

Hashim Al Waqfi / Senior Project Control Engineer

Cover Letter

Dear Sir / Madam,

My professional experience in the construction industry and the project management field gave me a very good knowledge about different technical aspects in the engineering real life work in many projects : residential, industrial, commercial, health and waste treatment plants sectors, which allowed to improve my skills. Besides the attention to the time scheduling and construction planning techniques and tools. Besides the educational background I have a very good experience in the MS-Project, Primavera 6 and other Project planning packages.

During the previous years I have developed my capabilities in the project management practice through the construction activities, especially those related to the planning, executing & monitoring and controlling the project. Another part of my previous experience is to follow-up with different business and projects stake holders regarding the contract obligations, MOM's and correspondences related to project parties.

Being one in Ineco team is a remarkable opportunity, where it enables me to work in a well structured organization and professional environment. I have the enthusiasm to join Ineco and believe that my qualifications are closely matching the expectations of your good selves.

looking forward to hearing from you.

Yours sincerely
Hashim Al Waqfi

Jordan

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Hashim Al Waqfi . M.Sc, MBA

Senior Project Control Engineer at Techno Group
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Date of Birth:	11 June 1982
Gender:	Male
Nationality:	Jordanian

Professional Background

January 2013 - Present	<p>Senior Project Control Engineer</p> <p>Company : Techno Group- PerTech for industrial construction. Amman, Jordan</p> <p>Project: Aqaba New Port, Grain Terminal.</p> <p>Main Responsibilities:</p> <ul style="list-style-type: none">- Ensuring that the project control procedures are executed by the project team to monitor its schedule control activities and progress reporting- Coordinating, monitoring, and assessing the company efforts in development of the project controls systems and change order management systems- Advising the project management organization with respect to adequacy of project controls tools and reports- Reviewing and, where appropriate, endorsing schedule, progress and cost baselines and forecast prepared by the organization- Assists in the preparation or modification reports specifications, plans, progress schedules and permits and designs for the project- Preparing and follow up the status/action of correspondences- Regular contact with assigned project clients.- Assist in preparation of engineering project proposal.- Participating in client /contractor meetings resolving client/engineering and management project issues.- Preparing the project payment applications & invoices.- Ensure effective engineering and client communications.- Responsible for planning, scheduling, conducting and coordinating the technical and management aspects of projects.- Maintains project schedule by monitoring project progress; coordinating activities; resolving problems.- Controls project plan by reviewing design, specifications, and plan and schedule changes; recommending actions.- Following up with the client, suppliers & sub-contractors all contractual and legal issues.
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<p>December 2009 - August 2010:</p>	<p>Planning Engineer Company : HaddadinCo (Haddadin for engineering & contracting) Amman, Jordan Project : Mafrag Military Hospital</p> <p>Main Responsibilities:</p> <ul style="list-style-type: none"> - Monitoring the progress throughout construction process, and updating project time schedule using Primavera Software. - Monitoring project budget and schedule to forecast cash flow requirements. - Responsible for presenting daily, weekly & monthly progress reports - Checking on the productivity of labors & equipments, as well as coordinating between different parties regarding site works activities. - Supporting technical departments in following up site works when needed. - Assisting project manager to ensure that all works are in accordance with contract specifications
<p>May 2009 - December 2009:</p>	<p>Planning & Supervisor Engineer Company : ASSARAI engineering firm Amman, Jordan Project: 3 Private villas 1 Steel Structure Hanger. 1 Commercial Building / Quality Control Variety in job responsibilities, with experience in different fields:</p> <ul style="list-style-type: none"> - Preparing time schedule for construction projects - Supervision on the construction of building projects : 3 private villas, 1 steel hanger. following up all the activities of construction from the excavation till the final touches in finishing - Following up all equipments and materials procurement : preparing materials list, evaluating offers and keeping on contact with suppliers. - Interviewing supplier representatives regarding specifications, costs, inspection, and similar problems. - Quality control on the execution of commercial buildings of total area around 20000 m² - Preparing Cost Plan, Billing Plan, Cash-in Plan and Cash-out Plan Quarterly. - Observing the construction methods and suggest cost savings methods. - Studying Method Statements' Alternatives and Possible Crashing Procedures - Quantity surveying, assistant in tenders preparation, follow-up of schedule and planning activities. - Preparing contracts with different sub-contractors.
<p>January 2007-April 2009</p>	<p>Supervisor Engineer Company : HAJJIRI & PARTNERS engineers, architects & consultants Amman, Jordan Projects : 2 Commercial Buildings, 4 Private Villas</p>

