

**MOHAMED SHAFIK, *LLM, MRICS, MCI Arb, BSc***

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## **Executive Summary**

- I am a **LLM, MRICS, MCI Arb, BSc. Civil engineer** with more than **20 years** of experience in Contracts administration/QS disciplines. My portfolio is diversified as I acquired experience in building, infrastructure, refineries, steel buildings, industrial buildings and metro project. In addition, I am bilingual (fluent in **English/French**) and a **native Arabic speaker**.
- I have good experience in drafting/administering all kinds of contract documents, such as Main Contracts, Sub-Contracts, Professional Services Agreements, Joint Venture Agreement, Settlement Agreement, and Contract Addenda. Moreover, I am experienced in the whole tendering process both at the Contractor's side and Client's side. In addition of issuing various circulars/training materials to project teams explaining in simple, easy to understand, language the correct contractual procedures such as application for EOT, claims, etc.
- **Managing external legal firms**, member in **Dispute Adjudication Board (DAB)** under FIDIC 1999, member in a **Resolution Committee** for another ADR formed under a Korean ad-hoc Contract.
- Worked in all types of standard form of contracts of FIDIC: **Red Book** (1987 amended 1992), **Rainbow Suite** 1999 (Red, Yellow, Green and Silver books). In addition, I worked in various **ad-hoc forms** of contracts, such as the ones prepared by Samsung, SKEC, Daelim, Adnoc, Tecom, SMS-Meer, Siemens, DOPA, etc. So I have the ability of reading any ad-hoc form of contract and analyzing its risks during tendering or offering a contractual advice thereon post contract.
- On the academic side, I am a holder of Masters of Law (**LLM**) in Construction Law from the **University of Salford, UK** (My dissertation was about a comparison between UAE and English Construction Law.) Moreover, I am a **MRICS** (Member of Royal Institution of Chartered Surveyors-#1224252), an Member of Chartered Institute of Arbitrators (**MCI Arb**)
- Worked in various types of claims, such as **Extension of Time Claims** and their associated **prolongation cost claims** and claims for losses/expenses and **variation claims**.

# Experience

## **June 2008 TO DATE :**

Post: **Contracts Manager-Corporate**

Employer: **Amana Contracting and Steel Buildings** ([www.amanabuildings.com](http://www.amanabuildings.com))

Projects: the total annual value of managed projects is in the order of **AED 1.0 Billion** (US\$ 275 Million), project values ranging from **US\$ 20 Million- US\$ 70 Million**.

Clients (inter alia): **Tecom, Department of Presidential Affairs, Samsung, SKEC, Airbus, Emal, Kharafi National, SMS-Meer, Dubai Maritime City.**

### **Main Job Duties:**

Working as Contracts Manager at Amana Contracting and Steel buildings, providing contractual support to the general managers of different branches and reporting to the Board of executive management of the company. Job duties can be split into pre and post contract as follows:-

#### **Pre-Contract Duties:**

1. Advising on the Conditions of Contract for tenders.
2. Attending contractual negotiation meetings during tendering.
3. Supervising the float of large tenders to subcontractors.
4. Finalizing contract documents with the clients and supervising the preparation of subcontract documents for large subcontractors.
5. Preparation of a set of Company's standard forms of subcontracts.
6. Drafting Conditions of Contract to suit projects specific needs.
7. Preparing contract addenda and settlements agreements.

#### **Post-Contract Duties:**

1. Involved in litigation and dispute adjudication.
2. Administering the Main Contracts with Clients and JV Agreement with our Joint Venturers.
3. Supervising the administration of large Subcontracts conducted by procurement managers.
4. Preparation and settling claims with clients.
5. Evaluation and settlement of large subcontractor's claims and agreement on variation orders.
6. Issuance of various circulars/training materials to project teams explaining in simple, easy to understand, language the correct contractual procedures such as application for EOT, claims, etc.

## **June 2007- June 2008:**

Post: **Deputy Contract/Commercial Manager**

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

Project : **The Dubai Metro** (US\$ 6.0 Billions) <http://www.dubaimetro.eu>

Client : **Road and Transport Authority (RTA)**

Engineer : **Systra/Parsons**

### **Main Job Duties:**

Working as a Deputy Contract/Commercial Manager at the Dubai Metro project. Supervising 4 Nos. Qs, 1 No. Senior QS, 1 No. Subcontract Administrator and a personal assistant. Job duties can be split into pre and post contract as follows:-

### **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 subcontract documents and finalizing it with the subcontractors.

