

Ihab Mosbah Skaik

BSc Architectural Engineering

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SUMMARY

Talented Project Management Professional with Architectural Engineering background, more than fifteen years of construction project management with a unique combination of technical expertise and managerial experience. I utilize my strong planning, leadership, creativity, communication, organizing, analytical and interpersonal skills to provide a five star quality business and drive my projects to success, Working in different positions for Contractors and Employers has shaped an outstanding of professional expertise with powerful up-to-date knowledge adding an obvious significant value to my team, my projects and my firm as a whole.

Specialties:

Construction Project Management
Working Details / Shop Drawings.

Quality Assurance /Control.

Good Knowledge in FIDIC forms of contract practice.

Powerful Decision making, problem resolving and analytical skills.

Ability to give technical trainings and lead presentations.

Effective Leadership & team motivation techniques.

Significant technical awareness and ability to develop Value Engineering.

Expert with the Most of computer software such as Microsoft Office, AutoCAD and Microsoft project...etc.

Architectural and Interiors Design.

Project cost / Time Planning & Control.

Construction and Finishes Materials.

Powerful contractual writing skills.

Proactive, highly organized and enthusiastic.

Powerful communication & Negotiation skills.

Good knowledge of risk management techniques.

EDUCATION

Sep 1996 - May 2001

OCTOBER 6th UNIVERSITY (<http://o6u.edu.eg/>)

Cairo , EGYPET

Architectural Engineering, Bachelor(BSc/BA)

Feb 2014

CAMBRIDGE EDUCATIONAL INSTITUTE

Abu Dhabi -UAE

Professional project management Program (PMP).

WORK EXPERIENCE:

Dec. 2012 – To date
Position

DECOSPANIA INTERIORS LLC.
Project Manager.

Abu Dhabi, UAE

Abu Dhabi Courthouse Complex Project.

https://www.bncnetwork.net/Project/New_Abu_Dhabi_Court_House_-_Al_Khaleej_Al_Arabi_Street/9MO9gVYwII=

Located at Abu Dhabi city , a DHS 1100 million super high quality Court House Complex Project which consist of six buildings have two basement levels , Ground Floor (Podium) and seven floors with overall 107 thousand square meter and 39 nos. of courts and capacity for three thousand employee and citizen., my main role as Consultant Project Manager following up ,supervise all project aspects and construction activities phases from mobilization to demobilization including reviewing and approving all engineering submittals such as contractors / vendors, work program, shop drawings and materials submittals, mock-up / prototype model and issuing/ reply to all technical and contractual letters, issuing weekly progress meeting minutes, monthly progress report ..etc., and to monitor site progress activities via issuing site observations(SOR) reports, site instructions (SI) report and non-conformity (NCR) reports, and to inspect all contractors request for approving materials (MIR)forms, completed works at site (IR) forms, Communicate and keep close Professional interaction with the Employer, Vendors, end users and stakeholder's, evaluate and approving contractor interim and final payments and up to issuing project snags list and handing over report .

Feb. 2010 – Nov. 2012
Position

United Engineering Construction LLC (UNEC).
Project Coordination Manager.

Abu Dhabi, UAE

Arjan Rotana Residence Project, ADNEC Zone.

www.rotana.com/rte_about_download.php?fileid=393

Located at Abu Dhabi city New Commercial and Business Center, a DHS 370 million Twin Tower project (Hotel apartments and Offices) which consist of four Basement levels (cars parking), Ground Floor, Three Podium floors, four technical and 25 floors with overall 60 thousand square meter and 260 nos. of Hotel Apartments and 52 Offices, my main role was as Project

Coordination Manager with the following duties / responsibilities:

- Managing all sub-contractors / vendors packages, engineering submittals, monitoring, controlling works progress and closing processes during the Project lifecycle.
- Attend Technical, Progress and Commercial Meetings.
- Communicate and keep close Professional interaction with the Engineer, Employer, Vendors, end users (all stakeholders).
- Control the project scope & cost and implement strict change control procedures.
- Administer contracts and review variations assessments and Generate all types of contractual letters and claim particulars.
- Interpret specifications, drawings, plans, construction methods and procedures.
- Ensure the project delivery/handing over to right standards within the expected budget & timeframe.
- Set up work control systems to ensure that standards of performance, quality, cost and safety are met.

