

Ibrahim Loay Al-Sarayrah

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**MBA | Project Manager | Civil Engineer |
Commercial Engineer | Planning Engineer
| Senior Procurement Officer**

INSIGHT

A skilled civil engineer, detail oriented professional with over 7 years of experience in managing and completing medium to large-scale projects. Demonstrated success in executing, planning and managing million-dollar worth projects, managing construction projects, providing technical and professional advice, planning all projects' master time schedules, cost management, coordinating with subcontractors, quantity surveying, conducting site surveys, managing and supervising staff and crew, ensuring packages to be complete, on time, within budgets.

Experienced with high-level detailed finishing works, renovation of buildings, implementing design drawings, and approved shop drawings.

EXPERTISE

- Project Management
- Project Coordination
- Revenue Optimization
- Quantity Surveying
- Technical Support
- Estimations for Timescales
- Budgeting and Cost Control
- Pricing and Cost Estimation
- Construction Management
- High-detailed finishing works.
- Design and SDs Implementation
- Renovation and Refurbishment
- Project Planning and Scheduling
- Marketing Research and Analysis

SKILLS

- Communication
- Problem-Solving
- Critical Thinking
- Decision Making
- Time Management
- Good Eye for Details
- Organized – Dynamic
- Leadership – Innovation
- Project Management
- Procurement
- AutoCAD
- Primavera P6
- Pricing and price comparing
- Microsoft Office Suite

PROFESSIONAL EXPERIENCE

Senior Procurement Officer

Millennium Agricultural Investments

Current Position (10/2022 to Now)

Responsible for

All construction projects – maintenance projects

Project Manager

Rawdah Arabia Contracting Co.

Project#1: Abdoun Commercial Center – Zone Manager Amman, Jordan | 08/2022 – 10/2022

Project#2: Hilton Amman – Entrance Renovation – (520,000 USDs) Shmeisani, Amman, Jordan | 04/2022 – 08/2022

Project#3: Private Car Park – (210,000 USDs) Dabouq, Amman, Jordan | 08/2021 – 01/2022

- Headhunted variation orders.
- Successfully submitted 23 approved variations.
- Oversaw the planning and delivery of the project.
- Cost control, to ensure that work is completed on time within budget, and organized delegate work.
- Organized logistics and kept track of spending.
- Coordinated sub-contractors' roles and their working times, and supervised project at all stages.
- Contributed to the preparation of shop drawings, material submitters, and SDs before submitting.
- Documented all project paperwork and prepared trackers and provided solutions to problems.
- Contributed to the preparation of internal payments certificates, and supervised project at all stages.

Commercial and Planning Engineer

Ahmad Khadro Engineering and Contracting Est.

Project: Private Residential Villa Extension – (260,000 USDs)

Dabouq, Amman, Jordan 12/2019 – 02/2021

Head Office Work:

- Pricing and cost estimation.
- Tender preparations.
- Cost breakdown.
- Market research.
- Technical and financial offers preparations.
- Assigned as Project Manager, and coordinated subcontractors' roles and their working times,
- Completed the project's master time schedule in tendering phase and controlled the detailed time schedule after tendering and during the project.
- Contributed to the preparation of shop drawings and material submittals and SDs and contributed to the preparation of internal payments certificates.
- Surveyed all project quantities in tendering phase.
- Documented all project paperwork and prepared trackers, and contributed to the preparation of int
- Overlooked quality assurance and quality control.

Project Manager

Technical Construction Co.

Project: Jordan Kuwait Bank – (420,000 USDs)

Fuhais, Balqaa, Jordan | 03/2020 – 08/2021

- Completed the project's master time schedule in tendering phase, and organized delegate work.
- Oversaw the planning and delivery of the project.
- Ensured that work is completed on time within budget and provided solutions to problems.
- Organized logistics and kept track of spending.
- Coordinated sub-contractors' roles and their working times and supervised the project at all stages.
- Liaise with clients and construction professionals to arrange schedules and direct activities.
- Documented all project paperwork and prepared trackers, and contributed to the preparation of shop
- . Contributed to the preparation of internal payments certificates.

