

Tarek Dabbous

Beirut-Lebanon

Married

DOB:11/07/1985

M:+9613729711

E :Dabbsted@gmail.com

Objective

Dynamic and detail-oriented Architectural Engineer with over 14 years of comprehensive experience in project management, design development, and team leadership within the construction and engineering sectors. Adept at collaborating with multidisciplinary teams to drive projects from conception through to successful completion, while ensuring adherence to quality standards, budgets, and timelines. Seeking to leverage my strong technical acumen and leadership skills in a challenging role that allows for the optimization of architectural projects and the enhancement of operational efficiencies.

Education

- **MA Communication of arts/Public Relation**

American University of science and Technology -Still Attending

- **BA Engineering /Architectural Engineer**

Beirut Arab University 2009

Skills

- Project Management
 - Organization Development
 - Technical Detailing
 - Team Leadership
 - Communication
 - Time Management & Problem-Solving
 - Documentation & Compliance
 - Financial Management
 - Emotion Intelligent
 - Construction Coordination
 - Software Proficiency (AutoCAD, Sketchup,Vray,Lumion ,D5 ,Photoshop, project scheduling tool
-

Experience

➤ **Creative studio 11**

Senior Lead Architect

August 2024 -Present

Beirut, Beirut Governorate, Lebanon

- Directed architectural projects through all phases, from concept design to the production of detailed construction drawings, ensuring adherence to project timelines, budgets, and quality standards.
- Collaborated with clients to define project objectives, translating their requirements into innovative and functional design solutions.
- Coordinated with multidisciplinary teams, including structural, MEP, and landscape consultants, to achieve seamless project integration and resolve design challenges.
- Reviewed and approved technical drawings, specifications, and 3D models to ensure compliance with building codes, regulations, and aesthetic goals.
- Managed the development of conceptual presentations and visualizations, effectively communicating design intent to stakeholders.
- Supervised the preparation of tender documents and provided technical support during the bidding and construction phases.
- Mentored and guided junior architects, fostering a collaborative and innovative team environment.

➤ **Al Makassed Philanthropic Islamic Association of Beirut**

Senior Projects Engineer

November 2023 -August 2024

Beirut, Beirut Governorate, Lebanon

- Collaborated with consultants, architects, and engineers to prepare and coordinate project implementation.
- Assisted the architectural team in all phases of design development.
- Led design development from concept through to project completion, ensuring alignment with project goals. -Handled all technical detailing aspects of the project, ensuring accuracy and adherence to standards.
- Reviewed project specifications and provided input under the guidance of Lead and Design Architects.
- Conducted thorough reviews of drawing packages to ensure full coordination, technical accuracy, and excellence prior to issuance.
- Supported the Design Architect by sourcing materials and construction systems that met the architectural design intent.
- Collaborated with the Technical Manager, offering ideas to improve project implementation, efficiency, and coordination.
- Coordinated with sub-consultants to ensure their requirements were fully integrated into the drawing packages.
- Created and managed payment schedules for all contracts and subcontractors, ensuring timely payments and smooth coordination with the accounting department.
- Developed Key Performance Indicators (KPIs) for the team, ensuring clear objectives and performance tracking.
- Created Standard Operating Procedures (SOPs) for onboarding new joiners, streamlining their integration and ensuring consistency in processes.
- -Ensured project procedures were followed correctly and maintained up-to date issue registers.

➤ **ICON CONTRACTING**

Head of Special Projects

September 2020 - October 2023 (3 years 2 months)

Beirut District, Lebanon

- Oversee all phases of architectural projects from inception to completion.
- Develop and manage project plans, schedules, and budgets.
- Coordinate and manage project teams, including architects, engineers, and contractors.
- Maintain accurate project documentation and records.
- Communicate regularly with clients, contractors, and other stakeholders.
- Monitor project progress and adjust as necessary.
- Resolve any issues or conflicts that arise during the project.
- Conduct regular site visits to ensure work is progressing as planned.
- Prepare and present project reports and updates to clients and senior management.
- Ensure all project deliverables are completed on time and within budget.
- Manage project risks and develop mitigation strategies.
- Review and approve project designs, plans, and specifications.
- Negotiate contracts and agreements with clients, contractors, and suppliers.
- Provide leadership and guidance to project team members.
- Ensure high standards of quality and safety are maintained throughout the project.
- Manage project resources and allocate tasks effectively.

