

# Mohannad “Mohammad Khalil” AL-Bishtawi.

KSA, Riyadh

Kingdom of Saudi Arabia (KSA), Riyadh, AL Qerawan District

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## • Commercial Manager, Contracts Manager •

Commercial Management | Contracts Manager | Subcontractor Management  
Civil Engineering

PROFESSIONAL SNAPSHOT	CORE COMPETENCIES
<ul style="list-style-type: none"><li>Highly accomplished and results driven professional with <b>19+</b> years of experience in Contracts &amp; Commercial Management in the Construction &amp; Infrastructure Industry.</li><li><b>Bachelor’s Degree in Civil Engineering.</b></li><li><i>Construction Expertise in multiple Industry Domains</i><ul style="list-style-type: none"><li>Buildings – Royal Palaces, Hotels, Villas, Hospitals, etc.</li><li>Infrastructure – Bridges, Underpasses, Tunnels, Railway Projects etc.</li></ul></li><li>Proven abilities in conceptualizing strategic initiatives, planning, and delivering complex construction projects.</li><li>Expertise in Projects Management, Projects Coordination &amp; Tracking, Construction Management, Contracts Management, Procurement Manager, Project Budgeting/Cost Control, etc.</li><li>Proficient in BOQ, preparing Valuations, Contract Negotiations, Project Estimating &amp; Costing, Document Preparation &amp; Progress Monitoring</li><li>Demonstrable track record of setting up projects and operational leadership.</li><li>Versatile and multi-skilled with ability to manage multiple responsibilities simultaneously; An effective communicator with strong analytical, critical problem solving &amp; organizational skills.</li><li>Experience in managing and driving multi-cultural &amp; well diversified work environments</li></ul>	<ul style="list-style-type: none"><li>Contracts and Purchasing Manager</li><li>Projects Coordinator</li><li>Construction Manager</li><li>Cost Control</li><li>Program Coordination  Progress Monitoring</li><li>Project Budgeting  Project Cash Flow Management</li><li>Site Operations Management  Construction Management</li><li>Project Scheduling  Site Engineering &amp; Supervision</li><li>Civil Engineering  Structural Engineering</li><li>Valuation  Quantity Surveying   BOQ</li><li>Commercial Operations   Progress Payments</li><li>Sub Contractor Management</li><li>Risk Assessment &amp; Management</li><li>Process Enhancements</li><li>Cost Control &amp; Resource Optimization</li><li>Liaisoning &amp; Coordination</li></ul>
	<b>MANAGERIAL SKILLS</b> <ul style="list-style-type: none"><li>Good level authority liaison</li><li>Analytical &amp; logical skills</li><li>Time driven delivery ability</li><li>Conflict management &amp; resolution skills</li><li>Collaborative skills</li><li>Negotiation skills</li><li>Good interpersonal skills</li><li>Team Management</li><li>Decision-making</li></ul>

## BUSINESS SKILLS

- Driving Project Management Office, Managing multi locational projects simultaneously
- Detailed planning, resources estimation, monitoring, controlling, rescheduling & timely execution of master project plan.
- Corresponding with clients/consultants on various issues; Monitoring and coordinating with sub-contractors
- Supervising construction and reviewing installations, quality control programs including architectural finishing & Civil Work.
- Establishing construction quality control manuals, processes, and procedures
- Studying drawings, coordinating with clients, architects etc. for revision in drawings
- Ensuring:*
  - Project objectives are achieved
  - Quality and overall site management with strong coordination with all projects related departments, sub-contractors, vendors, other service providers etc.
- Attending progress review meetings with Corporate Office, Consultants, Client, and MIS
- Accurately check and sign-off on all payment certificates & invoices, Coordinate with other depts. for cost control
- Commissioning and handover of Projects

## CAREER SUMMARY

<b>Mohammed Al Rashid for Trading &amp; Contracting Co. Ltd (MARCO),</b> Riyadh, KSA Commercial Manager.	Oct,22 – Now
<b>Holford Facilities Management Company,</b> Jeddah, KSA Projects Manager.	Jul,20 – Jul,22
<b>Ahmad A. Al Kadi Company LTD,</b> Jeddah, KSA Contracts & Commercial Manager.	Mar,16 – Jan,20
<b>Issam Kabbani Company,</b> Jeddah, KSA Civil Engineer – Construction Management Division (CMD) Civil Engineer – Infrastructure Management Solutions – Inspectech (IMS)	Nov,06 – Jan,16
<b>Jarzeem Establishment for Trading and Contracting,</b> Jeddah, KSA Project Manager.	Aug,04– Nov,06

