

## Curriculum vitae



### Personal information:

Name: Bader Osama Badawi Al-Shareef  
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Nationality: Jordanian.  
Date & place of birth: 09-05-1986 Amman – Jordan.  
Religion: Islam.  
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Driving License Yes

### Career Objective:

Working in the construction field for around 10 years and joining regional & international contractors, on the construction of landmark projects, has enriched my knowledge, I am a civil engineer, specialized in construction management.

After graduation I joined Construction projects as a site engineer for more than 4 years. After that I worked in several gulf area projects as Material (Technical and specifications) and procurement engineer for around 3 years.

I had an opportunity to join Arabtec Construction branch in Jordan during my work in gulf area as a Sr. procurement & Material engineer for St. Regis and Residences Hotel and Hilton Hotel Projects.

As a summery I worked on three major landmark projects in Jordan and KSA, where their scale, nature and value are of great importance.

I hope to find a position within a prestigious organization, General building, Civil Engineering or Multi Disciplines Construction that offers me a challenge, I believe that a challenging career opportunity within a successful firm will help me to build on my previous experience, and will allow me to achieve my long term career objectives

### **Educations:**

- BSc degree in (Civil Engineering) from Mu'tah University – Jordan with Grade “Good” Dec 2008
- 2003-2004 Tawjihi, science section, Al Hussein collage secondary school, Amman, Jordan.

### **Training Certifications:**

- PMP, Arabtec Construction - MID, 2015
- Technical Writing and Reports, Arabtec Construction - MID, 2014
- Communication skills in Arabtec Construction, 2014
- Communication skills in MU, 2007
- Conversation course in Al Mostasharoon Al Mohtarefoon, 2011

### **Experience:**

- 27/10/2013 – (Now) Arabtec Construction Co. Sr. Procurement and Material Engineer for St. Regis Hotel (Amman/ Jordan)

### **Acting Procurement and Material Manager from 27 June 2014**

#### *Responsibilities:*

Prepare / issuance of Enquiry to the selected bidders.

- Prepare Procurement Logs and coordinate with the HO in UAE.
- Arrange and attend Technical / Commercial Clarification Meetings with the prospective bidders as deemed necessary and draft Minutes of such meeting whenever needed.
- Prepare Commercial and Technical evaluation of bids (comparison Sheets).
- Coordinate technical queries / vendor documents with the suppliers.
- Supports and implement of procurement strategies through the supervision of staff and monitoring of suppliers to ensure they negotiate the best rates and terms of delivery which deliver the lowest total cost of different commodities and services.
- Provide guidance to other team members to ensure excellent customer service and the building of strong relationship with suppliers which encourages good service, quality and competitive rates

- Supervision of staff providing orientation training, performance appraisals and training to develop, motivate and encourage best performance.
- Investigate potential new suppliers through site visits ensuring the agents, wholesalers or main distributors engaged are able to provide quality product.

- 01/01/2013 – 26/10/2013 El-Seif Engineering Co, Sr. Project Engineer (Site) for all External works of the five star Hotel in Tabouk University. (Roads, Swimming Pool, Fountains, Landscaping, Soft Landscaping, Substation Chillers Building, Permanent Fence, Water Tanks, football Matches ... etc) the Budget for this works around 65,000.000 SAR &, Material Engineer (Material Manager) for five star Hotel in Tabouk University

*Responsibilities:*

- Develops project objectives by reviewing project proposals and plans.
- Determines project responsibilities by identifying project phases and elements.
- Confirms product performance by designing and conducting tests.
- Determines project schedule by studying project plan and specifications; calculating time requirements; sequencing project elements.
- Maintains project schedule by monitoring project progress; coordinating activities; resolving problems.
- Controls project plan by reviewing design, specifications, and plan and schedule changes; recommending actions.
- Prepares project status reports by collecting, analyzing, and summarizing information and trends; recommending actions.
- Maintains project data base by writing computer programs; entering and backing up data.
- Contributes to team effort by accomplishing related results as needed.

