

PROFESSIONAL EXPERIENCE

She has more than 29 Years of experience out of which 11 years in UAE and 03 years with Al Turath Engineering Consultant as Claims Consultant/Delay analyst.

M/S. AL TURATH ENGINEERING CONSULTANT, DUBAI - UAE:

November 2017 to Present

Head of Planning Section – Roads & Buildings

Dubai Municipality Projects:

- Dubai Safari (Zoo),
- Expansion of Zayed University
- Development Works, Cold Stores at Al Warsan Fruits & Vegetable Market
- Al Marmoom Desert Conversation Center
- Used Furniture Complex at Ras Al Khor

RTA Projects:

- R1015/2 Various Improvements & Implementing Quick Wins
- R1015/1A Various Improvement & Implementing Quick Wins
- Bus Depot at Al Quoz

Al Wasl Projects:

- Residential & Commercial Building at Al Quoz
- Staff Accommodation at Ras Al Khor

DEWA Projects:

- DEWA Academy Office Building at Al Hudaiba

Dubai South Projects:

- Master Plan, Road & Infrastructure of EZ Dubai at Logistics Area, Dubai South
- Mosque at Dubai South Logistic Area
- Bus Depot -RTA

Private Projects:

- Al Ghurair Properties: 8 Projects (Residential and Commercial Buildings) in various locations, Dubai.
- Private Buildings & Villas

EDUCATION

- B.Sc in Civil Engineering from Baghdad University, Iraq (1991).
- Advanced Certificate in International Arbitration - Chartered Institute of Arbitrators, UK. (2019).
- Project Management Professional (PMP) – Project Management Institute June 2020.

PROFESSIONAL AFFILIATION

- Membership of Chartered Institute of Arbitrators, UK (2019).
- Project Management Professional membership-PMI June 2020
- Professional Member in Association of Planning Engineers-UK 2020
- Listed Arbitrator in DIAC40 - Young Practitioners Group with Dubai International Arbitration Center, DIAC (2019)
- Membership of Society of Engineers – UAE
- Construction Contract Management Course - 3D Fold Center-Dubai.
- Membership of Iraqi Engineering Union Consultant Grade.
- DIAC 40 – Young Practitioners Group 2nd Interactive Workshop-Dubai International Arbitration Center –Dubai
- PMP Exam Preparation Course –Sites Power Institute-Dubai
- Delay, Disruption analysis in Construction Contract Workshop.-Dubai
- Delay analysis methods for claims in construction projects a practical approach-Dubai
- Engineering Expert Program-Society of Engineering-UAE
- Arbitration procedures as per DIAC rules-2nd workshop-Dubai International Arbitration Center-Dubai
- Introduction to international Arbitration, Chartered Institute of Arbitrators.
- Law of Contract, Law of Tort and Law of evidence, Module1-Chartered Institute of Arbitrators.
- Law of International Arbitration Module2-

Job Responsibilities:

- Review all Contract Documents /Conditions upon issuing the same.
- Preparing Claims analysis ,delay analysis as per Condition of Contract and delay analysis
- Responsible for insuring that the requirements of the contract documents are implemented
- Provide contractual advise, support and information to project managers as required.
- Negotiated with Consultant/Client regarding the Contract Documents/Condition
- Observing all Contractual matters to be in line with Contract Condition for each project
- Communicating with supplier and keeping good relationships
- Preparing quotations and comparing prices to ensure the best deals and discounts
- Materials submittals requests, collection and follow up
- Get approval from consultants, coordinate with supplier/subcontractor
- Accurate delivery of materials according to quantities, specifications and time
- Tracking orders with suppliers and site engineers
- Maintaining inventory on materials available at sites and store
- Issue letter of intent/acceptance in compliance with prior contracts and agreements
- Finalize payment and delivery terms with suppliers
- Responsible for planning purchases and organization of work in the department
- Supplier/subcontractor's statement of accounts reconciliation and finalizing payment issues
- Placing order in accordance with procurement schedule, ensuring orders are placed accordingly.
- Coordinate with project/operation manager with respect to delivery of materials.
- Negotiation with subcontractor/suppliers and prepare LPOs
- Prepare Subcontract documents/agreements and negotiate Subcontract/agreement terms and conditions with Subcontractors / consultants in case the project is design and build.
- Drafting of all kind of contractual correspondence such as but not limited to notices for use in substantiating future claims.
- Responsible for the review of contractual claims and providing contractual advice
- Provide contractual advice, and if necessary commercial advice, in relation to Project claims and variations.
- Collate all information and documents required for preparing claims.

