** GEORGES NOUJAIM**

 Senior Associate Project Director

Nationality: Lebanese

 **DATE OF BIRTH**

 1971

 **EDUCATION**

 DES Higher Studies in Architecture University of Balamand, ALBA, Lebanon

 **MEMBERSHIPS**

 Member of Order of Engineers and Architects, Lebanon

 Member of Kuwait Society of Engineers

 **YEARS EMPLOYED**

 23 years

**LANGUAGES**

 English, Arabic and French

**E-MAIL**

 georges.noujaim@hotmail.com

**MOBILE**

 +96550985452

 **PROFESSIONAL EXPERIENCE**

Architectural professional, with over 23 years of progressive experience in the construction field.  My professional history includes positions such as Construction manager, Project manager, Senior project manager, Chief resident engineer and Projects director at construction, management and supervision companies in Kuwait, UAE, KSA and Lebanon. Experience includes Shopping Malls, Museums, theatres, concert halls, 5 stars hotels, low and high-rise residential buildings, villas, stadiums and infrastructure projects. I have excellent communication skills in dealing with the client like (Amiri Diwan) and meeting their expectations. My technical excellence and experience with consultants, contractors and developers provides me with the tools for technical and commercial control management of change and risk mitigation. I have a keen eye for detail and I’m a diligent and committed individual with considerable experience of local and international procurement and quality requirements. I also command a detailed understanding of regulatory approving Authorities requirements.

Feb 18 - To date **SSH, Kuwait**

 Project Director

* **Kheiran Outlet Mall, Kuwait,** *KWD 47 M*

The project is construction of an outlet Mall of 75,000 sqm.

Acting as the engineer/client representative in the administration of the construction contract. Leading the construction supervision team. Responsible for the handover of the final coordinated design package to the contractor, managing the coordination among different provisional sum packages and the base build local contractor and with the client, following-up with statutory authorities as well as management of site supervision teams (all disciplines). Reviewing and issuing recommendation reports for different provisional sum packages and changes and securing the client’s approval, Managing the process of reviewing and approving of submittals i.e. drawings, materials, sample, mock-up and method statements to ensure compliance with specification and design intent. Monitoring the quality of work, tracks project progress against the project schedule, as well as the review and approval of payment certificates. ‘Chair’ of progress meetings on site and in addition to coordinating meetings issuing project progress reports and risk registers to the client. Ensuring that all safety measures are implemented on site.

Dec 15 – Mar 18 **SSH, Kuwait**

 Chief Resident Engineer

* **Museum, Abdallah Al Salem Cultural Centre Project, Kuwait,**

 *KWD 68 M*

The project is a design development and construction of 6 museums, theatre, information building, car park and landscape area, total plot area 127,000 sqm.

Acting as the engineer/client representative in the administration of the construction contract. Responsible for the coordination of all design disciplines, liaising between the Fit-out international contractor and the base build local contractor and with the client, international design consultants and statutory authorities as well as management of site supervision teams (all disciplines). Securing the client’s approval of technical developments and changes, reviewing and approving of submittals i.e. drawings, materials, sample, mock-up and method statements to ensure compliance with specification and design intent. Monitoring the quality of work, tracks project progress against the project schedule, as well as the review and approval of payment certificates. ‘Chair’ of progress meetings on site and in addition to coordinating meetings issuing project progress reports and risk registers to the client. Ensuring that all safety measures are implemented on site.

 Dec 13 – Dec 15 **SSH, Kuwait**

 Senior Resident Engineer

* **National Theatre and Opera House, Jaber Al Ahmad Cultural Centre Project, Kuwait,** *KWD 236 M*

The project is a design development and construction of 3 theatres, concert hall, recital, rehearsals symposium, lecture rooms, multipurpose hall, cinema, library building, car park and landscape area, total plot area 250,000 sqm.

Acting as the engineer/client representative in the administration of the construction contract. Responsible for the coordination of all design disciplines, liaising with the client, international design consultants and statutory authorities as well as management of site supervision teams (all disciplines). Securing the client’s approval of design developments and changes, review and approval of submittals i.e. drawings, materials, sample, mock-up and method statements to ensure compliance with specification and design intent. Monitoring the quality of work, tracks project progress against the project schedule, as well as the review and approval of payment certificates. ‘Chair’ of progress meetings on site and in addition to coordinating meetings issuing project progress reports and risk registers to the client. Ensuring that all safety measures are implemented on site.

**Mar 12 – Dec 13 KOCACHE Enterprises Limited Al Riyadh, KSA**

 Senior Project Manager

* **SAMBA Head Quarter Tower, 40 storey offices,** *SAR 220 M*

Responsible for mobilizing, leading and managing the construction team with regard to providing technical support and problem solving. He managed the procurement of suppliers and sub-contractors. Monitoring project changes and their effect on design delivery, budgets and schedules as well as reviewing design documents and providing technical guidance and support where required. He maintained quality standards as appropriate, reviewing and approving payment certificates, variation orders and performing evaluation of material submittals to ensure compliance with the client’s requirements.

**Feb 10 - Feb 12 Clarke Bond Middle East Abu Dhabi, United Arab Emirates**

Project Manager

* **Saadiyat Beach, construction of 495 apartments,** *AED 670 M*

The project comprised of 495 standard and mid-range apartments across six residential buildings each with basement car parking and five residential levels, Other elements of final project include resident facilities such as a community building with swimming pool and sports courts plus facility maintenance and utility related buildings. I led and managed the key technical interfaces between the client, consultant, contractor and third parties such as regulatory bodies. Called and hosted coordination meetings including key subcontractors to resolve technical or progress interface problems. Played a key role in obtaining client approval of materials and samples and liaising with utility providers. Reviewed design documents and contractor method statements and provided technical guidance and support where required to maintain quality standards. Management of subcontractor pre-qualifications and approvals.

