

# Abdallah Ali Abdel Aziz

## Technical Office Manager

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### Project Management Experience

I HAVE A DIVERSIFIED VAST PROFESSIONAL EXPERIENCE IN LARGE PROJECTS WHICH I HAVE GAINED THROUGH TAKING PART IN THE MANAGEMENT OF MULTI MILLION POUNDS PROJECTS OF COMPLEX NATURE.

I HAVE COMPLETED THE SAME SUCCESSFULLY WITH EFFICIENCY AND QUALITY.

I HAVE TAKEN PART IN PRE-PROJECT NEGOTIATIONS AND HAVE EXPERTISE IN PROJECT COST ESTIMATION.

MANAGES THE STRATEGIC ASPECTS OF LARGE ENGAGEMENTS AND MITIGATES ANY RISK.

OVERSEES SENIOR MANAGERS AND MANAGERS WORKING ON CLIENT ENGAGEMENTS WITHIN PRACTICE.

REVIEWS HIGH-LEVEL DELIVERABLES ACROSS PRACTICE.

ENSURES ENGAGEMENT REVIEWS AND QUALITY ASSURANCE PROCEDURES TAKE PLACE FOR ALL PRACTICE ENGAGEMENTS.

### OBJECTIVE:

Opportunity in the Technical Department at a leading company in the field of real estate and urban development so that I can contribute to the development of project Management Company with my work experience in the field

### PROFESSIONAL EXPERIENCE

#### MENA Real Estate Development Consultancy

Date : 02/2020 till New

Job title: Technical Office Manager

Duties : Responsible for the following

- Responsible for the overall direction and management of the assigned project contracts
- Establish and maintain professional relationships with Consultants, Contractors, Contract Administrator, while effectively managing Client expectations
- Closely managing the construction team ensuring proper execution of changes and minimum disruption to project progress
- Direct involvement in the review and approval of the project schedule and cash flow
- Establish and manage yearly KPIs for the team driven from the overall Project objectives
- Coordinating works according to the requirements of the Development Team, pressuring prompt issuance of instructions and decision making.
- Achieving the required strategy and targets of Projects
- Representing the Owner at the Projects in execution
- Coordinating LEED requirements within the design and construction phases and ensuring that the required credits and prerequisites are achieved
- Administered the execution of Contracts and corresponded to contractual issues with the different parties involved.



## Construction & project management consultancy



Date : 11/2017 till 2/2020

Job title: Technical Office Manager

Duties : Responsible for the following

- Review interior design documentation to ensure that they comply with approved drawings
  - Responsible for the technical approvals from the consultant of all the materials after receiving them from the vendors/Suppliers.
  - Reporting on weekly and monthly basis to Management on the progress achieved
  - Responsible for all finishing trades for the Mock-Up rooms and reporting to The Management on actual progress.
  - Coordinate with the project consultant for any discrepancies appearing between drawings and specs.
  - Follow-up on all materials deliveries and invoicing
  - Coordinate daily with the subcontractors and assist in the preparation of the work requisition for the subcontracted works.
  - Develop the job safety analysis.
  - Responsible to ensure that the site is supplied with all documentation, methods and materials needed to carry out the work.
- Projects: Ministry of Justice building in the new administrative capital  
Kalma October Gardens Project

## Diyar Real Estate & const. LTD



Date : 11/2015 till 11/2017

Job title: Technical Office Manager

Duties : Responsible for the following

- Monitored design work of consultants creating architectural schemes for commercial, residential, and mixed use facilities. Carried out quality control processes.
- Ensuring design integrity, adherence to codes, architectural specifications, and timely delivery.
- Coordinating staffing needs and schedules, while monitoring contract administration Prepared proposals/reports.
- Coordination with the management to develop a strategic plan of action to ensure the construction cost of the residential project remains under the decided budget.
- Acted as Executive liaisons for all technical activities and costs associated with them.

