

# CURRICULUM VITAE

## **RABEE MOHIEDDINE KADDOURAH**

**Profession** : Civil Engineer  
**Iqama Status** : Transferable  
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### **PERSONAL INFORMATION**

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- Nationality : Lebanese
- Date & Place of Birth : 1976 - Beirut, Lebanon
- Family Status : Married

### **EDUCATION**

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- Beirut Arab University  
Bachelor of Civil Engineering, 2002 Beirut, Lebanon
- Al-Iman Pilot School  
Lebanese Baccalaureate (Mathematics)  
Beirut, Lebanon

### **Record of Employment**

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**Date** : 07/2018 to 03/2019  
**Company** : Salini Saudi Arabia  
**Position** : **Senior Buyer Procurement-Civil**

### **Client/Consultant Base**

- Saudi National Guard – Riyadh SANG National Guard Housing Project(6000 Villa)

### **Duties & Responsibilities**

#### **A – Bidding :**

- Sending packages (requesting for quotations) for local/international suppliers.
- Follow-up on quotations, prepare and upgrade the comparative statements of subcontractors/suppliers plus initiation and completion of a well- organized tracking list of potential Subcontractors and Suppliers with all relevant contact details.

#### **B - Procurement : (Structural, Architectural & External Works)**

- Reviewing, analysing, and negotiating preliminary contracts prior to re-pricing

for cost reduction.

- Prepared agreement and subcontracts using the company ready templates.
- Ensuring budgetary constraints
- Evaluating vendors' bids based on technical compliance evaluation and commercial offer prior to obtaining Owner's approval.
- Negotiating Intercoms and payment methods that fulfil each contract's terms , conditions and company policy.
- Initiating and issuing of internal Awarding Authorization prior to agreement and the official P.O.
- For Threshold (€ or equivalent) higher than 50 K€ subject to Target Setting price, this procedure was applied.
- Contact all suppliers until receiving material to warehouse and support them in getting gate passes to site.
- Receive receipt/payment documents and endorse to Finance. Monitor and confirm payment status and facilitate timely release of payment and advances.

**C- On SAP “ERP Software” :**

- Used Pre-RfQ Workflow tool by adding suppliers and the budget per commodity in system
- Created new supplier “Receiving Automatic Vendor Number” in SAP
- Used Sap Ariba for collection of initial information of the vendor for qualification process later.
- Used Recommendation Workflow tool by selecting the recommended supplier.
- Downloaded PRs with their corresponding supplier package attachment like(BOQ, drawings, technical data, specifications etc...)
- Placed orders through SAP software and used amendment for PO when needed.

**Record of Employment**

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Date : 07/2016 to 07/2018  
Company : Al Atab Contracting Company  
Position : **Estimation & Procurement | Manager**

**Client/Consultant Base**

- ArRiyadh New Mobility (Metro Riyadh Line 3) King Abdulaziz Project for Riyadh PublicTransport
- Remaizan Al-Remaizan
- Kaden Investment- The Business Front
- AL Khoyool AL Arabia Urban Development
- KKIA RIYADH
- AL SAIF

- R'oya Real Estate Co.
- Solidere International Limited Group
- SAMSUNG C&T Corporation
- Salini Saudi Arabia Company Ltd
- Dar Al Omran

#### Duties & Responsibilities

##### **A - Estimation** (Structural, Architectural & External Works)

- Preparing and sending packages (requesting for quotations) for local/non-local suppliers.
- Attend the site visit/meeting with the Owner & Consultant.
- Follow-up on quotations, prepare and upgrade the comparative statements of subcontractors/suppliers plus initiation and completion of a well-organized tracking list of potential Subcontractors and Suppliers with all relevant contact details.
- Prepare and finalize pricing breakdowns & dry cost before meeting with the finance department & the Managing Director to discuss & finalize the margin (overhead, risk, etc).
- Prepare the indirect cost for tender in accordance with the company policies.

