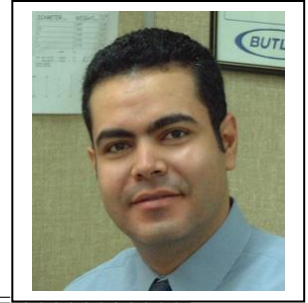


MOHAMED HASSAN SHAFIK, *MRICS*

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OBJECTIVE

Have a post as an engineer in an international corporation dedicated to the development of communities & environment.

EXPERIENCE

JUNE 2008 TO DATE :

Post: Contracts Manager, Northern Emirates

Company: : Amana Contracting and Steel Buildings

Working as Contracts Manager at Amana Contracting and Steel buildings, Responsible for all Contracts pertaining to Northern Emirates (Sharjah, Ajman and Ras Al-Khima), providing support to the general managers thereof and supervising procurement managers thereof.

Main job duties :

Pre-Contract Duties:

1. Advising on the Conditions of Contract for tenders.
2. Attending negotiation meetings during tenders.
3. Supervising tenders floating for subcontractors.
4. Finalizing contract documents with the clients and supervising the preparation of contract documents for subcontractors.
5. Preparation of a set of Company's standard forms of contracts.
6. Drafting Conditions of Contract to suit projects specific needs.

Post-Contract Duties:

1. Administering the Main Contracts with Clients.
2. Supervising the administration of Subcontracts conducted by procurement managers.
3. Preparation and settling claims to clients.
4. Evaluation and settlement of Subcontractors claims and agreement on variation orders.
5. Following up Payments Certificates.

JUNE 2007 TO JUNE 2008 :

Post: Deputy Contract and Commercial Manager

Company: : Joint Venture of (Mitsubishi, Obayashi, Kajima and Yapi Merkezi)

Project : The DUBAI METRO (US\$ 6.0 Billions) <http://www.dubaimetro.eu>

Owner : Road and Transport Authority (RTA)

Engineer : Systra/Parsons

Working as a Deputy Contract and Commercial Manager at the Dubai Metro project. Supervising 4 Nos. Qs, 1 No. Senior QS, 1 No. Subcontract Administrator and a personal assistant.

Main job duties :

Pre-Contract Duties:

1. Pre-qualification of subcontractors.
2. Advice on the suitable procurement methodology.
3. Tender preparation, floating and clarifications.
4. Tender evaluation and preparing the short listed subcontractors.
5. Pre-contract negotiation with short listed subcontractors.
6. Preparation of contract documents and formalizing it with the subcontractors.

Post-Contract Duties-inter alia:-

1. Administering the Main Contract with the Employer.
2. Administering the Subcontracts and follow up the subcontractors progress.
3. Interim Payment Certification.
4. Preparing and responding to all contractual correspondence
5. Involvement in the AED 5.0 billion claim with the Employer.
6. Evaluation and settlement of Subcontractors claims and agreement on variation orders.

OCT 2005 TO JUNE2007:

Post: Deputy Contract Manager / Lead Engineer for Tender Evaluation.

Company: : DAR ALHANDASAH (Shair & partners)

Project : The PEARL QATAR (US\$ 6.0 Billions) <http://www.thepearlqatar.com/>

Owner : United Development Company (UDC)

Working as Deputy Contract Manager/ Lead Engineer for Tender Evaluation for the Project Management Consultant-DAR ALHANDASAH.

Main job duties :

Pre-Contract Duties:

1. The Lead Engineer for Commercial Evaluation of submitted tenders, supervising a team of Quantity Surveyors.
2. Pre-qualification of contractors.
3. Any required Take Off.
4. Co-ordination of tender packages with design consultants.
5. Co-ordination of tender queries during tendering & issue appropriate tender circulars/ addenda.
6. Liaise with successful bidder regarding pricing errors & correct same for contract purpose.
7. Drafting letter of acceptance/contract agreement for client review.
8. Preparation of contract documents for both parties signature.

Post-Contract Duties:

1. Certification of Interim Payments Certificates submitted by contractors.
2. Assist construction management team in post-contract queries.
3. Preparation of tender/contract reports to client.
4. Attend meetings with client and contractors regarding contractual issues.
5. Issuance of variation orders and settlement of claims.

NOV 2003 TILL OCT 2005 :

Post: Contract Engineer / QS Engineer.

Company: Arabian BEMCO co. for Industrial And Power Projects (Saudi Binladin Group) at its branch in Jeddah-Saudi Arabia.

Responsibilities:

Supervising all contract / QS activities and reporting to Business Unit director:

1. Tenders Evaluation.
2. Preparing and administrating contracts as per FIDIC requirements.
3. Measurement for & preparation of Bills of Quantities for various project

elements.

4. Administrating Contract's Variations /claims /conflicts...etc.
5. Price estimation for any change order.
6. Dispute resolution.
7. Managing all disciplines using JD EDWARDS management system.(managing goods from purchasing stage to delivery to site)

NOV 2000 TILL NOV 2003:

Post: Contract Engineer / QS Engineer.

Company: BUTLER co. for steel structural buildings (American company) at its branch in Jeddah-Saudi Arabia.

