

Amin Abdul Sattar Amin

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OBJECTIVE

Seeking a place in the following positions: (**Project Manager**)

EDUCATION

B.Sc. in Civil Engineering **Zagazig University – Faculty of Engineering 1993**

PERSONAL DATA

- | | |
|--------------------------|--|
| □ Date of birth | 12-12-1970 |
| □ Nationality | Egyptian |
| □ Marital status | Married. |
| □ Driving license | Holding valid U.A.E Driving license |
| □ Languages | English/ Very Good /Berlitz inc. certificate
Arabic/ Mother Tongue |
| □ Computer Skills | Windows 2000 ,MS Excel, MSWord and
PowerPoint. ,Primavera, AutoCAD, |

CAREER HISTORY

OCT 2011 – TILL NOW

Employer	ALGHOROOB BUILDING CONTRACTING – R.A.K-U.A.E
Projects	Various projects (Houses, Ware houses, restaurant, Decoration fit out)
Position	Project Director

JOB RESPONSIBILITIES

Direct the company's planning activities and provide leadership & overall guidance operation of the company..
Prepares plans and programs for the attainment of approved objectives and oversee their implementation
Oversees the development and implementation of all activities of the Company .Develop and manage the implementation of company and Direct the preparation of operational matters.
prepare budgets, analyze financial statements, and Ensure that design and construction activities move according to pre-determined and approved schedule. Ensure overall efficiency and optimum works.
Update and Execute department's yearly objectives, Operations plan and relevant financial budget.
Act as department Quality Assurance Manager for all the jobs and works.
Plan the need of the projects such as Manpower, Systems.
Generate, update reports and statistics relevant to projects, assignments and works.
Assist in Budget preparation and the processing of all related approval forms and invoices.
Lead, Coordinate and Manage disaster response and safety planning initiatives.
Oversee the allocation of engineering equipment and resources for the projects as per the needs & plans.
Assume the overall responsibility and relationship with other contractors/consultants that provide services for the projects and equipment or working on projects.
Oversee the architectural planning, engineering & construction of the projects and the connection with government services.
Ensure that design & construction activities move according to predetermined & approved schedule. Devise the project work plans & make revisions as & when need arises and hold regular status meetings with all the sub-teams & submit periodic status reports to management.
Any additional tasks assigned by department head.

M A R C H 2 0 1 1 – O C T 2 0 1 1

Employer	WESTERN DESERT Contracting – ABU DHABI-U.A.E
Project	Design and construction of NDC accommodation complex a BIDA OSHANAH/Project No.6015C2
Client	ABU DHABI NATIONAL OIL COMPANY(ADNOC)
Consultant	Royal Sketch(Design)-Hill International
Position	Project Manager

JOB RESPONSIBILITIES

Plan, monitor, coordinate, and control of project mobilization activities as per mobilization schedule.
Manage the construction of the project in accordance with the contract in the most efficient and profitable manner, taking particular care of the client's requirements and company's, subcontractors', and suppliers' interest, and leading the site staff to form a cohesive unit resolved to a common purpose.
Ensure that all necessary permits are obtained from local authorities.
Ensure that efficiency of construction work is maximized and that costs are effectively controlled.
Ensure that statutory health and safety regulations are observed at all times and that safety on site is maintained at high standard.
Ensure that the involved parties have received all related project documents, drawings and specifications.
Review resources schedules to ensure that adequate labor and plant are available to maintain the construction schedule.
Coordination with the Plant staff for erecting and installation of site plant, providing their safety certification, maintenance, services, at the start and during the construction period.
Assume responsibility for organizing, supervising, and directing all project functions, in accordance with the requirements of the Project Execution Plan, and have the responsibility for handling contractual administration.

O C T 2 0 1 0 - M A R C H 2 0 1 1

Employer	Atlas General Contracting- Cairo -Egypt
Position	Head Section of Tender& Estimation Department

JOB RESPONSIBILITIES

Provide functional support and responsibility for multiple projects and provide managerial responsibility for the Department Operations. Coordinating multiple estimates simultaneously as well as review responsibility for multiple estimates and large estimates. Establishing and maintaining an estimating department evaluation procedures. Establish and maintaining department resource library . Recruitment and development of all estimating personnel. Assisting operations to select projects to bid. Establishing and coordinating bidding schedule. Reviewing project to develop win strategy . Reviewing pricing and scheduling. Establishing and maintaining relationships with owners, consultants, subs and suppliers
Reviewing project cost reports
Developing and maintaining estimating systems and procedures
Arranging and managing bid turnover to operations
Establishing district rate files for labor, equipment and materials
Reviewing final cost report with project team and develop for historical information
Conducting post-bid review
Assisting and/or leading in proposal preparation, presentation and securing new work