**Feb 09 - Feb 10 COFFEY Projects/AIM JV Abu Dhabi, United Arab Emirates**

Project Manager

* **Al Yahar Y200 construction of 420 villas,** *AED 460 M*

Led and managed the team with regard to general design and ensuring design deliverables met time, quality and budgetary targets. Monitored project changes and their effect on design delivery, budgets and schedules and oversaw the coordination of the design teams, contributing to the project output. Reviewed and approved payment certificates, variation orders and evaluated material submittals to ensure compliance with the clients requirements. Managed the tender process, pre-qualification, selection of vendors and contractors and also coordinated management and design progress meetings, preparing presentations and coordinated on-site meetings with the client.

**Nov 07- Jan 09 Mace International Limited Abu Dhabi, UAE**

 Assistant Project Manager

* **Capital Gate Tower, ADNEC Phase III, Park Hyatt Hotel,** *AED 1 B*

Assistant project and design manager for the 34-Floor tower. Managed the design phase in co-ordination with engineers and consultants and the tender process, pre-qualification, selection of vendors and contractors. Prepared requests for proposals from consultants, the tender evaluation report and made recommendations for final approval from direct supervisor and concerned committees. Conducted pre-qualification meetings and handover meetings, attending senior management and design progress meetings and prepared the related minutes and action lists. Prepared monthly progress reports, updated the risk register and project execution plan. Supported the project team during the construction phase with design related and prime contract issues and prepared presentations. Coordinated on-site meetings with managers and clients, evaluating the quality of services provided.

**Aug 05 - Jul 07 A Manasseh Engineering Beirut, Lebanon**

Construction Manager for Client Representative

* **Le GRAY 5 star Hotel, Beirut,** *USD 42 M*

Led the review and approval of tender process, pre-qualification, selection of vendors and contractors also the review and approval of requests for proposals from consultants. Led the review and approval of tender evaluation reports and recommendations as well as the review and approval for payment certificates, variation orders and evaluation of material submittals. Attended all meetings, reviewed and followed-up the monthly progress reports. Coordinated and monitored consultants deliverables, communicated and managed the relationships between parties on site to maintain the quality of service provided.

**Nov 04 - Jul 05 BUTEC SAL Beirut, Lebanon**

 Site Architect and Quality Control Manager

* **The HILTON 5 star Hotel, Beirut, Lebanon,** *USD37 M*

Discussed objectives, requirements, budget and program of the project during meetings. Coordinated shop drawings showing details of construction and effected the necessary changes throughout the planning process. Supervised concrete, finishing, interior design and landscaping activities in addition to quantity take-off on architectural and structural variables. Prepared submittals, RFIs, RFCs, attended all progress, commercial and design review meetings as well as preparing weekly and monthly progress reports and payment certificates.

**Apr 01 - Oct 04 ARCA Consultants Beirut, Lebanon**

 Project Manager

* **Villa, Ehden, Lebanon,** *USD2.2 M*

Managed the design phase of luxury villa with the engineers. Managed the tender process, pre-qualification, selection of vendors and contractors and the preparation of tender evaluation/recommendation report for final approval by the client. Led the review and approval of material submittals and method statements as well as the payments for subcontractors and delivered materials. Attended all meetings and prepared related minutes and action lists. Supervised the subcontractors to ensure high standards of building performance, quality, cost schedules and safety were maintained.

**Nov 99 - Mar 01 BEA Consultants Beirut, Lebanon**

Site Architect and Quantity Surveyor

* **Tripolis South Stadium, Tripolis, Lebanon,** *USD13.6 M*

Prepared tender and contract documents, including bills of quantities. Responsible for site supervision, quality and quantity control for activities on site and weekly and monthly progress reports. Attended design review meetings, prepared minutes, reviewed contractor’s shop drawings and contractor’s payment certificates. Was responsible for quantity surveying, reviewing and commenting on all the quantities take offs by the contractor and prepared detailed reports for the same. Reviewed and commented on material submittals and change requests.

**Jul 98 – Sep 99 Mouawad &Edde SAL Beirut, Lebanon**

 Site Architect

* **Al Saifi Residential Buildings, Beirut, Lebanon**

Developed and coordinated shop drawings showing details of the construction and effected necessary changes throughout the planning process. Supervised concrete, finishing and landscaping activities in addition to quantity take-offs on architectural and structural variables. Prepared submittals, RFIs, RFCs, attending progress and design review meetings and preparing payment certificates.

**Dec 96 - Jun 97 Georges Dirany Group Beirut, Lebanon**

 Architect

* **Residential Complex and Villa, Jounieh, Lebanon**

Developed design from concept to construction drawings and prepared specifications and the bill of quantities. Supervised concrete, finishing and landscaping activities in addition to quantity take-offs on architectural and structural variables. Attended progress and design review meetings as well as reviewing and approving payment certificates.

**Jul 95 – Sep 96 Kabalan Yammin Consult Zgharta, Lebanon**

Architect

* **Villas in Kfour and Al Mantara, Lebanon**

 Developed design from concept to construction drawings and prepared specifications and the bill of quantities. Supervised concrete, finishing and landscaping activities in addition to quantity take-offs on architectural and structural variables. Attended progress and design review meetings as well as reviewing and approving payment certificates.