

Curriculum Vitae

Personal Information

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Educational Attainment : B.Sc. Architectural Engineering
Date and Place : 1982, Aleppo University, Syria
Nationality : Syrian
Date & Place of Birth : 1957, Aleppo
Marital Status : Married
Iqama : Valid and transferable



Work Experience

Saudi Consulting Services from 2012 up to now.

Positions:

- **Project Manager of Project Married Facility Campus.**
- **Project Manager of University Teaching Hospital.**
- **Technical Office Manager for Umm AL-Qura university Projects.**

Duties and Responsibilities:

- 1: Coordinate with all different department within technical office and hold meeting for research and implement new and modern developments.
- 2: Review architectural design drawings & coordinate between all disciplines.
- 3: Review all submittals from Contractor such as Material; Shop drawings: DCR's Finishing Schedules, to execute works required by UMM AL QURA UNIVERSITY specs. Also review Contractors/ Sub-Contractors Engineers staff CV's for approval to work at site.
- 4: Coordinate between drawings for all disciplines in relation to B.O.Q/ specs and all related documents of contractor for all projects and inform client unacceptable methods of execution of works and provide suitable solutions/proposals and forward information to designer office for appropriate and completion of drawings and details after modifications.
- 5: Review specs to delete or add new items as required by modern method of construction and upgrade some items for clients review and approval.



- 6: Visit site to provide suitable solution to ensure that all approved drawings/ materials are properly executed at site as approval and inspected full size mock-up sample on site for final approval.
- 7: Hold weekly or monthly meeting with consultant engineers /client and contactor to review and upgrade works and find suitable solution to solve the problems.
- 8: Arrange meeting with suppliers/manufacturers to discuss compliance of specs; materials and prices in co-ordination with latest products technology require for the project.
- 9: Visit factory with concerned personnel, to ensure and advice the management /client regarding the capability of factory in executing works as required for approval.
- 10: Organize and attend seminars to ensure the updated value of materials and to obtain best quality materials with reasonable pricing and cost as required.
- 11: Review contractors weekly and monthly reports, in addition to the working progress percentages.
- 12: Supervision and reviewing the work quality and coordination between the project's disciplines, to take the right action and decision.
- 13: Reviewing, following, and monitoring the projects schedule.
- 14: Working in improving the working atmosphere between the project staff.
- 15: Protect and saving the company rights refer to the contracts.
- 16: Following and monitoring the project financial flow.

Dar Al- Handasah company from 2005 till 2012 .

Name of the project : Development of king Abdul – Aziz Endowment for two Holy Mosques- Holy Makkah (DOKAAE) Project.

Position : Working as Project Senior Consultant (Architect)/Tower Manager for 3 Towers as follows:

Tower (D) – (ZAMZAM) : 35 Typical floors

Tower (B) – (MARWA) : 30 Typical floors

Tower (H) – (HOTEL) : 53 Typical floors + 5 Royal

Duties and responsibilities :

- 1- Performing all the duties of senior architect engineer during his vacation period and arranging meeting with all authorities up to the satisfaction of resident engineer.
- 2- Inspecting all finishing activities in view of approved detail drawings and project specifications by following IRs submitted by contractors.



- 3- During process inspections checking the work at the progression stage and confirming all material used in site are as per approved material submittals.
- 4- Finding defects during execution of works and issuing site instructions to the concerned authorities closing such site instructions after rectifications.
- 5- Preparing weekly and monthly reports with relevant photographs of project.
- 6- Preparing monthly payment certificates as per the work done by contractor.
- 7- Co-coordinating with all trades authorities and taking necessary measures to solve site problems.
- 8- Reviewing all approved design drawings and confirming the type of material used for each finishing activities.
- 9- Arranging weekly meetings with the manager for discussing site problems related with all trades to achieve results.
- 10- updating the status of all inspected activities at site and making their schedules on regular basis.
- 11- Reviewing all correspondence letters of DAR and implementing their instructions and recommendations in site work.
- 12- If any modifications or deviations made by the contractor at site adopting the procedure for checking such works through approved ECR.

- **Zaki. M.A.Farsi -Engineering Consultancy Office, Jeddah from 1999 to 2005.**

The projects I participated in during my work in the office are as follows:

1. **Farsi Center project:** A 14-story office building (3 basements + ground floor + mezzanine + recreations level + 8 typical floors). Each floor has an area of about 1600sq.m and contains ten offices with varying spaces. Total number of offices is 84 and the project's total cost is 62 million Saudi Riyals.
2. **Corniche Gardens Project:** Two residential towers equipped with copter pads + two water tanks + recreations building + plaza. The recreations building consists of four 600sq.m floors and embraces a party house, swimming pool, sauna, steam, massage, gymnasium, squash court, lockers, sports, sitting areas and toilets. Each typical floor has an area of 1100sq.m and comprises two residential flats. Total number of flats is 64 plus two villas. The project's total cost is 125 million Saudi Riyals.