## ElMostakbal Urban Development



Company: Real Estate Development for an area of 11,000 acres in, New Cairo

Date : 11/2013 till 11/2015

Job title : Section Head of Technical Studies and Contracts

Duties : Responsible for the following:

Worked As Owner Rep.

- Review the designs submitted by the developers in accordance with the requirements of the company
- Prepared The estimated cost of work
- Prepared The Project Plan, Business Case is a document containing details
- Prepared for organizing, distributing, storing and retrieving project documents
- Prepared way to measure the amount of work
- Prepare the necessary technical data for marketing and financial
- Follow-up consultant supervisor Execution and periodic follow-up to the project site.
- Follow-up to the project design contracts and a review of technical studies Preliminary and detailed designs and tender documents check the completeness and suitability.
- Review and validate the Daily reports, weekly and monthly Provides Consultants and Contractors.
- Participating In the work subtraction and contracting Design The implementation of the project.
- Participating In the work study and analysis of quotations and the costs of the project.
- Review invoices Consultants and Contractors.
- Review the financial and time estimated budget for the project plan

**Projects: Mostakbal City of 11,000 acres in, New Cairo**



## Mena for Touristic & Real Estate Investment



Company: Real Estate Development for Project  
(New Cairo- 6 October - North Coast - Smart Village)

Date : 11/2006 till 11/2013

Job title: Section Head of Technical Studies and Contracts

Duties : Responsible for the following:

- Preparation of preliminary studies For new projects
- Coordinate administrative, logistics and operational work, execute and fulfill project deliverables and schedules
- Update and follow-up of documents lists (guide drawings, main design, local design, etc) projects.
- follow-up to Consultants the preliminary designs to new projects.

Project (Sanabel) (2011-2013)

Development for an area of (31) acres in, 6 October

Job title: Head of Technical Office

Duties : Responsible for the following

- Prepared The documentation necessary licenses and permits to start
- Prepare separate tables contractual
- Continue saving documents Technical Office system and ensure his safety
- Prepared and directed periodic extracts
- Documentation for the regular work done (photography)



Project (MENA RESIDENCE) (2008-2011)

Development for an area of (38) acres in, New Cairo

Job title: Technical Office Engineer

Duties : Responsible for the following

- Periodic follow-ups to the project site
- Review bill of quantities for consultants & contractors
- Control and monitoring of the construction period
- Revise all the bill of quantities according to site state.



Project (MENA GARDEN CITY) (2006-2008)

Development for an area of (250) acres in, 6 October

Job title: Technical Office Engineer

Duties : Responsible for the following

- Follow-up to the customers in terms of adjustments (shop drawings - Construction drawings - drawings license)
- Follow-up customers wrongdoing within the project
- Review shop drawings (architect and a construction)
- Preparation of the technical documents, customer contracts



## Education & Credentials:

Faculty of Fine Arts department Architecture (Helwan University)

Certificate : B.Sc. Degree

Department : Architecture

Graduation year : 2006

## Training Courses

- |                                 |          |
|---------------------------------|----------|
| ○ Project Management Brief Mena | 2011     |
| ○ PRMG                          | AUC 2009 |
| ○ Primavera                     | AUC 2009 |
| ○ AutoCAD                       | yat 2008 |
| ○ 3dmax                         | yat 2008 |

### **Specialist Areas :**

- Project Management
- Design Management
- Construction Management
- Feasibility studies
- Cost Control
- Contract Administration
- Procurement & Tendering
- Quantity estimating

### **Core Competencies :**

- Leadership
- Oral and Written Communications
- Team Building
- Positive Teamwork and Collaboration

### **Language Skills**

- o Arabic: Mother Language
- o English: Good Speak, Reade and Write

### **Computer Skills**

- o AutoCAD (very good)
- o Microsoft Office (very good)
- o Photoshop (good)
- o Primavera (good)
- o 3dmax (good)

*Eng. Abdallah Ali Abdel Aziz*

*Thank you*