Responsibilities:

1. Preparing the proposed steel structural system according to Client's architectural drawings.
2. Calculating the weights of steel based on computed design.
3. Preparation of project BOQ for the building for tender purpose.
4. Preparing the bid to be sent to customer.
5. Negotiating price and contract terms with customers and closing the deal.
6. Preparing the contract according to FIDIC requirements as agreed with client.
7. Preparing a complete Data Set (as per ISO requirements) describing building dimensions, design parameters, paint requirements...etc, for the design department to proceed in design.
8. Following the payments, fabrication and shipment stages of the project.

MAY 99 TILL NOV2000:

Post: Contract Administrator and Quantity Surveyor at TECHNIP

Project : MIDOR Oil Refinery .Supervising two subcontractors (PETROJET & DAELIM). Owner MIDOR , 1.8 billion US\$ project.

Responsibilities:

Administrating a 1.8 billion us\$ EPC refinery contract (according to FIDIC requirements) including the following:

1. Administrating the contract and all its related aspects.
2. Preparing take off for various elements.
3. Preparing all necessary calculations spread sheets
4. All necessary sketches explaining the take off concept according to contract
5. Analyzing the finished/remaining quantities and preparing the analyzes table
6. Estimating new prices for any "out of contract" items.
7. Revising and Executing the Subcontractors invoices.
8. Negotiating with subcontractors on any Change orders or variation orders,

- and agreeing on any prices out of contract.
9. Issuing work orders.
 10. Analyzing the estimated cost against the actual cost.

JAN 97 TILL MAY 99:

Post: Structural Cad engineer/QS at the ARAB CONTRACTORS/BALFOUR BEATTY joint venture.

Project : Bibliotheca Alexandrina under the supervision of Snohetta, Hamza Consortium. Owner Ministry of Education ,116 Million U.S \$ project, Funded by EL-UNESCO & Egyptian Government.

Responsibilities:

Revising and producing workshop details of reinforcement according to the British Standard including:

1. Vertical & horizontal structural elements.
2. Preparing take off for various elements.
3. Assuring full compliance of executed work with workshop drawings.
4. Checking structural design submitted by consultant.
5. Estimating / negotiating "out of contract" items.
6. Preparation of Orders for steel cutting and bending.
7. Carry out structure design where necessary.

EDUCATION

2009: Member of Society of Construction Law, UK # 6149

2009: Assessor of Royal Institution of Chartered Surveyor (RICS)

2008: Member of Royal Institution of Chartered Surveyor (MRICS) # 1224252

2007: Successfully completed the following modules in CEM(College of Estate Management, UK):

1. Planning, Tendering and Finance(Honor-Class (I))
2. QS practice(Honor-Class (II(i)))
3. Construction Law(Honor-Class (II(i)))

1995: B.Sc.Civil Engineering.

Faculty of Engineering, Alexandria University.

1989: G.C.E certificate(general certification of education in English)

CHILDHOOD TO 1988: College SAINT-MARC (French/English school).

LANGUAGES

1. Fluent English (spoken & written)-(Scored 97 out of 120 in TOEFL)
2. Fluent French (spoken & written)
3. Fair Italian (spoken & written)
4. Arabic (mother tongue)

STUDIES IN PROGRESS

Enrolled in Masters of Law (LLM) Construction Law and Practice in the University of Salford, UK (started October 2008), Student No. of Salford : 00224313

SPECIAL SKILLS

1. Experience in drafting particulars conditions based on **FIDIC** (Federation Internationale des Ingenieurs Conseils) standard form of contracts.
2. Good experience in Commercial Evaluation for Tenders.
3. Very good communication/coordination skills.
4. Strong negotiation skills.
5. Ability to work independently while reporting to higher managements, or as a part of teamwork.
6. Experienced in multi-nationality environment.

IT SKILLS

- 1) **DOS, Windows, Basic.**
- 2) **Cad & Graphics:** AutoCAD up to release 2004 (**AutoCAD 2004**).
- 3) **Staad Pro .**
- 4) **XSTEEL.**
- 5) **Management:** J D Edwards, Expedition, Aconex.
- 6) **Multi- media & Animation:** Power point.
- 7) **Spreadsheets:** Microsoft excel, Harvard graphics.
- 8) **Databases:** Access.
- 9) **Word processing:** Microsoft word.
- 10) **Planning :** Primavera
- 11) **Programming languages:**

- A. **Auto Lisp** :AutoCAD programming language
- B. **Visual Basic for Excel**: MS Excel programming Language.
- C. **Visual Basic**: Programming language.

HOBBIES

Reading, listening to music, swimming, playing football & traveling.

TRAVELS

Traveled to USA twice during summer vacations.

SOCIALITIES

Member of **Alexandria Sporting Club**.

PERSONAL DATA

- **Date & Place of birth**: July 1972 ,Alexandria
- **Marital Status**: Married
- **Egyptian Driving license**: valid
- **U.A.E Driving license**: valid
- **Qatar Driving license**: valid
- **Saudi Arabia Driving license**: available but expired
- **USA Driving license**: available but expired
- **State of health**: excellent
- **Military service**: completed

FAMILY

- **FATHER : HASSAN SHAFIK TAWFIK**

Former Vice minister of ministry of finance

CONTACTS

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REFERENCES

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