



Curriculum Vitae

Career Profile:

A professional Chartered Quantity Surveyor with a bachelor in Civil Engineering and Master Certificate in Contract Administration. Having over 17 years of experience in construction industry specialized in Contracts and Commercial projects.

Extensive Experience with:

Construction Technology, Design Economics and Costing, Procurement and Tendering, Quantification & Costing, Contracts and Commercial Management, Cost Control, Risk management, Claim & Dispute Management.

Some Experience and Knowledge:

Programming, Business Planning, Accounting, Sustainability, Data Management,

Educational:

Qualification/Year awarded/Name of Inst.

BSc (Hons) In Civil Engineering, University of Asmara 2006

Professional Qualifications

Royal Institution of Chartered Surveyors (UK):
Dubai Municipality (UAE):
Society of Engineers (UAE):

Member (MRICS), (No. 6749562), 2019
Certified Engineer (CEng), No. 80738), 2012
Affiliate Member (SOE), (No. 27572), 2012

Certificate & Trainings

DRSAM FEZ (UAE):

Master class of Contract Administration(L-4), 2021

Employment History

1. Organization

Address

Al Malik Building Contracting Co. LLC.
Dubai, UAE

1.1. Position:

Senior Contracts and Commercial Specialist Aug 2017-Present

Projects:

Head Office and Project Sites (Major Projects Mentioned Below)

1. **Qusais Hospital**, at Al Qusais, Dubai for Dubai Development Real Estate,
2. **Dubai Top-Golf Building & Facility**; at Al Thanya 3rd, Dubai, for Wasl LLC,
3. **Residential Development**; at Muhaisnah, Dubai, for Wasl LLC,
4. **Office & Commercial Building**, at Hor Al Anz, Dubai, for Abdella Kamber R.E.

Duty & Responsibility:

- Tendering management (Reviewing, verification & processing),
- Post Contract administration and commercial management,
- Project Cost control and Financial reporting,
- Subcontract management,
- Attend senior level, Commercial/ Contract and progress meetings,
- Negotiations and Finalization of commercial & contract issues, Final Account,
- Member of Management Committee for decision making,
- Quantity Surveyors team leader

1.2. Position:

Senior Projects QS & Contract Engineer Sept 2015 – Aug 2017

Projects:

1. **G+3-Commercial & G+5 Parking Bldgs**, for Foundation of Shekha Rowda
2. **G+6+Roof Gym**, at Al Qarqa, for Ahmad Al Suwaidi,
3. **2 Nos G+6+Roof**, at Al Waraqa, for AWQAF & Minors Affairs Foundation,
4. **2 Nos B+G+6+Roof**, at Al Warqa, for Shamal Developments (MERAS),
5. **Al-Amid Mall**, at Al Quoz for Dubai Real Estate

Duty & Responsibility:

- Reviewing and Verifying Contract Documents (CC, Drawing, BOQ, Specs...etc)
- Contract and Commercial Management
- Manage Subcon Offers and draft subcontract agreements,
- Review Change order & evaluation,
- Coordinate with technical team for any commercial related issues,
- Attend commercial, progress meeting and address related points,
- Report periodically Cost and value reconciliation.