##### **B – Procurement** (Structural, Architectural & External Works)

- Reviewing, analysing, and negotiating preliminary contracts prior to re-pricing for cost reduction.
- Validating tender requirements and highlighting risks to the technical and commercial teams.
- Evaluating vendors' bids based on technical compliance and commercial offer prior to obtaining Owner's approval.
- Negotiating Intercoms and payment methods that fulfil each contract's terms and conditions.
- Initiating and issuing of internal Awarding Authorization prior to official P.O.

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Date	:	09/2015 to 01/2016
Company	:	Alasala Education & Training Co. (Real Estate Development Co.)
Position	:	<b>Estimation Unit Head &amp; Procurement Engineer</b>

#### Client Base

- AL ASALA COLLEGE COMPLEX – AL DAMMAM

#### Duties & Responsibilities

##### **A - Estimation** (Structural, Architectural & External Works)

- Detailed study of the Tender Documents including Preparing and sending

packages (requesting for quotations), evaluating the received quotations, prepare rate analysis and pricing breakdowns of different items.

**B – Procurement (Structural, Architectural & External Works)**

- Reviewing, analysing, and negotiating preliminary contracts prior to re-pricing for cost reduction.
- Evaluating vendors’ bids based on technical compliance and commercial offer prior to obtaining Owner’s approval.

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Date : 12/2010 to 08/2015  
Company : ABDULAZIZ AL SAGHYIR COMPANY  
Position : **SENIOR ESTIMATOR ENGINEER**

Client/Consultant Base

- Ministries (MOI, MOHE, MCS,MODA, Ministry of Housing, MOI KAP3&KAP4)
- Royal Commission for Jubail & Yanbu
- Technical and Vocational Training Corporation (Institutes and roads projects)
- King Abdulallah Waqf Project - Al Madinah
- Offices Tower for the Saudi Council of Engineers - Riyadh
- El Seif Compound, Residential Towers, Malls, Residential Villas
- Al Mouwasat Hospitals and other private hospitals
- Commercial Buildings & Towers
- Reinforced and Automated Parking Buildings

Duties & Responsibilities

- **Estimation (Structural, Architectural & External Works)**
  - Organize the work amongst quantity surveyors for take-offs quantities.
  - Preparing and sending packages (requesting for quotations) for major items.
  - Make check-up for both of “take-offs” and “cross checking quantities” done by the quantity surveyors.
  - Prepare comparative statement , rate analysis and pricing breakdowns of different items.
- **Estimating Overheads and Indirect Cost**
  - Study the project CONDITION OF CONTRACT and requirements.
  - Collect the direct cost from the Mechanical & Electrical Estimators & merge with Civil and Architectural direct cost.
  - Prepare the indirect cost for tender in parallel coordination with Estimation Manager and with the Higher Management in accordance with the company policies, procedures and specific requirements.
  - Preparing selling summary analysis then apply the selling factor on the complete final direct cost BOQ items.

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Date : 08/2007 to 12/2010  
Company : SAUDI OGER LTD  
Position : **ESTIMATOR ENGINEER**

Client/Consultant Base

- Ministries (MOI, MOE, MOF,MODA,MOE...)
- Saudi National Guard
- King Saud University-Riyadh
- King Abdullah Road-Riyadh
- King Abdul Aziz International Airport-Jeddah
- Haramain High Speed Rail Project
- Raffal Tower, other towers
- Al-Riyadh Old Airport Road
- Riyadh University For Woman (Princess Noura University)
- King Abdullah Site Project-A Palace & Four Villas (modifications)-Rawdah Region

Duties & Responsibilities

- **Estimation**
  - Estimating and pricing of the civil part of building works components of projects including division 2,3,4,5&7
  - Contact and coordinate with suppliers and subcontractors to get quotations.
  - Analyse rates and pricing breakdowns.
- **Site Coordination**
  - King Abdullah Site Project-A Palace & Four Villas (modifications)
  - On-site supervision work.
  - Concrete works and follow up on the contractors work (Concrete, Waterproofing, ...)
  - Checking concrete and waterproofing quantities from drawing and comparing to the executed ones week by week.
  - Contact and coordinate between subcontractors and engineering to get the approved drawings.
  - Coordinate with site engineers by reporting to me the work progress of subcontractors or delay in supplying or delivering materials to the site.

