

Professional Summary

A Planner, Coordinator and Cost Control with more than 8 years in the construction planning, project planning and coordination. Offers an in-depth understanding of project life cycles and project development methodologies. Collaborative, motivated and trained extensively in resource and financial planning. My duties included Issuing and following Construction and Manpower allocated Schedules, Procurement and long lead items. Project coordination of Submittals, Transmittals, Correspondences and Projects cost control. Finalizing tender documents with Health and Safety Standards, Engineering and Construction Method Statements

Skills

Primavera Project Planner Ver. 6
SAP and MS - Office Application
3D Google Sketch-Up
Adobe Photoshop

Project Coordination and Planning
Scheduling and Budgeting
Cost and Time Management
Project Management

Languages

Fluent in English, Native Arabic

Work History

Project Coordinator & Cost Control – Batco Group

Dubai, United Arab Emirates – July 2017 to Current

Project Coordinator and Cost Control officer for The Address Resort and Spa, Marine and Grading Project, Al Fujairah UAE. My main responsibilities included:

- Controlling and monitoring project total expenditure including verifying and checking invoices and claims from suppliers, vendors and subcontractors ensure that all project expenditures captured and properly recorded.
- Reported site works, progress and efficiency, Primavera construction schedules level 5 & 6 along with all resources and budgets
- Ensuring effective monthly project implementation to monitor the status of all purchases, invoicing and delivery up to the closure of the project.
- Coordinating with the project management team to resolve project issues to ensure the delivery/completion of the project work.
- Performing project costing related reporting to the team and management's review monthly to ensure that expenditures kept within the project budget.

Senior Construction Planner – FEDERICI Sterling Batco / Batco Group

Oman / Lebanon – August 2013 to July 2017

Served as a Tender/Bid Scheduling officer Beirut Main Office and a Planner over all ongoing projects in Sultanate of Oman, my main responsibilities included

- Checking and monitoring the monthly reports and Sub-contractor's programs.
- Reviewing plans and specs during the schematic design of pre-construction.
- implementing systems to improve process efficiency and reduce the project duration.
- Studying and reporting on weekly and monthly basis the cash flows, resources histograms, Costs and budgets.

Senior Construction Planner – AL Mabani General Contractors

Al Riyadh, Saudi Arabia – February 2012 to August 2013

Appointed on two projects as a senior project planner, Extension of Al Riyadh Roads under Al Riyadh Air Forces Airport project and Tunnel Project at Riyadh City,

- Reported site works, progress and efficiency, Primavera construction schedules level 5 & 6 along with all resources and budgets.
- Scheduled all contractors and materials deliveries.
- Avoided construction delays by efficiently following through with all site inspections in a timely manner.

Planner and Cost Controller – NESMA & Partners Contracting Co LTD

Jeddah, Saudi Arabia – June 2008 to October 2010

Served as a planner and cost control officer on two projects:

-SAUDI ARAMCO, King Abdullah University of Science & Technology

-EMAAR, The King Abdullah Economic City infra-structure Works

- Issued the Monthly Executive report stating the Budget VS Actual value in all CSI Divisions, Labors, materials, Subcontractors, Sundries and equipment.
- Issued weekly reports of executed quantities, labors hours and revenues to produce the Productivity Ratios and the Labor efficiency.
- Executed, monitored, and analyzed all cost & engineering reports and value analysis, in addition, issued all Subcontractors Payments, and Payments of executed works.
- Digitally archived, reported and presented weekly meetings

Education

Masters of Science – Management, Project Management – University of Lund
Sweden – 2016

- Principles of Operations Management, Marketing and Advertising.
- Course works in Managerial Accounting and Corporate Financial Management.
- Strategy and Problems in Management, Accounting and Finance.
- Thesis case study discussion on Decentralization of Operational Planning.

Bachelors of Business Computing – Business – Notre Dame University
Lebanon – 2007

- Course works in Project Management.
- Course works in Accounting and Finance.
- Management and Business Administration.
- Computational Science and Engineering Coursework.
- Coursework in Service-Oriented Architecture.

Certifications

- Advanced Primavera Training Course, Resource Management Professional & Primavera Financial Planning Course (Oracle International University, Dubai - 2011).
- Management & Leadership Course, Primavera Project Planning Course (NESMA & Partners - 2009).
- MCSE, Microsoft Certified System Engineer (New Horizons Computer Learning Center, Beirut, Lebanon - 2008).

Accomplishments

- Lebanese Red Cross, First Aid, adept at addressing serious medical injuries and illnesses and the use of rescue and medical equipment.
- Energetic emergency services professional with a strong background in pre- hospital emergency care service