

# ***CURRICULUM VITAE***

## **TONY BITAR**

Cell # (UAE) :+97156 7537743e-mail : [eng\\_tony\\_bitar@hotmail.com](mailto:eng_tony_bitar@hotmail.com)

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### **Personal information:**

Date of Birth: 17th July 1983  
Nationality/Status: Syrian/Single  
Languages: Arabic (native language)  
English (spoken and written)  
Visa Status: Residence visa  
Profession: Civil Engineer

### **Professional Qualification**

#### **❖ Bachelor Degree in Civil Engineering**

From Damascus university-syria ,Faculty of Civil Engineering  
Session :2001–2006

#### **❖ Project management professional (PMP)**

From Project Management Institute  
Year 2017

### **Key Skills / Job Description:**

- ❖ Monitoring and managing all claims related to extension of time /Prolongation cost submission / variations additional to the original scope of work BOQ items cost controlling.
- ❖ Establishing Project Organization and streamlining cash flow to ensure optimum productivity, desired rates of return and meeting cost schedules set forth for the project.
- ❖ Managing plans, designs and drawings necessary for timely execution of project works and achieving optimum productivity.
- ❖ Generation of detailed coordinated drawings and As-built Drawings in compliance with contract requirements.
- ❖ Enhancing communication and Implementation of project specific HSE and Quality Plans to ensure optimum productivity and quality by motivating, well coordinated and well organized team workof project participants.
- ❖ Coordination with relevant authorities, agencies and departments in securing necessary clearances and permits.
- ❖ Planning programs and managing field operations to accomplish the work in full accordance with drawings, specifications & terms of contract and contract project schedule and suggesting options and measures for resource deployment to make better than forecasted progress and quality of work.
- ❖ Ensuring timely generation of progress reports, processing and issuance of variation orders, substantial completion certificates and maintenance certificates after obtaining consent of the client and assisting in issuance of all certificates the spirit of the contract to the client for payment to the contractor accordingly.
- ❖ Checking and verifying physical measurements and evaluation of the works done and certifying relevant payments against works done by the contractor as per contractual procedures (Issuance of Interim Payment Certificates / IPCs).
- ❖ Organizing and Conducting meetings between principal project participants to review and monitor progress and quality matters , to resolve conflicts, problems, bottlenecks, and constraints in achieving project objectives & constraints, if any, and preparing minutes of meeting for reference and record of all concerned.
- ❖ Monitoring and coordinating Testing & Commissioning Of Constructed facilities and compiling authenticated records accordingly.
- ❖ Ensuring project close out and finalization of all outstanding issues at handing over.

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### **JOB RESPONSIBILITY:**

- ❖ Business Development .
- ❖ Direct all construction operations, responsible for skilled person and staff members, while responsible for direction, leadership, and control .
- ❖ Responsible for strategic planning.
- ❖ Responsible for cost control and budget to avoid overruns.
- ❖ Create and manage the master construction schedule for more than one project.
- ❖ All operational issues, involving, people, skills, plant, financial.
- ❖ Responsible for effectiveness, and efficiency of staff, plant, materials, logistics, procurement, subcontractor management.
- ❖ Client relationship.
- ❖ Staff relationships, grading, training, recruitment and terminators.
- ❖ Coordinates all facets of construction to ensure the overall performance of SBU, AND KPI's are met, with regards to budget, planning, technical, and value engineering.
- ❖ Manage staff development, and ensures performance standards.
- ❖ Ensure efficient use of human resources, and grading of staff, to increase or decrease current positions.
- ❖ Manage subcontractor performance.
- ❖ Responsible for site cost implementation records, and monitoring of set budget.
- ❖ Ensure QA-QC Standards are set to be implemented, and met.
- ❖ Ensure HSE Standards are set, implemented and met.
- ❖ Overall responsibility for site safety.

### **Experience History – 12 Years Experience Brief ( As Mentioned Below )**

#### **Febraury 2018 till date (UAE)**

Company: **AL Falah Holding/AL Falah readyix L.L.C**

Position: **Project Manager**

- Duties:
- Follow-up of the plant in terms of employees, vehicles and assets.
  - Follow-up raw materials in terms of quantity and quality.
  - Follow-up of production in terms of quantity and quality in general.
  - Follow-up plant and fleet maintenance.
  - Follow-up the sites requirements ( strategy plant and method of statement for any orders )
  - Follow-up of the municipality Relations for the Branch over all.
  - Make daily and monthly reports to the Management Board.
  - Follow-up to the seals requirement in terms of marketing and supplying.
  - Make estimation and summery of expenses for the Branch.

