

SOBHY MOHAMMAD FATHY KHALIL
Procurement Manager/Project Manager

PERSONAL DETAILS

- Date of Birth : June, 3rd 1976
- Nationality : Egyptian
- Marital Status : Married.
- Driving License : (KSA, Kuwait & UAE)
- Current location : Saudi Arabia
- Visa Status : **Transferable Iqama**

CONTACT DETAILS

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OBJECTIVE

With over 24 years of experience in the GCC region (KSA, KWT & UAE), I have held various roles in the construction industry. Specifically worked in projects managements, estimation, procurement, and contracts management, accordingly I gained long experience and multiple skills in different areas of construction & contracting, I have executed various types of projects such as Highrise towers, commercial, residential and administrative buildings, car parks, stores, villas, etc..., I have eight years of experience in Saudi Arabia as a Procurement Manager, where I handled all aspects of commercial operations. My current position is Procurement Manager in Saudi Arabia, therefore I am seeking a challenging position in a reputed organization which will take full advantage of my experience where my academic background and my gained experience & skills can be utilized and attain a positive effect on the profitability of the organization. Given my background, I believe my qualifications align well with the requirements of both posts as Procurement/Project Manager well.

EDUCATION & Training:

B.Sc. Civil Engineering – Alexandria University Egypt, June 2000

PROFESSIONAL MEMBERSHIP:

- Society of Engineers – UAE
- Saudi Council of Engineers
- Egyptian Syndicate of Engineers
- Kuwait Engineering Society

LANGUAGE:

- Arabic : Native (Mother Tongue)
- English : Very Good

COMPUTER SKILLS:

- Very good knowledge of Microsoft office (Excel, Word & Outlook)
- Good Knowledge of AUTOCAD

PROFESSIONAL SKILLS:

- Construction & Project Management.
- Leadership & Managerial skills.
- Analytic thinking & Problem solving.
- Efficient Communication Skills.
- Time Management.
- Procurement & Contracts.
- Strong Negotiation skills.
- Cost & Budget Management.
- Organizational Skills.
- Proactive & Decision Making.

Professional Experience:

➤ **Employer: ALI SHAR CONTRACTING COMPANY (SAUDI ARABIA)**

Location: Saudi Arabia – Jeddah - Duration: July 2023 to Date

Position: Procurement Manager

Working with ALI SHAR CONTRACTING CO. as procurement manager, managing the contracts & procurement department for MEGA projects with the M/s. SWCC such as:

1. Al-Moghammas Strategic Water Reservoir Supply & Distribution System (Package C)
Value 600,000,000/- SAR
2. Shoaiba-Quaiza B Water Transmission System
Value 900,000,000/- SAR
3. (RRWTS) Ras Al-Khair WATER TRANSMISSION SYSTEM
Project Value 700,000,000/- SAR

Key Responsibilities

- Direct the day-to-day activities of procurement team of junior employees, providing training and guidance to the procurement team, identifying areas for growth and improvement.
- Sourcing and purchasing the best possible products, material and services for the company at the most reasonable prices and according to the available budget.
- Negotiating contracts, terms, and prices with suppliers and closing business deals while safeguarding the company's profitability and interests, with a keen awareness of current market conditions.
- Identify, evaluate, and select suppliers based on quality, price, performance, and delivery time.
- Organize regular meetings with key suppliers for re-assessment of relationship.
- Follow up with suppliers concerning delivery times to ensure delivery schedules are met as per project time schedule.
- Collaborating with various departments (e.g., finance, operations, logistics) to develop and implement plans effectively.
- Preparing and delivering procurement, financial, and cost reports to senior management to support decision-making and maintain cash flow control.
- Review and approve purchase orders against invoices, and interim payment certificates to verify that delivered materials/services align with purchase agreements, ensuring accurate processing of payment requests.
- Negotiate with contractors to effectively resolve any contract disputes that arise.

➤ **Employer: Back Combined Company (Kuwait):**

Location: Kuwait - Duration: April 2022 to June 2023

Position: Project Manager

Project: Arabella Hotel - (Salwa) - Total Value: 2,100,000/- KD

Worked as project manager in **Arabella Hotel (Package #3 Finishing & Fit out)**, Arabella hotel is 5 stories building consists of 195 guest rooms with total built-up area 17,000 square meter, with high finishing standard.

Responsibilities

- Responsible for entire project management plan including scope, procurement, communication, cost, time, risk, project human resources, close out etc...
- Ensure prompt exchange of correspondence and approvals.
- Prepare the project monthly invoice and provide the required support to achieve resolution of variations/claims.
- Assist QS team on contractual matters, review the measurement of completed works, checking of invoices from sub-contractors based on the work done at site, reviewing the process of Variations and Claims.
- Organize and review project resources in advance by daily preparation of labor schedule and review the project inventory, equipment, tools, etc...
- Supervise Contractor's works to achieve construction in accordance with the contract documents, advice on contractor's resource allocation and review Contractor's Submissions.

➤ **Employer: AHMADIAH CONTRACTING & TRADING CO. (Kuwait):**

Location: Kuwait - Duration: January 2019 to March 2022

Position: Construction Manager/Deputy Project Manager

Project: Kuwait National Guard Camp (SALIM AL-ALI - KNG CAMP) - Total Value: 300,000,000/- KD

Worked as construction manager in **KUWAIT NATIONAL GUARD – KAZMA CAMP PROJECT**, handling all construction activities at ZONE #3 which consists of 20 buildings (different facilities) with total built up area 36,250 Square Meter, my responsibilities include but not limited to:

- Managing daily operations to ensure high performance in line with project plan, including distribution of different assignments and tasks to the project team.
- Detailed planning & scheduling of construction and finishing activities executed on site.
- Managing resources and ensure proper planning for material delivery.
- Monitor manpower productivity to ensure that actual progress will meet the project schedule.
- Coordinate between all MEP trades to solve any conflicts and avoid delay might occur on site.
- Draft & issue correspondences addressed to subcontractors.
- Prepare, review & issue subcontractors' payments.