Contract Administration:

- Prepare, update and revised project master plan
- Prepare preliminary and detailed schedule with resource allocation and cost loading
- Preparation of Cash flow (in & out)
- Updates on Progress (weekly and monthly)
- Weekly & Monthly progress reports preparation inclusive of all contracts requisites
- Delays analysis and preparation of Claims with associated documents
- Recovery & Revised Programs and associated mitigations
- Identify the area of concern impacting the project completion schedule and to advise the head of project controls on the proposed corrective action.

M/S. DOLPHIN / PERFECTION CONSTRUCTION - DUBAI

August 2013 to 2015

Contracts and Planning Manager

Projects include:

- School at Kelba for Ministry of Works.
- Warehouse for Al Dhbasi Engineering Groups at DIC-Dubai – Al Hashemi Consultant-Contract Value(AED 24,600,000.00)

- Warehouse for Engineering Office at Nad Al Sheba-Dubai- Contract Value (AED 40,770,000.00)
- Labour Accommodation (G+4) at Jabil Ali-Dubai-Contract Value (AED 16,400,000.00)
- Golden Sand Laundry –Arenco Real Estate at DIP-Dubai-Contract Value(AED 51,000,000.00)
- Construction of Warehouse –Cooperative Tyres at Jafza-Dubai-Contract Value(AED 15,900,000.00)
- Warehouse for Al Mulla Groups-Dubai
- 12 Villas at Jumeriah for Al –Wasl Properties-Contract Value (AED 40,000,000)

M/S. TIGER INTERNATIONAL GROUP - DUBAI

2009 to 2013

Senior Planning Engineer / Tender Engineer

Job Responsibilities

- Preparation of construction programs
- Preparation of manpower histogram, cash flow
- Updates on progress (weekly and monthly)
- Monthly progress reports preparation inclusive of all contracts requisites
- Delays analysis and preparation of Claims
- Recovery programs and associated mitigations
- Estimation (all types of work).
- Interim payments preparation
- Tendering process and BOQ population.
- Preparation of inquiries to get offers from subcontractors.
- Preparation of variation orders and Claim documents
- Attend fortnightly progress meeting

Projects include:

- Residential and Office towers –Jumeirah Village Dubai-Contract Value(AED 125,000,000)
- Wedding hall for Khalifa foundation-Ajman-Contract Value(AED 40,000,000)
- Mosques (as tender).
- King Khalid University - Saudi Arabia.
- Industrial project at – Warehouse (Abu Dhabi).
- Showrooms & warehouse (as tender).
- Residential and Office towers-Al Mamzar – Sharjah

M/S. AL HASEMI, PLANNERS, ARCHITECTS, ENGINEERS – DUBAI

2008 to 2009

Contracts Engineer & Quantity Surveyor

Responsibilities:

- Preparation of BOQs.
- Preparation of Tender Documents.
- Checking and reviewing BOQ of sub consultants.
- Issuance letters of interest, invitations, tender documents, addendums and other correspondences to Tender Bidders.
- Preparation of tender analysis reports (comparison of offers) for contractors and sub-consultants.
- Preparation of contract documents to successful bidders.

Projects include:

- Residential and Offices towers (Al Nabooda project).
- Mosques (Alusayli Mosque).
- Villas (Signature Villas and Apartments project-Mudun).
- Enabling works shoring for DAFZA East Land development (Hotel).
- Commercial Buildings (Tijara town).
- DM Tower.

M/S. AL QIMMA ENGINEERING GROUP – BAGHDAD, IRAQ

1998 to 2006 (Part Time)

Responsibilities:

- Structural Design of various structures.
- Architectural Draftsmanship for many projects handled by the Group using AutoCAD, 3D studio max and other soft wares.
- Prepare and check - on contractors' Interim Payments and BOQS

M/S. AL THURAYA BUREAU FOR ARCHITECTURAL & DECORATION – BAGHDAD, IRAQ

1993 to 1997 (Part Time)

Responsibilities:

- Structural Design of Residential Buildings
- Structural Design of Villas

**M/S. UNIVERSITY OF BAGHDAD, ENGINEERING COLLEGE, CIVIL ENGINEERING DEPARTMENT
BAGHDAD, IRAQ**

Responsibilities:

- Assistant tutor in the surveying laboratory.
- Continuous assessment for trainees on survey work.