Position: **Consultant Architect Engineer**

Duties and responsibilities :

1. Preparation technical specifications and revision schedules of quantities.



2. Reviewing and verification of contracts' architectural drawings and developing revise drawings against schedules quantities and specifications.
3. Reviewing and approval of shop drawings and as-built drawings in addition to coordination with other specializations.
4. Approval of architectural materials and certain electro-mechanic materials supplied by the contractor and approval of sub-contractor.
5. Reviewing and approval of monthly progress reports and change orders.
6. Supervision and administration of technical quality control over all architectural work items, coordination through delivery orders, daily inspection tours, sending letters to the contractor on remarks and monitoring site safety.
7. Reviewing time schedule daily, weekly and monthly reports issued by the contractor and their follow up.
8. Coordination with project sponsors and follow up of their requests. Preparation of weekly, monthly and periodic completion percentage reports and their submission to project sponsors.

3. **Abraj Al Farsi Project**: Three residential towers equipped with 3 helipads, 3 water tanks and plaza. Each tower comprises 34 floors (basement, ground floor, mezzanine, recreations, 28 typical floors, villa and roof villa). The recreations floor area is 5000sq.m and it comprises 2 residential flats and recreation areas (squash court, swimming pool, gymnasium, massage, sauna, steam bath, dining hall, lockers and toilets).



The recreations floor area is 4700sq.m including sitting areas and associated services. Each typical floor area is 2550sq.m including six flats. Total number of flats is 170 + 3 villas. The project's total cost is 200 million Saudi Riyals.

Position: **The Project Technical Consultancy Manager (Finishing)**

Duties and responsibilities:

1. Preparation of technical specifications and reviewing of quantities.
2. Reviewing of the contract's architectural drawings and developing new drawings as per their verification against the schedules of specifications and quantities.
3. Reviewing and approval of shop drawing and as-built drawings and coordination with other specializations.
4. Approval of architectural materials and certain electro-mechanic materials supplied by the contractor and approval of sub-contractors.
5. Revision and approval of monthly progress payments and change orders.
6. Supervision and monitoring of site engineers, finding solutions for technical problems and preparation of letters to be sent to contractors.
7. Reviewing of time schedules daily, weekly, and monthly reports prepared by the contractor and their follow up.

8. Coordination with the project sponsors and follow up of their requests.

- Preparation of weekly, monthly and periodic completion percentage reports and submitting them to project sponsors.
- Advanced Est., Makkah 1998 – 1999.

Participated in Haj tents Phase Two project execution in Mina (around 1000 tents of different sizes). Worked as the construction manager and consultant coordinator.

- Al Redwan Holding Company, 1997 – 1998, Yanbu (Royal Commission).

Participated in the execution of a 240 villa project in Yanbu (Royal Commission).

Worked as a construction manager responsible for 80 villas.

Duties and responsibilities:

1. Reviewing of drawings and their verification with other specializations and schedules of quantities and specifications before execution.
2. Preparation of daily, weekly and monthly reports.
3. Preparation of the monthly plan and progress report.
4. Preparation of progress payment reports for sub-contractors.
5. Preparation of the monthly consumables list.
6. Monitoring of technical quality.
7. Handing-over of works to the consultant.

- In Syria (Aleppo), 1992 – 1997.

Worked as manager of a private architectural engineering office (supervision, contracts, designs) and performed the following functions:

1. Project manager (supervision) for the construction of residential buildings (11 buildings). Each building comprises seven floors.
2. Preparation of architectural designs for different types of residential villas and buildings.

- In Libya (Tripoli), 1988 - 1992.

1. Supervised and execution of the Diplomats Residential Housing project (one thousand duplex villas along the sea – residential housing for Arab and foreign diplomats).
2. Architectural designs for different types of villas and apartments.

- In Syria (Aleppo), 1982 – 1988

Military Structures Contracting Est.

Executed the following works:

1. Site engineer (contracting) for the execution of residential buildings (26 buildings). Each building comprises 5 floors.
2. Teachers Cultural Facility Project Manager (a library building, party house, swimming pool and plaza).
3. Preparation of architectural designs for different types of villas and residential buildings.

Other Skills:

- Good knowledge of computer operation (Auto cad, Word, Excel & Internet)
- Fluent in English
- Valid Saudi Arabian driving license

- Primavera
- PMP