<p>1.3. Position:</p> <p>Period:</p> <p>Project / Location:</p> <p>Duty & Responsibility:</p>	<p><u>Senior projects Estimator and office engineer</u> (Av. Around 40-Tenders per annum and 13-Projects Job In Hand Managed) Oct 2012 to Sept 2015 and Nov 2010 to May 2011</p> <p>Head Office</p> <ul style="list-style-type: none"> ➤ Reviewing Tender Documents and planning for tendering process, ➤ Guide junior Quantity surveyors in quantification, and floating of RFQ ➤ Evaluate Subcontractor's offers and considerations, ➤ Prepare costing and project budget, ➤ Attend meeting with line manager to finalizes the tender submission, ➤ Prepare Evaluation & Recommendations for post tender negotiations, ➤ Draft Subcontract agreement.
<p>1.4. Position:</p> <p>1.4.1. Name of Project: Period:</p> <p>1.4.2. Name of Project: Period:</p> <p>1.4.3. Name of Project Period:</p> <p>1.4.4. Name of Project Period:</p> <p>Duty & Responsibility:</p>	<p><u>Projects Quantity Surveyor & Technical Engineer (Government Projects)</u></p> <p>PJ-6006 Transport & Rescue Complex Buildings for Dubai Police phase-II May 2011 to Oct 2012</p> <p>Etisalat Building at Silicon Oasis for Etisalat Cooperation May 2011 to Oct 2012</p> <p>PJ-2488 New Naif Market Building fir Dubai Minicipality Feb 2009 to Nov 2010</p> <p>PJ-1208/1 Civil Defense Buildings at Al Manara & Tecom for Dubai Civil Defense Dec 2008 to Jan 2010</p> <p>Quantity Surveying works</p> <ul style="list-style-type: none"> ➤ Review and study all project documents, ➤ Coordinate & Preparation of contract requirements for statement submissions, ➤ Preparation of Quantity breakdown for material ordering and cashflow purpose, ➤ Coordinate with Planning engineer for cashflow preparation, ➤ Quantification for evaluation of all executed works as per Project progress, ➤ Preparation of all payment applications with support documents, ➤ Attend discussions with Engineers/Employers during payment evaluations, ➤ Reviewing & Certifying subcon payment applications, ➤ Coordinate with planning Engineer for updating work program, ➤ Review EI's and changes for the Preparation of Variation, ➤ Identifying activities & events for any potential delays and claims, ➤ Issuing notification letters as per contract provisions, ➤ Preparation of final account and document close-out,
	<p>Technical Engineer Works</p> <ul style="list-style-type: none"> ➤ Preparing of all technical submittals and follow up for approval for all activities as per project requirements and engineering practices (RFI, Material, Shop-drawing, Method of statement). ➤ Ensure all the work to be executed as per approved project documents ➤ Review all technical and commercial subcontractors' submittals and accordingly arrange meetings and discussions for any clarification & conflict before submitting to the consultant for approval. ➤ Attend progress and technical meeting, and accordingly ensure to address all the points stated in the meeting. ➤ Coordinate the approved project document and site execution work for the proper implementation of the activities.

2. Organization

Period:

Hangar Construction Company, Asmara-Eritrea

March 2007 to April 2008

Position:

Section Head of Project Pre-Contract stage

Duty & Responsibility:

- Tender Invitation review and prepare Evaluation report,
- Review and Verify Tender Document completion,
- Delegate Quantity Surveyor & Estimator for the Quantification & preliminary estimation respectively,
- Follow-up and manage tendering process,
- Prepare final draft project budget and Value,
- Attend Negotiation & finalization of Contract,
- Handover Contract Document and Information to Post Contract Section

3. Organization

Period:

Zodiac Consulting Engineers & Architects, Asmara-Eritrea

June 2005 to Dec 2006 (Par-Time Based)

Position:

Quantity Surveyor and Project Civil works Inspector.

Duty & Responsibility:

- Review and verify Contract documents,
- Periodically Site visit for Civil works inspection & verification of executed works
- Review Contractors Payment application and compliance,
- Valuate work done amount and certify/prepare Contractors payment certificate,
- Prepare periodical commercial report & forecasted project value,
- Attend project final inspection & prepare Statement at completion & final account.

Computer & Software Skills:

- Expert to Microsoft Offices (Excel, Word, Power point)
- Quantity & Estimation Software's (Auto-cad, Plan swift, CCS Candy, familiar to CostX), Planning Software-Basic Ms. Project and Primavera
- Basic knowledge of Engineering Design software (Staad pro, Prokon, Eagle point, Epanet, Etab, SAFE)

Personal skills and competencies:

- Adopt Professional conduct of Rules and Ethics.
- Client Care, Communication and negotiations, time and data management,
- Flexible and Critical thinking in solving challenges/problems,
- Proactive team leader,
- Sustainability and data management

Languages:

- English (Fluent),
- Arabic (V. good)
- Tigrigna and Tigre (Native languages)

Hobbies and Interests:

- Soccer (Football) and Gymnastic
- Reading Books
- Swimming & outdoor Picnic/Adventures.

References & Recommendations:

- ❖ Available up on request

Certification:

✓ I certify that the above information and data are to the best of my knowledge and belief,

Habib U. Hiabu