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Date : 08/2006 to 03 / 2007  
Company : ALUMATEC Position  
Description : **Project Engineer**

### Duties & Responsibilities

#### **A – Construction Coordination**

- Follow up on installing the aluminum works for Curtain walls, doors & windows for Rawshe Tower (Project-1).
- Follow up on installing the aluminum works for Curtain walls, doors & windows for Ghbeiry Residential Building (Project-2).

#### **B – Renovations**

- Berytus Parks (Office Building) Renovations (Project-3).
- Following up on the waterproofing for the aluminum curtain walls at the balconies, i.e. closing the joints between the lower aluminum facades and the concrete using EPDM membrane for avoiding water leakages.
- Fixing the top roof floor aluminum flashing from rainfall leakages.

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Date : 05/2005 to 06/2006  
Company : TEAM International  
Position : **Traffic Analyst**

### Duties & Responsibilities

- Comprehensive Traffic Management Study for Sana’a City – Yemen.
- In charge of analysing traffic data, including on-street parking travel, time speed-delay, on-street O-D surveys and traffic counts.

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Date : 07/2002 – 04/2005  
Company : Akaria Co.  
Position : **Site Engineer**  
Description : Follow-up on two projects

### Duties & Responsibilities

- Green Line Residence Compound 4 (Construction Project)
  - Minor adjustment of design.
  - Estimating project quantities (earthworks, reinforced concrete, blocks, tiles, doors, windows, paint, etc)
  - On-site supervision work.
  - Concrete works and follow up on the contractors work (concrete, electricity, plumbing, etc.).
  - Checking and approving executed work quantities.
  - Preparing the workers time sheet control.
  - As-built drawings using AutoCAD software.
- Green Line Residence 2 & 3 (Renovation Project)
  - Following up of the execution of the facades’ waterproofing and their paint.

## **Record of Pre-Employment Trainings**

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Date : 09/2001 – 06/2002  
Company : Engineer Mohammad Al-Sardouk Bureau  
Position : Site Engineer  
Description : Al-Adnan-2 Residential Building (Beirut)  
Responsibilities included supervising the installation of apartment finishing.

Date : 07/2001 – 08/2001  
Company : Khatib and Alami Consulting  
Position : Trainee - Building Designer  
Description : Performed a training program in the structural department. Building Design "ACI CODE".

Date : 06/2000- 09/2000  
Company : Saudi Constructioners Est.  
Position : Trainee - Site Engineer  
Description : Consulting Clinics of Beirut (Solidere)  
Worked as a trainee on construction works (waterproofing -plasters – paint – tiling - installing door frames - gypsum board walls, installing building finishing., etc).

Date : 05/1999- 11/1999  
Company : Engineer Ahmad Baayoun Bureau  
Position : Trainee - Site Engineer  
Description : Park Residence Building (Beirut)  
Worked as a civil trainee on construction works (Mixing and preparing reinforced concrete for floors, columns, beams, walls, etc).

## **COMPETENCIES**

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- Languages: Arabic (native), English (excellent spoken and written), French (fair spoken & written).
- Procurement Programs : SAP ERP Implementations , SAP Ariba for vendors
- Civil Programs: Sap 2000, Microsoft Project, Robot Millennium, Staad Pro., AutoCAD, Softdesk Civil Survey, SPSS.
- Computer Software: Excel, C, Basic, Visual Basic
- Professional Trainings: 1 month "Site Coordination" On Course Training from SAUDI OGER , PMP "Project Management Professional" On Course Training from SAUDI OGER & EMOM also from SAUDI OGER, ERP General Course.
- Membership in Professional Societies: Saudi Council of Engineers.

## KEY SKILLS

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- Communication / Negotiation / Leadership / Teamwork
- Strong oral and written communication skills
- Math skills
- Influencing and persuasion skill
- Analytical Skills & Impeccable problem-solving skills
- Accurate and precise attention to details
- Able to multi-task and meet strict deadlines
- Working with Purchase Contracts Templates
- Budgeting
- Improve Supplier Relationships
- Judgment and Decision Making