### **Post-Contract Duties:**

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 to the Employer.
6. Evaluation and settlement of subcontractors' claims and agreement on variation orders.

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## **October 2005-June 2007:**

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

Employer: **Dar Alhandasah (Shair & partners)**

Project: **The Pearl Qatar** (US\$ 6.0 Billions) <http://www.thepearlqatar.com/>

Client: **United Development Company (UDC)**

### **Main Job Duties:**

Working as Deputy Contract Manager/ Lead Engineer for Tender Evaluation for the Project Management Consultant(PMC)-Dar Alhandasah. Job duties can be split into pre and post contract as follows:-

### **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. Co-ordination of tender packages with design consultants.
4. Co-ordination of tender queries during tendering and issuance of appropriate tender circulars/ addenda.
5. Liaising with successful bidder regarding pricing errors & correct same for contract purpose.
6. Drafting letters of acceptance/contract agreements for Client's review.
7. Preparation of contract documents for both parties signature.

### **Post-Contract Duties:**

1. Certification of interim payments certificates submitted by contractors.
2. Assisting construction management team in post-contract queries.
3. Preparation of tender/contract reports to client.
4. Attending meetings with client and contractors regarding contractual issues.
5. Issuance of variation orders and settlement of claims.

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### **November 2003-October 2005:**

Post: **Contract Engineer / QS Engineer.**

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

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### **November 2000-November 2003:**

Post: **Contract Engineer / QS Engineer.**

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

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### **May 1999- November 2000:**

Post: **Contract Administrator and Quantity Surveyor**

Employer : **Technip International**

Project : **Midor Oil Refinery** (US\$ 1.8 Billion)

Client: **Midor**

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### **January 1997-May 1999:**

Post: **Structural Cad engineer/QS**

Employer: **Balfour Beatty/Arab Contractors Joint Venture.**

Project: **Bibliotheca Alexandrina** (US\$ 116 Million) funded by EL-UNESCO & Egyptian Government.

Engineer: **Snohetta-Hamza Consortium.**

Client: **Egyptian Ministry of Education**

## **Education/Affiliations**

**2013:** Member of Chartered Institute of Arbitrators (**MCI Arb**).

**2010:** Masters of Law (LLM) Construction Law and Practice from University of Salford, UK. Dissertation about a comparison between UAE and UK construction laws. Grade : Distinction.

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

**2009:** Assessor of Royal Institution of Chartered Surveyors (RICS)

**2008:** Member of Royal Institution of Chartered Surveyors (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:** BSc.Civil Engineering, Faculty of Engineering, Alexandria University.

**1990:** **G.C.E Certificate**(General Certification of Education in English), average Grade :B.

**Childhood-1989:** College Saint-Marc (French/English school).

## **Languages**

1. Fluent English (spoken & written)-(Scored 97 in TOEFL)
2. Fluent French (spoken & written)

3. Fair Italian (spoken & written)
4. Arabic (mother tongue)

## Skills

1. Experienced in UAE Construction Law.
2. Experience in drafting particular conditions based on **FIDIC** (Federation Internationale des Ingenieurs Conseils) standard form of contracts.
3. Problem solvers, good analytical skills and thinking out of the box.
4. Good experience in commercial evaluation for tenders.
5. Very good communication/coordination skills.
6. Strong negotiation skills.
7. Ability to work independently while reporting to higher management, or as a part of teamwork.
8. Experienced in multi-nationality environment.

## IT Literacy

1. **Expert in Microsoft Office (Excel, Word, Power Point and Access)**
2. Drafting/Design Software: **AutoCAD, XSteel, and Staad Pro.**
3. Project Management: **J D Edwards, Expedition, Aconex.**
4. Planning Software: **Primavera**
5. Programming languages: **Visual Basic for Excel, Visual Basic and Auto Lisp.**

## Hobbies and Travels

- Reading, listening to music, swimming, playing football & traveling.
- Traveled to USA, France and G.C.C.
- Member of Alexandria Sporting Club.

## Personal Details

- **Date & Place of birth:** 25 July 1972 ,Alexandria, Egypt.
- **Marital Status:** Married with one kid.
- **Driving licenses:** UAE, Qatar, KSA, USA and Egypt.
- **State of health:** Excellent

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- Egypt contacts : (00203) 5921970 / (002010 ) 5281765

## References