**HR Advisor / Manager**

Omar Alkaderi

Montreal

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CAREER SUMMARY

A highly skilled professional with over 10 years of experience in the construction and engineering industry, specializing in project management, cost estimation, budget analysis, team coordination and reviewing architects drawing. Adept at working closely with contractors, architects, and engineers to ensure efficient project execution, cost control, and adherence to industry standards. Strong analytical and problem-solving skills, with expertise in overseeing projects from conception to completion. SKILLS

• Project planning and execution

• Cost estimation and budget management

• Procurement and contract negotiation

• Risk management and quality assurance

• Team leadership and stakeholder

coordination

• Strong communication and collaboration

skills

• Ability to read and interpret blueprints, maps,

drawings, and specifications

• Proficient in AutoCAD

• Proficient in MS Office & MS Project

• Proficient in Adobe Photoshop, CS4

• Coordinate and exchange information on

revisions to cost estimates with engineers,

architects, owners, contractors, and

subcontractors

PROFESSIONAL EXPERIENCE

AssistanProjects Manager 2022- 2024

Ground Engineering Contractors (GEC), Saudi Arabia www.gecsaudi.com

• Assist in the preparation of project budgets by providing accurate cost estimates

• Prepare and submit bids based on the estimates for negotiated and/or competitive contracts

• Ensure all bid documents are accurate, complete, and submitted within the required timeframe

• Identify potential risks that could impact project costs, such as fluctuating material prices or labor

• Ensure all estimates comply with relevant building codes, regulations, and industry standards. Assistant Project Manager 2013- 2022

Khatib & Alami, Saudi Arabia www.khatibalami.com

• Calculate the cost of the project's materials, labor, equipment, and subcontractor services

• Develop detailed and itemized estimates, including direct and indirect costs

• Prepare detailed reports that outline the estimated costs and provide a breakdown of expenses

• Present estimates to management, clients, and stakeholders clearly and concisely

• Work closely with project managers, architects, engineers, and clients throughout the project lifecycle to ensure estimates are aligned with project goals

• Participate in project meetings to discuss and resolve estimation-related issues. EDUCATION

Certificate in Construction Project Management George Brown College, Ontario, **Canada** 2024 Bachelor’s in Architecture Damascus University, Syria 1997 CERTIFICATION

Risk Management Professional (RMP) Project Management Institute, USA 2019 Project Management Professional (PMP) Project Management Institute, USA 2018 LEED Green Associate US Green Building Council, USA 2015