

Curriculum Vitae

**Mohammad Aref MNEIMNEH**

**Date : January 2018**



***Married, 2 Children  
Lebanese Passport***

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**Profession**

**Senior Architect - Experienced Construction and property Manager .**

**November 2010 till  
November 2017**

**Al-baraka bank SAL appointed Mr . Mohamad Aref Mneimneh as his representative to ensure the proper execution of its real estate projects (technically and administratively).**

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## **My responsibilities**

- **Management of a 6 years building Construction projects including :**
- **Scope of work of the owner representative :**
- **Check and review design drawings and make comments or suggestions.**
- **Receive and approve shop drawings issued by the contractor .**
- **Part time visitation and as necessary to insure the quality of the work and that the work is executed in accordance with the drawings and specifications .**
- **Attend meeting on behalf of the client including meeting agenda and meeting minutes .**
- **Clarify questions and communicate with the contractor ,the designer and the client .**
- **Review invoices submitted by the contractor and evaluate ,validate that the invoice is submitted based on work completed to date .**
- **Issue payment recommendation to the client for invoices submitted by the contractor**
- **Issue weekly executive report listing .**
- **Track schedule .**
- **Decision required by the client .**
- Definition and Update of scope of work including change orders.
- Quality Control : Ensure job is completed according to plans.
- Tasks Scheduling : Ensure Job completed in timely manner.
- Service assurance : Verify Milestones before payment are made.
- Safety compliance : Notify contractors of any unsafe practices.
- Ensure completion of the punch list
- Project Coordination : Facilitate communications among all parties (i.e. architect, designer, contractors, and owner).
- Obtain owner sign-off on the project.

The main projet was vertini residential towers A and B worth around 15 millions us dollars without land .

The project consist of 33 appartments for the total area equal to 8400sq and four basements each one 1100sq .the total areaequal 12800 sq.

The other duties was supervision for the new interior design for 6 flloors for head quarter for the bank .

The other duties was operation & maintenance of premises of the head Quarter .

The other duties was property and facility management for all branches of al-baraka group banking in all areas in Lebanon .

## Previous Employers (History)

<b>GENECO</b> Beirut-Lebanon	<b>September 2009- August 2010 :</b> <b>Job role : Project Management and Site Supervision for structures works of souk entertainment project in BEIRUT CENTRAL DISTRICT (BCD)worth 100 millions us dollars .</b>
<b>Aramco</b> Saudi Arabia	<b>January 2008 - August 2009 :</b> <b>Job Role : Project Engineer in Saudi Arabia thual .</b> <b>Project :King Abdallah university for sciences and technologies .</b>
Duties :	Ensure effective construction management for residential areas in KAUST Maintain appropriate project records and statistics for administration and regulatory purposes. Prepare project budgets and cash flow for all residential areas . review project invoices and endures them for the manager/director approval.
<b>zuhair Fayez partners</b> Khobar, Saudi Arabia	<b>January 2007 – December 2007:</b> <b>Job Role : Senior Architect</b> To ensure the involvement in all phases of design according to the requirements of the project. To be involved, where needed, in the production of architectural and construction documents. To ensure the production of architectural drawings in line with the requirements and specifications. To validate and issue any architectural drawings. To coordinate and cooperate with other section heads and project managers to ensure effective coordination. To be responsible for checking of any drawings submitted by sub-consultants and ensuring their coordination with project specifications.
<b>CMCCO</b> Construction management consultant company lebanon	<b>January 2005 – December 2006</b> <b>( Senior Resident Engineer)</b> Furnished apartment in ras beirut syran tower.
<b>Owner Representative (Architect)</b>	<b>September 1998 – December 2004</b>
<b>Order of engineers and architects</b>	<b>Al-Mazraa real estate developer (private projects).</b>
<b>Site engineer</b>	<b>JULY 1993 – AUGUST 1996</b> <b>Thecnical office for permits review</b> <b>JULY 1986 –JUNE 1993</b>

## Qualifications

<b>1985</b>	<b>Lebanese university, Lebanon</b> Master's degree, higher diploma of architecture .
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