	<p>Responsibilities:</p> <ul style="list-style-type: none"> - Following up the construction activities in its all stages technically, financially & relating it to the schedule - Quantity surveying - Follow up and Coordinate between the Contractor and Client orders, requisitions and correspondences. - Following up all equipments and materials procurement : preparing materials list with, evaluating offers and keeping on contact with suppliers. - Prepare Cost Plan, Billing Plan, Cash-in Plan and Cash-out Plan Quarterly. - Observe the construction methods and suggest cost savings methods. - Studying Method Statements' Alternatives and Possible Crashing Procedures - Preparing daily, weekly & monthly reports
May 2007 - August 2008:	<p>Sub-contractor company : Aquatreat for engineering & contracting Irbid, Jordan Project : extension of wastewater treatment plant</p> <p>Working as a sub-contractor for the concrete works in the expansion phase of the waste water treatment plant. structures were consists of buildings & water tanks, I was the sub-contractor team manager & representative</p>
July 2006-december 2006	<p>Owner representative & site engineer Company : Dolamah for trade & investment Amman, Jordan project: Istiqlal Mall</p> <p>Site Engineer, responsible for:</p> <ul style="list-style-type: none"> - Following up all finishing stages, material's procurement, technical inspection. - Coordinating between different parties in-site & out side the project. - Owner representative in dealing with managerial & technical aspects.
July 2005 - July 2006:	<p>Site Engineer Company : Penta Group for engineering & construction Amman, Jordan Project : Istiqlal Mall</p> <p>Main duties :</p> <ul style="list-style-type: none"> - Responsible for following up different activities in the project. - Main controller about pre-cast concrete works : process of manufacturing, transporting, ordering & erection - Quantity surveying and preparing periodical bills.

July 2004 - August 2004:	Trainee Engineer Aleppo university, Krayem Company for Mitallec Construction Aleppo, Syria full round in the civil engineering faculty laboratories performing all types of tests : concrete, soil, asphalt, hydraulics....etc attending a course of action in Krayem company: design phase of steel, manufacturing & erection
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Educational Background

October 2010- November 2012	Hochschule für Technik and Wirtschaft Berlin, Germany and Helsinki Metropolia University of Applied Sciences in Helsinki, Finland – International Master's degree program in Construction and Real Estate Management Thesis title : <i>Sustainable Practices in Construction Projects –the case of Qatar</i> . With 1.3 /1.0 grade , very good. Final GPA: 2.00 German grading system, RANKING : GOOD Partial scholarship from ERASMUS. <u>Main courses:</u> - International Site Management - Project Development and Project Management - Construction and Real Estate Contract Administration - Sustainable Development in Construction and Real Estate Management - Life Cycle Management
September 2006 - August 2009	Yarmouk University , Irbid, Jordan Master's degree in Business Administration (MBA) GPA: 79.3 % , RANKING : GOOD main courses : - Feasibility Studies - Strategic Management - Operations Management - Human Resources
October 2000 - June 2005	The University of Jordan , Amman, Jordan Bachelor's degree/higher diploma, civil engineering GPA: 2.52 out of 4.00 , RANKING : GOOD Graduation Project Topic is in <i>Construction Project Management</i> : Quantity Surveying for a Public School Building, Creating Project Time Schedule, relating activities using Primavera software and formulating the preliminary plan of the project.

Computer Skills

Skill	Skill Level
Windows & Microsoft Applications	Very Good
PRIMAVERA- P3.1 & P6	Very Good
AUTOCAD	Very Good
MS-PROJECT	Intermediate
PROKON	Intermediate
Archicad	Intermediate
Tekla Structures	Beginner
Vico Control 2009	Beginner

Languages

Language	Skill Level
Arabic	Mother Tongue
English	Very Good
German	Basic skills

Memberships

Organization	Membership/Role	Member Since
Jordan Engineers Association	Member in Structural Engineering & Buildings Section	July 2005