

NOUR EID

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EDUCATION AND QUALIFICATIONS

1999-2004 **Aleppo University - Aleppo- Syria**
BSC .Electronic Engineering.

PMP certified

12 Years' Experience (3 in Syria and 9 years in UAE as QS /claim and contract Administrator)

SKILLS AND ACHIEVEMENTS

Languages:

English Excellent Writing and Speaking.
Arabic Native Language

Hard Skills:

- Contract –FIDIC 99-2017.
- Extension of Time – Variation – Claims.
- Construction Law – Cases.
- Cost Control Report.
- Risk management.
- KPIs Report
- Take off Quantity – Estimation –Payment application.
- Primavera P6.

Soft Skills:

- Excellent organizational, technical and problem-solving abilities.
- Teamwork is a preferable way of working for me.
- Willing to quickly learn and adapt new technologies.
- Outstanding Communication skills and attitude.
- Ability to manage and work under pressure.

Courses and certificate:

- PMP certified Project Management Professional issued by PMI
- Expert Engineer in Society of Engineers –UAE (60 hours –finished in 2004)
FIDIC 99 –Contract Law & Legal system (UAE) Law –Construction Contracts –Tort & insurance in Construction –Legal evidence – Claim & Disputes –Arbitration Procedure Management –Forensic Engineer –Preparing Expert Report & Technical report writing & communication .
- *PMP preparation Exam & Primavera P6 Eng. Ahmad El Saadany(26.5 hour –finished in 2017)*
- *PMP preparation Exam Eng. Waleed El Basyouni (21.5 hours finished in 2017)*
- *Risk management RMP preparation exam finished on Feb 2018*
- *cost Professional course finished on 10 April*

WORK EXPERIENCE

➤ **QS / Claim & Contract Administrator (Oqoud UAE)**
23rd July 2015 until 15th June 2018

Job Description:

Pre contract stage:

- ❖ Review and study the contracts on tender and bidding stage, highlight the points with the high & low risk (threat & opportunity) and prepare the contract review report to submit it to the top management.
- ❖ Prepare the summary matrix of contract clauses

Post contract stage:

- ❖ Prepare a Draft to the contractual correspondence, notice of delay and variations letters.
- ❖ Advise our client about contractual issues and on how to respond to contractual letters.
- ❖ Prepare the claims like Extension of Time & variation claim, trailing the claim narrative to approve our client right in their claim and support it with all evidences and supporting document.
- ❖ Review all payment application and payment certified.
- ❖ Notify client where issues/ special circumstances or breaches of contract have taken place

Court and arbitration

- ❖ Study and analysis the case documents (letters, contract, RFI, IR, Drw...) helping to trailing the defence strategy and case plan.
- ❖ Prepare the cases files and give advice about the possibilities and our responses.
- ❖ Prepare the reports to submit to the court or the expert engineer.

Some of the Projects:

- Al Ghurair City Expansion phase II (Lump Sum contract)
- Zubair Oil Field Development Project –Initial Production Facilities , (Lump sum contract)
- Residential Tower at living legends Project at Dubai land ,Dubai ,UAE (304 M) (cost Plus contract)
- 500 Villas at living legends Project at Dubai land ,Dubai ,UAE (580 M) (cost Plus Contract)
- Residential Building on Plot NO. (332-586) At Jumeirah (1), Dubai, B+G+2+HC (71.78 M Lump Sum contract)
- Address residence-Fountain View at Down Town Dubai Development-Dubai
- Address residence-Sky Views at Down Town Dubai Development-Dubai
- Meydan Business Park Phase 1
- Shopping center Umm-Sequim (Lump sum contract)

➤ **QS Engineer (Thermo LLC /UAE)**
15th June 2014 until 22nd July 2015

Job Description:

- ❖ Verify that the final contract is congruent with the original letter of intent.
- ❖ Submit evaluation of monthly progress bill/invoice for the project site to senior management.

- ❖ Monitor contract timings to anticipate any possible delay in meeting contract deadlines.
- ❖ Prepare all letters and claims of work variation, EOT and associated justification of discrepancies.
- ❖ Advise project manager on how to respond to contractual claims, delay, etc.
- ❖ Submit evaluation of monthly progress invoice for the project site .Follow-up any delays in the work of other contractors on the project site and the resulting consequences to thermo LLC.
- ❖ Coordinate and liaise with the estimation and purchasing Departments as well as other contractors on the project site in all matters relating to the project finances, expenditures, delays and required materials, etc.
- ❖ Prepare cost control report cash flow (EV, PC, AC, SPI, CPI, VAC,TCPI...)

Projects:

- Takreer MEP work (Red FIDIC 1999 re-measurement contract above 30M)
- NGL MEP work (Red FIDIC 1999 re-measurement contract above 45M)
- Shams Gate MEP work (Yellow FIDIC 1999 design and built / Lump sum contract/ joint venture 18 M)

➤ **Lecturer Demonstrator (University of Al Jazeera/ UAE)** *1th August 2013 until 15-June-2014*

➤ **QS Engineer (Faya Contracting /UAE)** *13th January 2009 until 3th March 2013*

Job Description:

- ❖ QS (MEP ,structural , Architectural)
- ❖ prepare electrical , fire alarm shop drawing with schedules as DEWA and federal rolls
- ❖ Electrical estimation.
- ❖ Project coordinator between the company and the subcontractor and the owner
- ❖ Controlling and monitoring the project - creating reports administrative reports.
- ❖ Study tender drawings ,documents, specification to prepare the BOQ and fill it (architectural, structural, electrical, fire fitting , fire alarm, plumbing, water supply)
- ❖ Helping to start the maintenance work (data base and reports)

Projects:

- project NO.068 in Ras Al Kemah 1-4-2011
- Sheik Tareq Al Kasimi Villa in Al Nouf Sharjah 11-7-2010 to1-7-2011
- Barsha 1 Building 2B+G+6 from 1-2-2009 the project hold now
- Barsha 2 Building 3B +G+6

Biding &Tenders:

- Dewa office (QS) 2009
- Dewa Labor accommodation (QS) 2009
- Court For Ministry of public 2011
- Many tenders to DMW (QS – prepare BOQ) 2010 -2011

➤ **Purchasing Administrator (SYRIAMICA FACTORY /SYRIA)**

1st March 2005 until 15th May 2008

Job Description:

- ❖ Project coordinator including (security systems, new projects, etc.....):
- ❖ Controlling and monitoring the project - creating reports administrative reports.
- ❖ Participate in the planning and scheduling for the project.
- ❖ Monitor the work progress, address shortfalls, develop recovery plans where required and ensure plans made are implemented.
- ❖ Contact with the supplier company for farther technical information.
- ❖ Performs all activities with respect to processing of Purchase Requisitions for the procurement of Stock Goods.

Additional Information

Member of the UAE society of Engineer .

- *Gender* *Female*
- *Nationality* *Jordanian*
- *Marital Status* *Married*
- *Husband Name* *Mohammed Arab*
- *Via Status* *Husband's Resident Visa*
- *Date of Birth* *21st June 1978*

References can be furnish upon request.

Hope that will meet your satisfactions
Your time spent in reading my C.V. is highly appreciated

Thanking you in advance.