➤ **Employer: OMIS CONTRACTING Co. L.L.C.– UAE DUBAI**

Location: United Arab Emirates - Duration: March 2017 to August 2018

Position: Project Manager

Handled Projects:

- Project Name : MARIA-2 PROJECT AT AL JADDAF DISTRICT (RESIDENTIAL BUILDING 4B+G+8+HC+ROOF)
- Value : 40,600,500/- AED

Responsibilities

- Managing delivery of the project from start to finish, by providing support to facilitate construction, logistics, commissioning and handover considering the contractual, technical, budget, schedule and quality requirements.
- Responsible for entire project management plan including scope, procurement, communication, cost, time, risk, project human resources, close out, and ensuring prompt exchange of correspondence and approvals.
- Prepare the project monthly invoice and provide the required support to facilitate resolution of variations/claims.
- Organize and review project resources in advance by daily preparation of labor schedule and review the project inventory, equipment, tools, etc...
- Coordinate and monitor activities of project team by conducting meetings to discuss progress, and quality, etc...
- Supervise Contractor's works to achieve construction in accordance with the contract documents, advice on contractor's resource allocation and review Contractor's Submissions.

➤ **Employer: Mimar International for Development Co. -Arabian Roots Group (Saudi Arabia)**

Location: Saudi Arabia

Duration: June 2013 to December 31st 2016

Position: Procurement Manager

Worked with Mimar international as procurement manager, and managing the contracts & procurement dept. for several projects in such as:

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|--|-------------------------|
| 1. Strategic Project of Ministry of Interior. | Value 400,000,000/- SAR |
| 2. Intercontinental Hotel in King Abdullah Financial District. | Value 120,000,000/- SAR |
| 3. Indego Hotel King Abdullah Financial District. | Value 95,000,000/- SAR |
| 4. Saudi National Guards Housing – TAIF. | Value 340,000,000/- SAR |
| 5. Wadi Qurtoba Clubhouse – Riyadh. | Value 45,000,000/- SAR |

Annual value of executed purchases under my supervision is around Sixty Million SAR / year

- **Main handled tasks:**

1. Sourcing and purchasing the best possible products and services for the company at the most reasonable prices and according to its available budget.
2. Negotiating prices with suppliers and subcontractors.
3. Following up with suppliers concerning delivery times to ensure delivery schedules are met.
4. Coordinate with company warehouses to monitor stock levels.
5. To request and advice for funding required thru Bank letter of credits.
6. To maintain adequate procurement database for each project.
7. Negotiate with sub-contractors to facilitate contract dispute resolutions.

➤ **Employer: Mimar International for Development Co. -Arabian Roots Group (Saudi Arabia)**

Location: Saudi Arabia

Duration: November 2010 to June 2013

Position: Senior Project Coordinator & Procurement Officer

Worked for **Mimar international** as a senior coordinator & procurement officer for Strategic Project of Ministry of Interior (20 sites distributed in the whole kingdom), and reporting to the project's director & contracts manager.

- **Main handled tasks:**

1. To review the project document, contract, BOQ, dwgs & specs to prepare budgets based on the market prices.
2. Lead a Q.S. team to take off quantities based on tender dwgs & compare with tender BOQ
3. Review & correct the monthly cost report based on interim payment certificate submitted to client.
4. Prepare the required tender documents to all packages, forward to suppliers/subcontractors and collecting the offers.
5. Supervise the quantities take off based on the approved shop dwg.s and Site measurement to place orders for overall quantities of the project materials.
6. Review offers submitted by bidders, subcontractors & supplier to carryout technical and financial comparison against the project specs and Budget accordingly best offer is selected.
7. Place all purchase orders of civil & finishing materials considering project time schedule and budget.
8. Review of Interim payment certificates and invoices submitted by all subcontractors/suppliers.

➤ **Employer: FIRST UNITED CONTRACTING CO. (Kuwait – Construction Company):**

Location: Kuwait - Duration: December 2007 to October 2010

Position: Project Engineer

Handled Projects:

1. Worked in a **30 Million K.D.** Project with plot area exceeds 6000 m2 **Kuwait Business Town (K.B.T.)**,
2. Worked in **PEARL TOWER PROJECT in Kwt. City**, contract value **2.5 Million K.D.**

➤ **Employer: INTEGRATED ENGINEERING CO. (Kuwait – Construction Company):**

Location: Kuwait - Duration: July 2005 to December 2007

Position: Project Engineer & Estimator reporting to Projects Manager

➤ **Employer: AHMADIAH CONTRACTING & TRADING CO. (Kuwait – Construction Company):**

Location: Kuwait - Duration: January 2001 to July 2005

Position: Site Engineer

Handled Projects:

1. Worked as **Project Engineer** in **AL-NOOR Residential Building** Located at Sharq, Contract Value **2.5 Million K.D.**
2. Worked in **ARRAYA Car Park & Convention Hall**, Contract Value **10 Million KD.**
3. Worked in **ARRAYA CENTRE**, Contract Value **22 Million KD.**

*****References to be furnished upon request*****