M A R C H 2 0 0 9 – O C T 2 0 1 0

Employer	Hadeed Emirates Contracting LLC - DUBAI-U.A.E
Project	JXB1/DB/200 - Ancillary Building – Agents Building Passenger Terminal Building-Car Rental-(Taxi and Police station)
Client	DUBAI WORLD CENTRAL
Consultant	M/s Dar Al Handasah / ADPi
Value	127,000000.00 DHS.,10,000000,00 DHS
Position	Project Manager

N O V 2 0 0 6 - M A R C H 2 0 0 9

Employer	ACTCO General Contracting CO.-DUBAI-U.A.E
Project	NEW 400/132KV GIS GRID STATION IN RAS AL KHIMA
Client	(TRANSCO / TOSHIBA POWER SYSTEM COMPANY)
Consultant	MOTT MACDONALD
Value	350,000000.00 DHS.
Position	Construction Manager

JOB RESPONSIBILITIES

Define and establish detailed project execution phases and sequencing of activities in coordination with the Project Manager.

Conduct daily production planning brief prior to commencing work.

Maintenance of construction schedules and various resource requirements to meet the required progress and production requirements.

Review short term weekly / bi-weekly and daily production programs, agree with Project Manager and review progress on daily basis.

Coordinate with Planning and Procurement to schedule materials delivery on time.

Coordination of Subcontractors work, perform regular technical and progress / productivity meetings on site.

Coordinates daily activities with the Project Manager, Consultant, Engineers, subcontractors, drawing office for shop drawings, and ensure the receipt of approvals, effective interfaces, and progress, etc.

N O V 2 0 0 4 - N O V 2 0 0 6

Employer	CIVILCO Engineering& Contracting CO.-DUBAI-U.A.E
Project	3B+G+34 Storey Commercial/Residential Tower on Plot No.U3 At (Jumeirah Lake Towers)
Client	(TAMWEEL GROUP)
Consultant	DAR /AEIB
Value	200,000000.00 DHS.
Position	Section Engineer

JOB RESPONSIBILITIES

Supervision of Site preparation during mobilization period in accordance with mobilization program.

Review requirements of the specification and relevant standards and ensure understandings and compliance of work done with the specified requirements of the specification and drawings.

Carry out the specified inspection / test in accordance with relevant Inspection / Test Plans, including the works of the Subcontractors.

Overall, supervision and coordination of General Foreman and Site Engineers areas of responsibilities and allocation of work areas. Follow-up to ensure execution of work is carried out in accordance with approved method statements.

Follow-up with Site Engineer efficient usage of materials to minimize wastage, and supervise materials storage area

A U G 2 0 0 2 - N O V 2 0 0 4

Employer	Perfect Construction-U.A.E
Position	Project Engineer
Project	-Villa Salah Salem Kulaib . Khalifa City ,SE 14 PLOT 16 -United Design Studio. Plot 219A.Mina Zayed Abu Dhabi. -Laundry for President & Staff (Mussfah- Private depart.) -Construction of Civil Defense at Mussfah(A.D Municipality)

D E C 2 0 0 1 - A U G 2 0 0 2

Employer **Atlas General Contracting-A.R.E (Egypt)**
Project **Egypt medical preparation industry**
Client **Egypt medical preparation industry**
Consultant **Sabbour consultant engineering**
Value **64 Million egyptian pounds + 6Million US Dollars**
Position **Project Engineer**
Duration **Dec 2001 to August 2002**

M A R 1 9 9 6 - D E C 2 0 0 1

Employer **Bin Jabr Atlas General Contracting-U.A.E**

Position **Estimation Engineer**
Duration **Dec 2000 to Dec 2001**

Project **60 Low Cost Houses at Al Rahba City– Abu Dhabi**
Client **Public Work Department (P.W.D)**
Consultant **Consultant Group of International (C.G.I)**
Value **55210133.00 DHS.**
Position **Project Engineer**
Duration **Mar 1999 to Dec 2000**

Project **Bin Someikh Building W – 1 Plot 6 –Abu Dhabi**
Client **Department of Social Services and Commercial Buildings.**
Consultant **Integrated Design Bureau (I.D.B)**
Value **33393155.00 DHS.**
Position **Project Engineer**
Duration **Mar 1997 to Mar 1999**

Position **Planning, QS Engineer**
Duration **Mar 1996 to Mar 1997**

N O V 1 9 9 4 - M A R 1 9 9 6

Employer **Atlas General Contracting-A.R.E (Egypt)**
Project **32 Multi Stories Buildings at Zahraa- Naser city**
Client **Military Department**
Consultant **Military Department**
Value **42000000.00 Egyptian Pounds.**
Position **Site Engineer**
Duration **Nov 1994 to Mar 1996**

A U G 1 9 9 3 - A U G 1 9 9 4

Employer **Nile Consultant Engineering Office-A.R.E**
Project **Various Projects**
Position **Designer, Supervisor Engineer**
Duration **Aug 1993 to Nov 1994**

H O B B I E S

- Swimming and reading

R E F E R E N C E

- Upon request