➤ **T-Square For Engineering and Contracting**

Design Development Manager

June 2018 - June 2020 (2 years 1 month)

Beirut District, Lebanon

- Developed comprehensive project plans and budgets to guide project execution.
- Coordinated efforts between architects, engineers, and contractors to ensure project alignment and smooth communication.
- Monitored project progress to ensure adherence to timelines and budgets, making adjustments as needed.
- Communicated project updates, changes, and progress to all stakeholders, ensuring transparency.
- Managed subcontractors, vendors, and suppliers to ensure timely and quality delivery of services and materials.
- Ensured all projects complied with local, state, and federal regulations, maintaining legal and safety standards.
- Coordinated and oversaw all technical activities related to architectural and engineering projects, including leading the design team, reviewing drafts and models, and approving design changes.
- Communicated directly with managers, production staff, marketing teams, and clients to organize and manage projects from the conceptual design phase through to construction.

➤ **The Phoenicians for contracting**

Senior Project Coordinator-Development Department
January 2013-June 2018(5years 6 months)
Beirut District, Lebanon

- Reviewed and coordinated architectural, structural, mechanical, and electrical drawings, ensuring ISO documentation was properly implemented.
- Created cost estimates and project completion schedules to ensure timely and budget
- Inspected construction projects to ensure compliance with plans, designs, ordinances, specifications, and standards.
- Established and maintained strong working relationships with associates, consultants, contractors, departmental officials, and community and city council representatives.
- Demonstrated project management and supervision skills by overseeing site setups and organizing facilities for smooth site execution.
- Verified technical designs and drawings for accuracy and compliance with project requirements.
- Ensured projects met agreed-upon specifications, budgets, and timelines through diligent oversight and coordination.

➤ Site Coordinator-Technical Department
March 2011 - January 2013 (1 year 11 months)

- Provided technical advice on-site and solved problems to keep the project on track.
- Prepared site reports and completed necessary documentation to maintain accurate project records.
- Liaised with vendors regarding materials and negotiated pricing to stay within budget.

➤ **JCC ARACO GROUP**

Site Architect
October 2009- November 2011 (2 years 2 months)
Beirut District, Lebanon

- Met with clients and stakeholders to discuss and finalize construction designs, ensuring alignment with project goals.
- Drafted building plans for commercial, industrial, and residential construction projects, adhering to project specifications.
- Prepared budgets, material documents, and specification lists for client approval to ensure transparency and project feasibility.
- Acted as an intermediary between the client and the construction team, facilitating clear communication and smooth project execution.
- Oversaw building contractors and construction crews, ensuring that work progressed according to the project plan.
- Conducted regular site visits to ensure construction adhered to state regulations, safety standards, and quality benchmarks.

Projects Sample List

Project	Type	Ref
Al Arab Residence	Residential	ARACO
Hind Garden	Landscape	ARACO
Wassim Daher Residence	Residential	TPC
Rami Houreyih Residence	Residential	TPC
Beit Misk	Residential	TPC
SGBL Bank	Bank	TPC
BLC Bank	Bank	TPC
ZARA	Retail	TPC
Calzedonia	Retail	TPC
Stadivaris	Retail	TPC
H&M	Retail	TPC
Mothercare	Retail	TPC
Nik	Retail	TPC
Converse	Retail	TPC
US Polo	Retail	TS
Gerry Weber	Retail	TS
Kanon	F&B	ICON
Starbucks	F&B	ICON
SAX	F&B	ICON
Lord of the wings	F&B	ICON
KBW School	Education	Makassed
OBK School	Education	Makassed
MGH	Hospitality	Makassed
Beit Al Makassed	Landscape	Makassed
Matilda Hotel	Hospitality	Creative Studios 11
Fanja Oman Oasis	Urban Development	Creative Studios 11
White House	Residential	Creative Studios 11
The Boutique Hotel	Hospitality	Creative Studios 11