Feb. 2009 – Jan. 2010 **Blue Point Décor LLC.**(www.bluepointdecor.com) **Abu Dhabi, UAE**
Position **Operation Manager.(Décor, Fit-out & Joinery Factory)**

Major Projects Portfolio:

Renovation and Remodeling of Abu Dhabi Health Authority Main Offices Building (HAAD).

Located at Abu Dhabi City, a DHS 6.8 million which consist of Fit-Out (Interiors finishes , offices furniture and MEP)
Developed by health Authority With overall three thousand square meters.

Establishment, Design, Execute & Operate Blue Point Co. Joinery Factory, Company Offices and Labors Camp.

Located at Abu Dhabi – Musafah Industrial area, a DHS 8 million which consist of joinery factory area including solid wood, Veneer, hand tools, laminate stores , Machinery section , assembly section, doors assembly section, paints section and dispatch, also including office and Labor Camp with overall six thousand square meters.

NCC Super Store Hyper Market.(www.nccauh.ae/en/index.asp)

Located at Abu Dhabi – Kalifa City, and developed by Aldar properties, Etihad Air Lines and National Catering Company, a DHS 26 million with overall two thousand square meter.

Scientific Laboratory & Camels Hospital Offices (Four Buildings of Offices – Design & Build).

Located at Emirates of Abu Dhabi – Alain City, Owned and developed by Department of Presidential affairs, a DHS 20 million which consists of four offices buildings for camel farm, camel hospital, scientific laboratory and with overall two thousand square meters.

Duties and Responsibilities:

1. To establish overall yearly company Objectives, work plans, policies to ensures their implementation and advance identification and agreement of key refurbishment requirements in line with the Annual plans to support long-term company goals .
2. Develop Scope of Work Packages in agreement with the Group Manager / CEO and suggest recommendations to acceptability of the bidders.
3. Enforce the implementation of Company Health, Safety and Environment Management System (HSE-MS) and also promote awareness of its use among all division and department personnel.
4. Control, co-ordinate, supervise and integrate HSE-MS requirements lump sum civil/ building contract activities in accordance with the agreed contract programmer.
5. Compile/provide input for preparation of divisions /Company Capital, Operating and Annual Year Plan budget, and monitor/control expenditure to reach the Annual Company target.
6. Prepare, propose, discuss, agree, and issue for tenders the detailed scope of work packages for current and long term Projects / activities.
7. Follow up with Contractors / Sub Contractors to ensure good quality work without extra cost and time overruns.
8. General Supervise on the production process form cutting list , wood / materials selection, cutting, assembling , lamination/ paint or stain finishes, packaging, dispatching, fixing & installation until project completion for Joinery works activities/ projects.
9. Identify, draft and issue work procedures and instructions, ensure that current procedures and instructions are frequently updated and follow-up the implementation of such documents.
10. Advise Projects Management & Designers Teams for technical civil / architectural engineering issues, and propose solutions.
11. Identify new business sectors (private, public, government, and semi government).

Zayed University Dubai Campus, (Academic City).(<http://www.zu.ac.ae/main/en/>)
(http://www.zu.ac.ae/main/en/CPDO/campuses/academic_city.aspx)

Located at the Academic City - Al Ruwayyah, developed by Dubai Municipality and ministry of higher education, a DHS 500 Million, The university complex project is constructed on an area of 70 hectares with total built up area 107,250 m², with capacity for 4000 student, An atrium was created between the library building and the academic wings which is climate controlled on a three story height, covered with tensile structure.

The campus consists of six main buildings which are :Administration Building: G+2 floors with total built up area 10290 m², Convention Center: G+2 floors with total built up area 10320 m², Dining building: G+2 floors with total built up area 9590 m², Library Building: G+2 floors with total built up area 18590 m², Academic Building: G+2 floors with total built up area 56260 m², Gymnasium building: G+1 floor with total built up area 2200 m², as well as large car parks, my main role was as Coordination Manager.

SHARJAH AQUARIUM, (<http://sharjahaquarium.ae>).

Located at Al Khan Old area and opened in 2008,a DHS 35million,developed by government of Sharjah, Covering an area of 6500m², and consisting of two floors equipped with 20 water aquariums, each of which is filled with 1.8 million liters of water, my main role was as an interior & Fit-Out Project Manager.

Dar asma Bint Abi Baker Schools at um suquam & Muhaisina 4, (Ladies Quran Schools /Social Club).

Located at Um suquam and Muhaisina 4 areas - Dubai city, owned and developed by H.H. Engineering Office (EO), a DHS 54 million emirate traditional, design concept and finishes consist of Quran teaching classes, multipurpose halls/ rooms, ladies activities rooms, kids nursery and playing area and management offices, my main role was as Fit-Out project Manager.