Civil Engineer –

Project Planner and Coordinator

Rawdah Arabia Contracting Co.

Project: King Talal's House Restoration – (1,000,000 USDs)

Rainbow St., Amman, Jordan | 08/2018 – 10/2019

- Completed the project's master time schedule in tendering phase.
- Controlled the detailed time schedule after tendering and during project.
- Coordinated subcontractors' roles and their working times.
- Contributed to the preparation of shop drawings and material submittals and SDs.
- Surveyed all project quantities in tendering phase.
- Documented all project paperwork and prepared trackers.
- Overlooked quality assurance and quality control.
- Contributed to the preparation of internal payments certificates.
- Prepared the safety and security plans, and project paperwork.
- Supervised the project at all stages and provided solutions to problems.
- Controlling, monitoring, and providing technical support to site engineers.

Site Engineer

Rawdah Arabia Contracting Co.

Amman, Jordan | 01/2017 – 03/2018

Project #1: Private Residence

Dabouq, Amman, Jordan – (9,000,000 USDs)

Project #2: Spanish Embassy in Jordan – Second Maintenance Package – (100,000 USDs) Zahran Street, Amman, Jordan

Project #3: Horizon III Steel Hunger

Abualanda, Amman (1,500,000 USDs)

- Assigned as Project Manager and conducted surveys.
- Managing specific parts of the construction site overseeing building work, and high-detailed finishing.
- Set up site for initial preparation and checked technical designs/drawings to ensure proper flow of work.
- Ensured projects adhere to specifications, budgets, and timescale, prepared site reports, and filled documents.
- Ensured that health, safety, and sustainability policies and legislation are adhered to.
- Liaising with subcontractors and other professional staff and supervising contracting staff. Provided technical advice, and solved problems on-site.
- ensuring that health, safety, and sustainability policies and legislation are adhered to.



Eversheds Sutherland Offices

<http://www.studiovm.com/portfolio/eversheds-sutherland-association-sanad-law-group/>

Junior Project Manager

Ahmad Khadro Engineering and Contracting Est.

Project: Eversheds & Sutherland Law Firm Offices – (400,000 USDs)

Abdali, Amman, Jordan | 03/2018 – 08/2018

- Headhunted variation orders and successfully submitted 35 approved variation orders.
- Contributed to procurement plans, and preparation of the site access, and safety and security plans.
- Completed the project's master time schedule in tendering phase, and controlled the detailed time schedule during the project and after tendering.
- Coordinated subcontractors' roles and working times and dates and contributed to the preparation of internal payments certificates.
- Overlooked the preparation of shop drawings and material submittals and SDs and documented all project paperwork and prepared trackers.
- Assured and controlled the quality of work.



King Talal's House Restoration

<http://rawdah.io/AlbumPhotos.aspx?Aid=14>



Spanish Embassy in Jordan

<http://rawdah.io/AlbumPhotos.aspx?Aid=21>

LANGUAGES

Arabic

Native Proficiency

English

Professional

REFERENCES

Engr. Ahmad M. Khadro

Chairman and
Founder of AKE

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MBA Professor | GJU

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CERTIFICATES

Primavera P6

Jordan Engineers Association

Design, Execution, and Supervision of Civil Works for Construction Facilities | A+ Academy

EDUCATION

MBA – Master of Business Administration

GSBA – Graduate School of Business

German Jordanian University

2020 – Present

*Proposed Thesis Subject: Influence of Agile Leadership on
Projects Success & Employees Performance*

B.Sc. in Civil Engineering | Water and Environment

Faculty of Engineering

Mutah University

2011/2012 – 2016/2017

TRAINING

PMP Training Course

Third Way Option

Reading Plans and Blueprints

Union of Engineers

Revit Autodesk

Training Course

Attended Injaz Company Course

2011/2012 and 2012/2013