

**Mohamed Khaled Elhady, CICCM, FIDIC**  
**Contract Specialist | Procurement Specialist | Transferable Iqama**  
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Contracts and Procurement Specialist with five years of experience in contract administration and procurement processes, including hands-on work with FIDIC contracts and project execution in both Egypt and the Kingdom of Saudi Arabia. Experienced in contract review, negotiation support, claims analysis, and supplier coordination. Possesses strong communication and technical documentation skills in both Arabic and English. Seeking to contribute to a dynamic organization that values professional growth, continuous learning, and operational excellence.

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### **Key Competencies**

- **FIDIC Contract Management**
  - **Subcontract Management & Administration**
  - **Standard Method of Measurement**
  - **Commercial Management**
  - **Procurement**
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### **Professional Experience**

#### **Al-Rawaf Contracting Company –Contract Specialist**

*March 2023 – Present, KSA*

- Managing post-contract activities including review of interim payments, variation analysis, and preparation of final accounts for contractors and suppliers.
- Contributing to the preparation of periodic cost reports and cash flow forecasts for the project.
- Providing contractual and commercial support to the project team to ensure compliance with contract terms and achievement of financial targets.
- Administering contractual relationships with subcontractors and suppliers, reviewing claims, resolving disputes, and ensuring accuracy of invoices and payments.

#### **Al-Sikhan General Contracting Company- Contract officer**

*october2022- March 2023, KSA*

- Prepare and review contracts to ensure accuracy and clarity.
- Monitor the implementation of contracts to ensure all parties meet their obligations.
- Coordinate with other departments such as procurement, projects, and finance to gather necessary information.
- Ensure that contracts comply with Saudi laws and relevant regulations.
- Assist in resolving any disputes or claims that may arise during contract execution.
- Organize and archive contracts and related documents in a structured manner.
- Support negotiations with suppliers or contractors regarding prices and terms

#### **Hassan Allam Holding (Hassan Allam Construction.) – Site Contract officer and Procurement**

*August 2020 – August 2022, Egypt*

- Execute procurement processes and negotiate with suppliers to obtain the best prices and terms.
- Prepare and review contracts to ensure compliance with company policies and applicable regulations.

- Follow up on contract execution and deliveries to ensure supplier compliance with agreed terms.

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## Education

**Bachelor's Degree in Sharia and Law – Al-Azhar University, Cairo Branch**

**Graduation Year:** 2020

**Grade:** Good

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## Professional Memberships

Member of the Egyptian Bar Association

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## Certifications & Training

- **Learn Risk Management Essentials as Applied in Projects - Udemy** | Dec 2024
- **Professionalism Module (ciccm)** | march 2024
- **FIDIC Module 1: Practical Use of FIDIC Contracts** | January 2023
- **English Language:** Course from the British Council in Egypt

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## Software Proficiency

- AutoCAD
- Advanced Microsoft Excel

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## Languages

- **English** : Intermediate Proficiency
- **Arabic** : Native Speaker

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## Additional Information

- Demonstrated adaptability to multicultural work environments.
- Flexibility in managing workloads and priorities effectively.

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## Personal Information

- **Date of Birth** : Jun10, 1996
- **Marital Status** : Married
- **Military Status** : Military Exemption
- **Current Residence** : KSA, Qassim
- **Current Position** : Contract Specialist at Al-Rawaf Contracting Company.
- **Iqama** : Transferable Iqama

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## VOLUNTEERING

- Team Leader at Resala charity Egypt Jan '14 — Dec '21