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Personal data

- Date of birth: April 8th, 1984
- Place of birth: Amman, Jordan
- Nationality: Jordanian
- Marital Status: Married
- Place of residence: Amman-Aqaba, Jordan

Education

B.Sc. degree in Civil Engineering Structural division by Faculty of Engineering - Jordan University of Science and Technology – Jordan in Jan, 2007.

Professional training

- June 2022
Fundamentals of real estate analysis online course – Udemy.
- June 2022
Introduction to MPA, Award winning business school Prof – Udemy.
- December 2016
Project Management Professional PMP® training course and certificate exam preparation
Henley Academy - Amman
- April to July 2011
Professional Diploma in Engineering Management
University of Jordan – Consultancy Center
- February 2008
Project Planning using primavera P3 software
Computeach Jordan

Languages

- Native Arabic speaker.
- Very Good in English with understanding written and oral skills.

Works Experience

- 9/2022 – Present: Civil Union Contracting Co.

- Project Manager:** Salt Retreat house. A residential countryside farm comprised of main residential building, swimming pools and ancillary buildings, guard rooms and concrete pergola.

- Project Manager:** Al Salam warehouse. A Steel structure warehouse with area of 4000 SQM civil works, steel structures works, MEP systems, and site works.

- Project Manager:** Al Ahli footbridge-Queen Noor St. A steel structure footbridge crossing Queen Noor St. with 24m length and 3m width civil works, steel structure, reinstatement works and metal finishing works.

- Duties and responsibilities as a (Project manager):

- Review tender documents.
 - Determine required resources and execution policies.
 - Determine tasks and distribute responsibilities on project resources.
 - Manage the process of work shop drawings and material submittals.
 - Put baseline plans of project, and apply time schedules on procurement, equipment, resources, and outsourcing plans.
 - Manage site works and executed works inspection processes thru construction staff.
 - Manage process of outsourcing, and subcontractors' relation with company.
 - Follow up with procurement department to insure processes are going according required specs, time schedules, and budget.
 - Manage quantities surveying, invoices submitting and collecting processes.
 - Manage processes of claims and variation orders thru project management department.
 - Manage cost control processes to insure that project meets desired goals.
 - Ensure Company's Management, Quality and Safety systems requirements are implemented within project.
 - Provide top management of project status in form of reports submitted at milestone.
 - Write the final project report that shows the actual performance versus plan.
 - Participate in finding solutions and methodologies to resolve any problem or special requirement that may arise during construction.
 - Coordinate with other contractors in site.

- 5/2021 – 9/2022: Freelance consultancies, management, and contracting contracts for several projects.

- Renovation Projects:** Renovation of four separate villas and apartments, includes redesign, providing solutions for previous challenges, demolishing previous finishes and MEP old fixes, and reworks new finishes.

- Extension Project:** Execution of extension to a private villa. A full steel structure connected to existing villa.

▪ 06/2019 – 4/2021: Alnasser +Partners Consulting Engineers (Aqaba).

-**Resident engineer:** Confidential project comprising of 13 buildings, 7 villas, 2 chalets, and 4 service buildings with landscape package including swimming pool, greenery areas, and all related infrastructures.

Duties and responsibilities:

- Pre-construction Phase:
 - I. Review of tender documents, IFC's, spec's, MOM's and all related documents
 - II. Participate in sitting out communication plans, project forms, and documentation logs.
 - III. Participate in supervision site team building and organizational structure.
 - IV. Supervise works of temporary site offices and projects mobilization plans.

- Construction Phase:
 - I. Manage supervision consultant scope and obligations towards the client.
 - II. Manage the relationship between supervision consultant and other parties within the project, and manage to meet stakeholder's needs and requirements.
 - III. Coordinate between design department and site entities.
 - IV. Manage supervision site staff works and coordinate with head office for related company's requirements.
 - V. Manage SC's contract administrative scope during construction phase towards The Client and The Contractor.
 - VI. Direct project procedures of documentation, The Contractors' submittals, and guarantee the fulfilment of every party obligations towards each other.
 - VII. Attend periodic meetings in presence of client representative and construction management firm, and submit progress reports
 - VIII. Monitor and control contract's all parties' rights and duties during execution process.

- Close-out phase:
 - I. Manage handing over process and participate in committee meeting
 - II. Submit all required doc's to The Client such as snags lists, remaining obligation of The Contractor, required as built drawings, operational and maintenance manuals, and guarantees.
 - III. Manage SC scope of final payment and financial claims verification, and submit verified docs to The Client.
 - IV. Submit close-out reports.