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## PROFESSIONAL EXPERIENCE

- 1. Mohammed Al Rashid for Trading & Contracting Co. Ltd (MARCO),** Riyadh, KSA Oct,22 – Now
  - **Commercial Manager**  
**Key Accountabilities**
    - ☞ Manage, direct, and monitor the overall performance of the commercial process team.
    - ☞ Effective liaison, support and assistance between commercial department and rest of organization
    - ☞ Discover and implement growth strategies that boost financial success.
    - ☞ Coordinate with the CEO and give regular updates on the progress of various projects.
    - ☞ Reporting (content and format as agreed) on a monthly basis as agreed.
    - ☞ Maintain accurate records.
    - ☞ Support the various department teams of the business to achieve the commercial targets.
    - ☞ Adhere to all organization policies and procedures.
    - ☞ Review the project in-depth with Projects managers to schedule deliverables.
    - ☞ Coordinate, direct and subcontractors' management.
    - ☞ Preparing a Contracts LOG subcontractor for each project
    - ☞ Preparing an interim Payment certificate LOG of subcontractor for each project
    - ☞ Auditing contractors' invoices and ensuring their compliance with the schedule of quantities and payment terms.**Projects:** Samhan Hotel, Madinah Gate, KAFDCP, Art Center, MISKFO, GAB, NDF, MISK lower wadi.
- 2. Holford Facilities Management Company,** Jeddah, KSA Jul,20 – Jul,22
  - **Projects Manager**  
**Key Accountabilities**
    - ☞ Oversee and direct construction projects from conception to completion.
    - ☞ Review the project in-depth to schedule deliverables.
    - ☞ Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations.
    - ☞ Coordinate and direct Consultant and subcontractors
    - ☞ Review the work progress on daily basis.
    - ☞ Prepare internal and external reports pertaining to job status.
    - ☞ Analyze, manage, and mitigate risks.
    - ☞ Ensure quality construction standards and the use of proper construction techniques.**Projects:** Amazon Stores
- 3. Ahmad A. Al Kadi Company LTD,** Jeddah, KSA Mar,16 – Jan,20
  - **Contracts & Commercial Management**  
**Key Accountabilities**
    - ☞ Preparing and presenting documents for tender
    - ☞ contributing to work planning, and briefing project teams, contractors, and suppliers
    - ☞ Gathering information together for invoicing at the end of the project
    - ☞ Ensure that contracts and proposals are properly entered into organizational databases and securely maintained.
    - ☞ Develop standards for contracts, including presentation of budget, payment terms, general language, and provisions.
    - ☞ Assure accuracy and appropriateness of contract text and attachments.
    - ☞ Preparation of contracts, whether with contractors or suppliers

- ☞ Discover profitable suppliers and initiate business and organization partnerships.
- ☞ Negotiate with external vendors to secure advantageous terms.
- ☞ Approve the ordering of necessary goods and services.
- ☞ Finalize purchase details of orders and deliveries.

**Projects:** Khair Makkah Twin Tower, GOSSI Riyadh, Royal Commission Hospital,

**4. Issam Kabbani Company, Jeddah, KSA**

Nov,06 – Jan,16

- **Civil Engineer – Construction Management Division (CMD)**

**Key Accountabilities**

- ☞ Primary responsibility for anchoring the King Abdullah University for Science & Technology (KAUST Project)
- ☞ *Be responsible for*
  - Preparing and developing more than 1,000 Shop & As-Built Drawings
  - Quantities verification & take-off for several project items
  - Verification/revision of subcontractor drawings involving finishing and details of residential villas.
  - Verification/revision of drawings related to construction of a 15 Km Fence Wall

**Projects:** KAUST Jeddah.

- **Civil Engineer – Infrastructure Management Solutions - Inspectech (IMS)**

**Key Accountabilities**

- ☞ Responsible for managing multiple construction projects.
- ☞ *Be responsible for*
  - Leading a team of draftsmen to fulfill engineering requirements for all ongoing projects through sketching and detailing different type of plans, sections, and elevations.
  - Overseeing preparation and revision of several types of drawings to reflect inspection findings and NDT results.
  - Managing multiple projects involving conducting topographic survey and developing As-Built Drawings

**5. Jarzeem Establishment for Trading and Contracting, Jeddah, KSA | Project Manager**

Aug'04 – Nov'06

**Project Scope:** Field works & management of site labor force (King Abdul-Aziz Medical City)

**ACADEMIC CREDENTIALS**

- **Bachelor of Science (B. Sc)** specializing in **Civil Engineering, Applied Science University (ASU)**, Amman, Jordan, 2004  
Research (Case Study): Reasons for buildings failure in Jordan.

**COURSES / TRAININGS**

- ❖ **The Safety Inspection of In-Service Bridge Course (FHWA-NHI 130055/ (Gulf Version)**, U.S. Department of Transportation (Federal Highway Administration), American National Highway Institute NHI, 2011
- ❖ **Discovery Program – A Comprehensive Training Seminar**, Kabbani Construction Group, 2009
- ❖ **Leica Geosystem (Total station TS09Plus 1" R1000)**, Saudi International Trading & Marketing Ltd., 2005

**IT SKILLS & PROFICIENCY**

<b>Project Management Software</b>	MS Projects, Stock Program, Account Program, eMaint Program, nurva Program (Generic Ticket System)
<b>Designing Software</b>	AutoCAD (2D)
<b>Operating Systems   Application Packages</b>	Windows   MS Office Suite

**PERSONAL DOSSIER**

Date of Birth : 4<sup>th</sup> March 1979  
 Marital Status : Married  
 Linguistic Abilities : English & Arabic  
 Passport / Visa Details : Jordanian Passport P216520 / Transferable Iqama  
 Driving License : Valid Saudi driving license.  
 Location Preferences : Riyadh, KSA