. Technical Office Manager
<b>Job Description</b>	:	<ul style="list-style-type: none"> <li>• Study design drawings, specifications and contract documents carefully.</li> <li>• Prepare production schedule for shop drawings development.</li> <li>• Establish a list of shop drawings to be developed in house and by subcontractors.</li> <li>• Organize production and development of shop drawings.</li> <li>• Check developed drawings and approve them before being submitted to the Consultant.</li> <li>• Study all shop drawings coming from the Consultant carefully and evaluate any modifications that might affect the critical path and communicate to the Consultant in coordination with Project Manger.</li> <li>• Prepare Notice to Proceed for the equipment's.</li> <li>• Prepare Method of Statement.</li> <li>• Technical support to the Site Engineers.</li> <li>• Contribute in establishing procurement lists as extracted from BOQ and drawings.</li> <li>• Collaborate with procurement for material and subcontract purchasing and initiate material submittals accordingly.</li> <li>• Support Construction Manager and Project Manager in all technical backup.</li> <li>• Support procurement department technically for the purchasing of materials as may be needed in terms of quality and compliance with specifications.</li> <li>• Supervise and assign Office Engineers works.</li> <li>• Issue request for information and or conformation of verbal instructions</li> </ul>

for related party to get all information needed to produce shop drawings.

- Produce design as a suggestion for certain parts which are not covered in contract documents and submit it for the Engineer approval.

**Dates** : From Dec. 2010 till Oct. 2013  
**Employer** : El AFIFI Expertise House of Engineering Consultant at Cairo Head Office and Doha Branch  
**Projects** :

- Mixed Use Development SHK. Falah Bin Jassim Al Thani – Doha Branch project area 50,000 square meter
- El Menia National Prisons Complex, project area 420,000 square meter
- Police Industrial Zone project area 120,000 square meter
- Orion Food Industries in 6 October City
- 25 January Hotel – Domeate & Assiut for officer
- Office Buildings
- Personnel Hospital in El-Drassa - Ministry of Interior
- Police Headquarters "Bani Swief, Elmenofia"
- Residential Building "Elmenofia, Kafr El Sheikh"
- Villas

**Job title** : Head of Mechanical Department  
**Job Description** :

- Design, Supervision, Submittal and Shop Drawing approval for:
  - HVAC, Fire Fighting, Plumbing.
  - Steam and Compressed Air.
  - Infrastructure.
- Coordination with other trades Interior Design, Architect, Structure and Electric.
- Prepare cost comparisons of alternative design solutions / construction methods.
- Prepare the Projects Bill of Quantities and Budget estimation.
- Participate in value engineering and scope and budget reconciliation when required or requested.
- Cost management advice in all aspects of construction.
- Study the shop drawings and ensure that the installations are carried out with accuracy and as per international best practices and standards.
- Review the shop drawings and identify & highlight potential conflicts/problems early to solve in time.
- Ensure that the quality of installation works is maintained within acceptable standards.

**Dates** : From Dec. 2009 till Nov. 2010  
**Employer** : Consolidated Contractors Comp. (CCC)  
**Project** : The Nile Corniche Project – St. Regis Hotel – Cairo – High Rise Building  
**Job title** : Senior MEP Engineer  
**Job Description** :

- Shop Drawing Preparation and coordinate with other trades.
- Builders Work Preparation.
- Establish filling system for all drawings, request for information, revisions and submittals to be adopted by the Document and Data Controller.
- Design review; coordinate design and construction operations to ensure compliance with design drawings and specifications.

- Highlighting and clarifying discrepancies with the clients/designers in coordination with the superiors.
- Response to all subcontractors' quires.
- Value Engineering exercises.

**Dates** : From Sep. 2008 till Nov. 2009  
**Employer** : Gardiner & Theobald International  
**Projects** :

- Up Town Cairo (Client Emaar Misr)
- Marassi Project Sidi Abdel-Rahman (Client Emaar Misr)

**Job title** : Senior Mechanical Engineer  
**Job Description** :

- Coordination with Engineering Director if any design is involved.
- Prepare cost comparisons of alternative design solutions/construction methods.
- Review the costs at all stages of the project - from planning to design and through out the construction process.
- Cost management advice in all aspects of construction.
- Prepare and review cost estimation.
- Prepare concept estimate.
- Value engineering exercises.
- Prepare cost comparisons of alternative design solutions / construction methods.
- Commercial evaluation of tenders received.
- Assist Project Manager in drafting variation orders.
- Maintain variation order register.