▪ 06/2017 – 05/2019: Abdali Boulevard Company PSC.

-Sr. Project engineer – Operations Department : Fit-Out and operational tenants affairs:

Duties and responsibilities:

- Tenants' Fit-out:
 - I. Civil technical support to FO coordinator during fitting out period.
 - II. Lease contracts administrative and management duties for engineering and operational clauses of contract.

- Operational duties:
 - I. Handling the technical support for the tenants' operational requests and requirements, in coordination with the FM division.
 - II. Monitoring and tracking the application of ABC procedures in regards to the Insurance policies and validation of licenses and others.
 - III. Handling requests for modification on the leased premises from tenant's end and coordinate with the FOT.
 - IV. Participating with FM team in monitoring tenants' usage of the demised premises and the whole property.

- Contracts administrative duties of on hand contracts:
 - I. Preparing contract documents for execution
 - II. Inviting and processing tenders
 - III. Arrange tender opening meetings and assessment procedure.
 - IV. Prepare comparison sheets for management use.
 - V. Manage contract signing process with the awarded contractor/consultant
 - VI. Create regular status reports regarding progress on projects
 - VII. Manage paperwork and correspondences related to contracts
 - VIII. Monitor and control contract's all parties rights and duties during execution process
 - IX. Manage close-out process and submit reports and dashboards.

- Engineering Support:
 - I. Verification of the property several structures; tendering process of the 3rd party inspection and verification.
 - II. In coordination with leasing department; progressing in a study of utilizing empty leasable areas for temporary tenants.
 - III. Providing civil engineering support to other departments when requested (Marketing, Leasing, ...)
 - IV. Provide assistance to QA/QC department within Business Development project by sitting up duties SOP's.

▪ 04/2007 – 5/2017: Issa Haddadin & Part. Construction Co.

- Sr. Tendering engineer:** 10/2016 - 5/2017.
- Project Manager:** 3/2016 – 9/2016, AJIB Real Estate building project Finishing package, a turnkey project with value of JOD 3.0 Million.
- Project Manager:** 10/2015 – 3/2016, Abdali Road 9 reinstating project with value of JOD 150,000.
- Project Manager:** 6/2014 – 9/2015, Abwab Al Khair warehouse project, a turnkey project with value of JOD 1.3 Million.
- Project Engineer:** 3/2011 – 6/2014, AJIB Real Estate project building skeleton package with value of JOD 4.5 Million.
- Site Engineer:** 10/2009 – 3/2011: Advanced for Investment Co. building skeleton package.
- Site Engineer:** 6/2008 – 3/2009: Ahel Al Azem city project.
- Junior technical Engineer:** 04/2007 to 6/2008: Head Office in Technical Department.

Duties and responsibilities at Tendering Department as a (Sr. Tendering Engineer):

- Manage tendering process, starting from receiving bid documents to tender submission.
- Participate with top management in negotiation process when the submitted tender is shortlisted by owner.
- Provide project manager of awarded project with pricing report.

Duties and responsibilities as a (Project manager):

- Review tender documents.
- Determine tasks and distribute responsibilities of project resources.
- Manage the process of work shop drawings and material submittals.
- Put baseline plans of project, and apply time schedules on procurement, equipment, resources, and outsourcing plans.
- Manage site works and executed works inspection processes thru construction staff.
- Manage process of outsourcing, and subcontractors' relation with company.
- Follow up with procurement department to insure processes are going according required specs, time schedules, and budget.
- Manage quantities surveying, invoices submitting and collecting processes.
- Manage processes of claims and variation orders thru project management department.
- Manage cost control processes to insure that project meets desired goals.
- Ensure Company's Management, Quality and Safety systems requirements are implemented within project.
- Provide top management of project status in form of reports submitted at milestone.
- Write the final project report that shows the actual performance versus plan.
- Participate in finding solutions and methodologies to resolve any problem or special requirement that may arise during construction.
- Coordinate with other contractors in site.

Duties and responsibilities at junior levels:

- Create and draw structural work shop drawings for several projects.
- Construct the work program, cash flow and monthly reports for several projects.
- Quantities surveying and invoices submitting for several projects.
- Follow up subcontractor's contracts, inspections, and invoicing processes for several projects.
- Processes of materials submission, up to procurement for several projects.