- 01/02/2012 – 1/01/2013 El-Seif Engineering Contracting Co., Procurement & Material Engineer (Acting Material Manager for five star Hotel Project - in Tabouk University, I prepared and approved all materials and subcontractors that related with the project, and I prepared the submittals and all related documents and details drawings for the Materials and subcontractors. Project cost is 400 million SAR

Responsibilities:

- Ensure accomplishment of projected activities assigned within the established project schedule.
  - Prepare the material submittals for all permanent construction materials.
  - prepare and supervision for sample control rooms.
  - Prepare all weekly and monthly report for the project.
  - Supports the Procurement Manager-HO in the implementation of procurement strategies through the supervision of staff and monitoring of suppliers to ensure they negotiate the best rates and terms of delivery which deliver the lowest total cost of different commodities and services.
  - Obtain the necessary authorization for a purchase to ensure that the order is approved according to company procurement policies and procedures.
  - Investigate potential new suppliers through site visits ensuring the agents, wholesalers or main distributors engaged are able to provide quality product
- 9/05/2011 – 01/02/2012 El-Seif Engineering Contracting Company, BU Procurement Material Engineer for Infrastructure projects (Specialized for HHR Project).  
Our work include splitting the project, prepare the technical packages floated the packages to the market, Specs modification and preparing comparison sheets for the project packages, also we are pricing the new projects and monitoring the quality of works and material in the site, Project Value is 2.7 Billion SAR.

Responsibilities:

- Ensure accomplishment of projected activities assigned within the established project schedule.
  - Prepare / issuance of Enquiry to the selected bidders.
  - Arrange and attend Technical / Commercial Clarification Meetings with the prospective bidders as deemed necessary and draft Minutes of such meeting whenever needed.
  - Prepare commercial and Technical evaluation of bids.
  - Prepare Award file for approval.
  - Prepare Purchase Orders, Service Contracts and their Revisions if needed.
  - Coordinate technical queries / vendor documents with the suppliers.
  - Liaise with Inspections, Traffic and Logistics during order execution.
  - Prepare the Requisition Status Report
  - Using ERP (Buildsmart) and tracking System.
- 1/08/2009 – 1/5/2011 M. A. Abu Eisha Co. for contracting as a Site Engineer (Civil and Architect work) In Taj Mall in Amman.  
The Area of project is 150000 meter square, Floor area is 18000 meter square and the project value is 54 MJD.  
The project is envisioned to primarily be an upscale retail complex that consists of a multipurpose facility which caters

for a wider spectrum of tenants, including cinemas, bowling alleys, advance arcade centers, retail outlets, food courts, kids' zones, restaurants, and cafes in addition to retail stores, anchor stores and a large supermarket

- 19/12/2008 – 1/08/2009 Khalaf & Ishtai company (Sakan Kareem Project) as junior site engineer, the project contains 42 building; each building contains four floors, the area of each floor about 350 meters square, and each building has (12-16) apartment
- 06/2008 – 12/2008 M. A. Abu Eisha Co. for contracting as Training site engineer In Al Basheer Hospital.

**Special skills:**

- Technical Detailing.
- ERP Systems (Buildsmart, tracking and Oracle systems)
- Wide experience of using the Codes ACI, ASTM, BS, etc.
- Prokon program.
- E-Tab.
- AutoCAD.
- Communication Skills.
- Design Development & Value Engineering.
- Able to work on our initiative or as part of team.
- MOUS2003 (Microsoft Office User Specialist) Excel, Word, and PowerPoint
- Good experience with dealing with the internet.
- Good dealing with others, and effective member in the team work

**Languages:**

Language	Conversation	Reading	Writing
Arabic	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent

**Hobbies:**

- Reading
- Playing football, Chess, and Basketball

- Browser Internet and Research.
- Constant Self Improvement.

**References:**

- Available Upon Request

I am available for interview at your convenience and should you need any additional information please do not hesitate to e-mail me or call me.

I thank you for taking the time to read my CV and sincerely hope to have the opportunity to meet you and your team.

Bader Al-Shareef  
Feb, 2017