

Moemen Farouk

Summary

Since my graduation from the faculty of Applied Arts, Interior design & Furniture section (June-1995) and till date with 23 years of experience at the finishing and interior design mostly at Mega Projects, hotels and resorts in Egypt and GCC with well-known designers such as EDDI-USA, GA DESIGN-UK, DECORE POINT & DESIGN JACK GARCIA-France.

Seeking to go through the details of the design to provide the best services and meet the client expectations.

Currently I am working on enhancing the managerial capabilities and PMP course, with potential to get the certificate and apply what I had learnt on field.

Looking for a new challenge with a higher or similar role position to accommodate my qualification and experience.

- Position: Fit-Out Design Manager / Fit-Out Technical Office Manager.

- Review and study all project documents starting from Concept design, IFT drawings, BOQ, material, finishes list and all related contract Documents.
- Prepare a technical and design report upon reviewing the project documents to ensure that the project shall meet the client requirements.
- Preparing the shop drawing LOGs, Materials submittals LOG, RFIs, VOs, IRs, subcontractors LOG and all project documents to be controlled in accordance with company procedures.
- Leading the design team to issue all the shop drawings as required and solve all the technical problems to insure a smooth progress on site and high quality of works.
- Anticipating work to ensure that DD/TO will follow the project time schedule.
- Follow up and Coordinate between Project Managers, Site team, subcontractors and the client representative at all the steps of the project from initiation step till handing over including monitoring and following up any expected variations to ensure that the design had been followed by all parties.
- Perform other tasks assigned by the direct manager which include but not limited to the above-mentioned duties.

Experience

**Feb. 2017-Oct. 2018 IMAR Trading & Contracting DOH, QATAR
Project Design Manager.**

- Projects:
• Doha Oasis Hotel Project, Doha, Qatar.

**Aug. 2015. Jan. 2017 Al Khayyat Contracting & Trading DOH, QATAR
Project Technical office manager.**

- Projects:
• NVR, NEW VILLA @ RAYYAN VVIP, Doha, Qatar.

Spet. 2012-July. 2015 IDRAK FINE FINISHES CAI , EGYPT

Project Technical office manager.

Technical Office Manager.

- IDRAK Fine Finishing's is one of 12 companies forming Dar Al-Mimar Group (DMG). IDRAK provides design, contracting & fine finishing services for commercial and residential turn key projects.

- **Projects:**

- CCC Cairo Festival City, Command Control Centre, Cairo, Egypt.
- Multi Apex Pharma Head Office Building, New Cairo, Egypt.
- DMG HQ Building, New Cairo, Egypt.

Jan. 2011-April 2012 Emirates furniture factory AUH , UAE

Design manager

Emirates Furniture Factory. Specializes in manufacturing the wood work for five-star luxury hotels and other fine private and public facilities in UAE.

- **Projects:**

- Centro Hotel, Muror road, Abu Dhabi, UAE.
- Pullman Hotel Project, JLT, Dubai, UAE.
- PALACE IN JHANA MARAKECH, MOROCCO.
- Many Villas in Abu Dhabi, Alain and Dubai.

Aug. 2007-Dec. 2008 Depa Egypt Cairo, Egypt

Senior Design Coordinator

Jan. 2009-Dec 2010 Depa Abu Dhabi AUH, UAE

Senior Design Coordinator

Depa Group is one of the world's leading providers of interior solutions with more than 40 branches all over the world which provide a turn key projects with high standards.

Projects:

- SHERATON CAIRO REFURBISHMENT PROJECT Cairo –Egypt.
- Al Wahda City 1 Project, Health Club & Spa Level 2 and Level 3 Abu Dhabi, UAE
- Yas Island-Ferrari Experience Abu Dhabi, UAE.

Aug. 2005-July 2007 House Of Design & Decoration Dammam, K.S.A.

Interior designer

Projects:

- The interior design of Al-Jubial Petrochemical Recreation and Beach Camp - SABIC.
- The interior design and execution of Al-Doliaman Optical Show Room Dammam 42nd St.
- The interior design and execution of Al-Raqi for men clothes Al-Khobar.
- Design and execution of some villas at Al-Khobar and Dammam.

This is to certify that

Moamen Farouk Abdelhak

has successfully completed the training titled

Professional Project Management Program

Start Date: 28/4/2010

End Date: 24/5/2010

Course number: CE 1527

Enrollment number 14420

Duration : 35 Hours

Number of PDUs awarded : 35

Subjects Covered

A Guide to the Project Management Body of Knowledge - Fourth Edition


C. J. Ajayakumar
President & CEO



Delivering Excellence

CERTIFICATE

THIS IS TO CERTIFY THAT

from 14th - 19th March 2008

Moumen Farouk

Attended the following seminars:

- **Tasks During Project Execution and Completion (Part 1) - 3 hours & 30 mins.**
- **Tasks During Project Execution and Completion (Part 2) - 1 hour**
- **Tasks During Project Coordination with Project Team & Other Departments - 1 hour**
- **Preparation of Project Report - 1 hour**
- **Authorization and Approval Matrix - 30 mins.**
- **Variations & Valuations of "varied work" - 1 hour & 30 mins.**
- **Contractor's Entitlement to Extension of Time - 45 mins.**
- **Dealing with Concurrent Delays - 1 hour & 15 mins.**
- **Notices, Detailed Particulars and Calculation of Prolongation Costs - 1 hour & 30 mins.**
- **Sub-Clause 52.3 and its effect on Prolongation Costs - 1 hour & 15 mins.**
- **Formulae for Calculation of Head Office Overheads - 45 mins.**
- **How to Draft the Contract Agreement - 1 hour & 30 mins.**
- **Dispute Resolution, Arbitration and ADR - 1 hour & 30 mins.**

conducted by

**Commercial Department
Depa United Group
P.O. Box 56338, Dubai, UAE**



**Prof. Indrawansa Samaratunga
Group Contracts Advisor**



**Ayman Khairuddin
Managing Director-Commercial**



**Mohannad Sweid
Chief Executive Officer**



EDWARD DANN DESIGN INTERNATIONAL

To Whom It May Concern:
In Regard Momen Farouk
Jan.14th, 2007

Dear Sirs:

This is to advise you that the above-mentioned was employed by Edward Dann Design International from June, 2004 thru Sept. 2005. His work (85%) involved responsibility for the furniture details and drawings of the tender documents for the rehabilitation of the Cairo Marriott Hotel and (15%) the preliminary studies for the expansion of the Sunrise Holidays Resort in Hurghada.

Should copies of Momens work be of interest please do not hesitate to request same. Some of Momens work is in daily use in the Rehabilitation Program of the Cairo Marriott.

Momens work and professionalism has received many complements from those in the trade.

Thank you for your kind attention and concern.

Sincerely yours,

Edward Dann

Paul Moulds.
Furniture Consultant.

Name: MOEMEN FAROUK MOHAMED

To whom it may concern:

During my time at S.I.K. I have worked with the engineers on the Conrad Hotel Project doing full size and scale detailed drawings for furniture and decoration products. These furniture drawings were taken off snapshots which made there job harder but the detailed drawings I received were of a high standard. These drawings were then used in production and the said engineer followed them through to delivery on site.

The standard of work received from this engineer was of first class quality and I would have no hesitation in recommending him for a similar position within another company.

Given on this 11 th day of July 1998



Paul Moulds
Furniture Consultant.
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