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- Make cost calculation for mix design

### **OCTOBER 2016 till Januray 2018 (UAE)**

Employer: **Al Jaber transport and general contracting**  
Project: Irrigation and landscaping works for SHEIKH ZAYIED street and Entrance to Al Reem Island (Project value 61 800 000 dhs).  
Position: **Project Manager**

Project objective: Construction of infrastructure ,irrigation &landscaping works

Duties:

- ❖ Define high level quality requirement for project
- ❖ Develop QA budget, create quality plan, inspection plan ,audit plan for project
- ❖ Implement quality &inspection plan, perform quality audit, direct &manage project works
- ❖ Perform inspection to monitor quality &issue inspection report &corrective action before offering material to client
- ❖ Get client release note for acceptance of material to close the inspection and archive report, collect lesson learned

### **MAY 2014 till SEP 2016 (UAE)**

Employer: **Al Jaber Landscape L.L.C**

Project: Irrigation and landscaping works for SHEIKH ZAYIED street and Entrance to Al Reem Island (Project value 61 800 000 dhs).

Consultant: Parsons international limited  
Client: ABU DHABI Municipality  
Position: **Construction Manager**

Duties:

- ❖ Infrastructure, road works and landscaping works (Softscape and Hardscape including Shades, Fences, Street furniture's, Sewer lines, Storm water lines, IRRIGATION network, Lighting, Interlocking and Granite Pavers,...etc ).
- ❖ Coordination with relevant authorities, agencies and departments in securing necessary clearances and permits/NOC's
- ❖ Estimate and coordinate all material cost as per BOQ prices with the Qs team
- ❖ Coordinate with QA, QC team to maintain all material submittals and quality plan
- ❖ Coordinate with planning team prior to prepare all project programs
- ❖ Coordinate with safety team to prepare HSE plan

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### **October 2010 till April 2014 (UAE)**

Employer: **Fiberx Industrial and Construction Croup L.L.C- UAE.**

Project: AL FORSAN RESIDENTIAL, LEISURE& COMMERCIAL COMPOUND

Project objective: ALFORSAN Project consists of (385) Villas , 8 towers (every tower 8 levels) and community center (Project value around 2 billion dhs)

Consultant: ATKINS Overseas./Engineering Consultants Group S.A. Abu Dhabi  
Client: Private Property Management/ IMCC management consulting

Position: **Construction Manager /Section Manager**

Duties:

- ❖ All Structural and Finishing work (block work, plaster, tiling, false ceiling, paint, GRC panels execution, Aluminum, wooden casework, waterproofing, kitchen cabinets, vanities & wardrobes, etc....).
- ❖ Testing and Commissioning for all villa/towers including snagging and de-snagging.
- ❖ Infrastructure and road works including landscaping work.
- ❖ Daily Weekly & Monthly Reports.
- ❖ Coordination with all project departments (consultant, Planning, QA/QC, QS dep, Admin,..)

### **June. 2007 till September 2010 (UAE)**

Employer: **Fiberx Industrial and Construction Croup L.L.C- UAE.**

Project: AL Reef downtown and Villas

Project objective: The Project owner is Manazel real estate and consists of ( 2500) Villas and ( 47 ) Buildings every building 8 slabs. (Project value around 3.0 billion dhs)

Consultant: Crange&Boake

Position: **Section Manager/Site engineer**

Client: Manazel real estate

Duties:

- ❖ Substructure (piling, strip footing, isolated footing...).
- ❖ Super Structure & Aluma system fabrication.
- ❖ External work (as swimming pool, Interlock, curbstone, Boundary wall and water tank).
- ❖ Community center and garden.
- ❖ Additional work as Mosques and schools.
- ❖ Infrastructure of roads.
- ❖ Precast fabricated for elevation of Building.
- ❖ Communication test for all villa and Owner snagging/ de-snagging.
- ❖ Mobilization for all Projects (Ready mix concrete – pre-cast factory – POD Factory).

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### **July 2006 till May 2007 (Syria)**

Employer: **ALSHAHEIN Engineering Office**

Position: **Site Engineer**

Duties:

- ❖ Following up & Updating Program.
- ❖ General works in all Projects.
- ❖ Daily Weekly & Monthly Reports.
- ❖ Studying all structural elements of all projects by using programs like (AutoCAD – ETABS- SAP200- Jawad beam-...)

Computer Skills:

- ❖ Excellent knowledge in Microsoft Office tools from spreadsheets in Excel and all types of Word to PowerPoint documentation.
- ❖ Very skilled in obtaining information and data through the internet.
- ❖ Excellent knowledge of AutoCAD (All versions).
- ❖ Very good knowledge of SAP 2000.
- ❖ Very good knowledge of ETABS.
- ❖ Excellent knowledge of Jawad beam.
- ❖ Basic knowledge in Primavera.