Etisalat Central Building at Alnoof Area – Sharjah.

Located at Alnoof – Sharjah city, owned and developed by Etisalat Company, a DHS 18 million super high quality offices and Etisalat center building consist of ground floor, and two offices floors, my main role was as fit-out Project Manager.

Sand Dunes Residential Building – Dubai.

(<http://www.arcanuae.com/project-details.php?ID=23&Category=2&pageid=94>)

Located at Albarsha - Dubai city and owned by Mr. Shoaib Khoory, a DHS 25 million super high quality residential building consist of two basements, ground floor, eight residential floors and Gym floor, my main role was as fit-out project Manager.

Coral Boutique Villas – Dubai. (<http://www.coralboutiquevillas.com/>)

Located at Albarsha - Dubai city and owned by Mr. Ali Bujsaim and developed by Coral Boutique Villas Hotel Company , a DHS 65 million Luxury Villas Complex / Resort consist of (G+1) thirty Villas which is features 120 well-appointed rooms, Rumours Café, outdoor swimming pool, GYM with Sauna and kids play area, my main role was as project Coordinator.

Zabeel Park, Dubai (landscape project) (<http://www.guide2dubai.com/attractions/Zabeel-Park.asp>) .

Located in Zabeel area and developed by Dubai Municipality, a DHS365 Million, project known as the first technology-themed park in the Gulf that has a total area of 51 hectares distributed over three plots connected by means of bridges project, My main role was as a project Coordinator.

Duties and Responsibilities:

1. Practice of Planning & Scheduling, monitoring, controlling and closing processes during the Project lifecycle.
2. Recommend solutions for technical and contractual issues.
3. Attend Technical, Progress and Commercial Meetings.
4. Communicate and keep close Professional interaction with the Engineer, Employer and Vendors.
5. Coordinate and control subcontractors' procurement and work progress.
6. Control the project scope & cost and implement strict change control procedures.
7. Supervise the shop drawings and materials procurement and other project requirements.
7. Administer contracts and review variations assessments.

8. Generate all types of contractual letters and claim particulars.
9. Review and Finalize vendors' packages.
10. Interpret specifications, drawings, plans, construction methods and procedures.
11. Ensure the project delivery/handing over to right standards within the expected timeframe.
12. Set up work control systems to ensure that standards of performance, quality, cost and safety are met.

May 2004 – April 2005 **Engineering & Management Consulting Center (EMCC). Gaza, Palestine.**
 Position **Architect Engineer (<http://www.emcc.ps/>).**

Duties and Responsibilities:

1. Participation in designing of Dar Alshifa hospitals new extension / Surgery and Emergency Building.
2. Designing of Faculty of Law and the legitimate judiciary of the Ministry of Awqaf and Islamic Affairs.
3. Contribution in Tenders, Bidding & Contract award Preparation, B.O.Q.
4. Preparation of Projects Technical Specifications.
5. Residential Projects Sites Supervision and projects managements

Aug. 2002 – April 2004 **National Transport & Contracting Co. (NTCC).** **Alain, UAE**

Position Project Engineer.

Zafarana Souk, New Vegetables, meat & Fish Market at Alain City.

Located at Alain city, a DHS 50 million owned and developed by Alain Municipality and Town Planning Department, the market constructed on three levels to accommodate a supermarket, a restaurant, a dates souk, poultry market, spices souk, fish market, meat market and vegetable market with overall 26 thousand square meter in addition to an open air Friday Market with tented structures covering an area of 4,000 square meters, my main role was as Project Engineer.

Duties and Responsibilities:

1. Prepare shop drawings/materials submittals and other projects requirements.
2. Coordinate and follow up with all subcontractors and suppliers.
3. Sub-Contractors tendering and contracts Administration.
4. Participation in tackling problems that encountered work progress for project.
5. Financial Management & Implementation Supervision Project.
6. Prepare monthly reports on the progress of the construction.
7. Verify invoices submitted to the client.
8. Follow-up of working progress schedule.
9. Coordinate & Interact with the Consultant.
10. Follow up of Technical Specifications & drawings.
11. Interior works & decoration (design & supervision interior and exterior finishing)
12. Landscape works (design & supervision).

Aug. 2001 – July 2002 **Engineering & Management Consulting Center (EMCC). Gaza, Palestine.**
 Position **Architect Engineer (<http://www.emcc.ps/>).**

New Structural & Master Plan of Rafah City, Palestine (Sep. 2001 – April 2002).