**Dates** : From Feb. 2008 till Aug. 2008  
**Employer** : American International Contractors Inco. Special Projects, Cairo Office  
**Projects** :

- United State Embassy, Valletta – Malta
- United State Embassy, Riga – Latvia

**Job title** : Senior Mechanical Engineer  
**Job Description** :

- Design and built United State Embassy.
- Plan, review and coordinate design and construction operations to ensure compliance with design drawings and specifications.
- Coordination with Engineering Manager if any design is involved.
- Review and analyze all tender documents and prepare comprehensive report.
- Prepare tender commencement sheet.
- Issue tender bonds requirements to finance dept, issue insurance requirements.
- Estimate all preliminaries and prepare tender review sheet.
- Raising all tender queries / clarifications to client's consultants and main contractor.
- Technical / commercial review of all quotations and select the best quotation.
- Preparing & maintaining the tender schedules.

**Duration** : From Nov. 2006 till Dec. 2008  
**Employer** : Arabian Architect Consultant – Cairo Head Office

- Projects** : • Cordoba Hills – Villas ALEPPO – SYRIA  
• Business Park in KSA  
• Al Hakimia Building in KSA  
• Real Capita Compound in Kingdom of Bahrain  
• Al Hokair Office Building in KSA  
• Marina North Egypt  
• Imam Abdul Aziz Bin Baz Mosque  
• Villas in KSA
- Job title** : Senior Design Engineer
- Job Description** : • Prepare Design and Engineering specification for the HVAC, Plumbing and Fire Fighting.  
• Coordination with other trades Interior Design, Architect, Structure and Electric.
- Dates** : From Sep. 2006 till Feb. 2008
- Employer** : ORASCOM Hotel & Development
- Projects** : • Club Med Hotel Taba Heights  
• Six Stars Hotel  
• MARINA Abu Tig El-Gouna  
• MARINA Town JORDAN  
• Cove in UAE  
• SOFITEL Taba Heights  
• Ali Basha Hotel EL GOUNA
- Job title** : Mechanical Engineer (in Technical Head Office of Construction Sector)
- Job Description** : • Review the engineering design drawings and specification.  
• Coordination with Engineering Manager if any design is involved.  
• Review and analyze all tender documents and prepare comprehensive report.  
• Prepare tender commencement sheet.  
• Issue tender bonds requirements to finance dept, issue insurance requirements.  
• Estimate all preliminaries and prepare tender review sheet.  
• Raising all tender queries / clarifications to client's consultants and main contractor.  
• Technical / commercial review of all quotations and select the best quotation.  
• Preparing & maintaining the tender schedules.  
• Review cost estimation and make the activity break down.  
• Participate in evaluation of contractor's claims.  
• Review the method of statements and subcontractors invoices.  
• Procurement for HVAC, Fire Fighting, Plumbing systems.  
• Monitor and limit material wastage and should be accountable to complete the works within the budgeted quantities.
- Dates** : From May 2002 till Aug. 2006
- Employer** : Trading Contracting Scientific Company
- Projects** : • Four Seasons Nile Plaza  
• Four Seasons Sharm El Sheikh  
• Intercontinental Golden Pyramids Plaza  
• Akassia El-Qusseir

- Sofitel Sphinx
- Zoser Hotel
- Moubarak Academy
- Ramada El-Mansoura
- Bristol Mayers Squibb
- Cairo Poultry
- American School
- Children Hospital Oncology
- Ismailia Hospital
- Zagazig Hospital
- El-Ahrar Hospital
- Villas
- Gasco
- Marcyrl Medical Factory
- Servier Medical Factory

**Job title** : Mechanical Engineer

**Job Description** :

- Design, tendering, erection, start-up and commissioning for Steam and Hot Water Plant including Heating Swimming Pools, Heating Water Chiller, Pumps, Piping, Pressure Reduction Station, Valves, Trap Station, Pressure, Temperature Controls, Fuel System and all accessories (construction experience in executing Mechanical Works starting from mobilization to handing over for commercial and residential projects).
- Review the method of statements and subcontractors invoices.
- Maintenance of Commercial Steam and Hot Water Boilers, Commercial (Gas, Oil, Electric Water Heaters).
- Troubleshooting / problem solving skills.

**Dates** : From Jan. 2000 till Jun. 2002

**Employer** : Armed Forces

**Project** : Military Service

**Job title** : Site Officer Engineer

**Job Description** :

- Fabrication and erection of die core & walls in Military Forces (for 1 ½ years).
- Working in Sport System Project belongs to the army (for 1 year).

**Field of experience & technical skills:**

- Over 17 years of experience in design, preparing the project budget estimates, shop drawings and supervision of mechanical systems for the Residential, Office Building, Hotels, Health Care and Hospitality projects:
  - HVAC Systems.
  - Fire Fighting Systems.
  - Public Health Systems.
  - Steam and Compressed Air System.
  - Steam and Hot Water Boilers Room.
  - Infrastructure.
- Classification from Qatar Engineers & Consulting Offices Accrediting Committee (UPDA).
- Using international codes and standards (ASHRE, NFPA, IPC, ASPE,

etc.).

- Experience leading teams, including managing budget and schedule.
- Using professional programs for Design HVAC (E20-II), for Design Heat Exchangers, Expansion Tank for Chilled and Hot Water Systems (THRUCH).