Owned and Developed by Rafah Municipality , a One million American Dollars Budget, The project is a re-planning And designing the master of Rafah city, which involves the distribution of land s use, and distribution of residential, tourism and agricultural, industrial and commercial districts/ zones, free zone areas and the campus of the Gaza International Airport as well as the Green Belt regions and international and regional roads, my main role as Planning Engineer.

Alatatra and Alnaser Elementary Schools, Gaza – Palestine (Aug.2001 - July 2002).

Located at Alnaser and Alatatra districts - Gaza city, owned and developed by Ministry of Education, a five million American dollars budget , each school contents of 24 student classes rooms , administration area, Labs, library and playing yard area, the construction area covers 1500 square meters, my main role was as Architect consultant (Designer and Supervisor).

Duties and Responsibilities:

1. Participation in designing of hospitals, Schools & residential buildings.
2. Contribution in Tenders, Bidding & Contract award Preparation, B.O.Q.
3. Participation in the structure & Master Plan of Rafah City.

4. Designing & Landscaping of Almuntar Park At Gaza City
5. Preparation of Projects Technical Specifications.
6. Residential Projects Sites Supervision and projects managements.

INDEPENDENT COURSES / CERTIFICATES:

1. Feb. 2014 **Professional Project Management Program (PMP) – UAE.**
2. Dec. 2007 Site Management from Engineering Contracting Company (ECC),
3. Feb. 2005 Microsoft Project from the Association of Engineers – Gaza Governorates.
4. Dec. 2004 Marketing for Improving Business Performance from DIA – Gaza.
5. Dec. 2004 Quality Management for Improving Business Performance from DIA – Gaza.
6. Dec. 2004 Financial Accounting Basics from DIA – Gaza.
7. Dec. 2004 Financial Analysis from DIA – Gaza.
8. Nov. 2004 Business Performance Improvement from DIA – Gaza.
9. Sep. 2004 How to Start Your Own Business from the SCF and Creativity for Consultancy & Training – Gaza.
10. Sep. 2004 Project Management from the SCF and Creativity for Consultancy & Training - Gaza.
11. Sep. 2004 Job Search and Communications Skills from the SCF and Creativity for Consultancy & Training Gaza.
12. Sep. 2004 Human Resource Management from the SCF and Creativity for Consultancy and Training – Gaza
13. Sep. 2004 Energy Efficient Buildings from the Association of Engineers – Gaza Governorates.
14. June 2004 Microsoft Excel (XP) from The Development and Planning Department (UNRWA - Gaza).
15. July 2000 ACAD 2000 level I from Architectural Department (Cairo University – Egypt).
16. May 1998 Management of Small Business from the Development and Planning Department (UNRWA - Gaza).
17. May 1998 Management & Planning Housing Project from The Development and Planning Dep.(Gaza).
18. Jan. 1998 Management of Promotion Activities from the Development and Planning Department (Gaza).
19. Dec. 1997 Economic Feasibility Studies for Industrial & Commercial Projects from (Islamic University - Gaza).
20. Dec. 1997 File Manager and WinWord 6.0 from the Community Service & Continuing Education Center (IUG).
21. Dec. 1996 Bidding and Contract award from The Development and Planning Department (UNRWA – Gaza).
22. July 1996 Bides and Tenders from The Development and Planning Department (UNRWA – Gaza).

CONFERENCES/ SEMINARS:

1. Transport Network and Traffic Development Plan in Rafah – 1 day Palestine, Nov. 2007
2. passive fire protection” from Pyroplex Limited– U.K. and International Fire Consulting (IFC), 1 day, Dubai, April 2007.
3. First Engineering Conference of Architecture and Urban Planning in the Governorates of Gaza Strip - Islamic University Of Gaza – Palestine 2004.
4. Annual Inter Build Conference & its seminars - 3 days, Cairo - Egypt July 1998, 1999, 2000 and 2001.
5. Annual Engineering Conference organized by the Engineers Association 1 day, Gaza – Palestine 2001.
6. Naming Streets and Numbering of Houses Project in Gaza City, 3 days Municipality of Gaza – Palestine October 1995.

LANGUAGES:

English: Excellent

Arabic: Native

PERSONAL:

Profile: Male, Married.

Birth of date: 11 July 1974

Nationality: Palestinian.

REFERENCE:

All references are ready upon request.