

TAREQ AL-KAWALIT

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Nationality: Jordanian

Date of Birth: December 30, 1986

Amman, Jordan

WORK EXPERIENCE

Civil Engineer – Contract, Finishing and Maintenance works (*January 2019 – present*)

Housing Bank for Trade & Finance

- Studying and initiating the planned bank projects starting from the initial stages through all planning, executing, monitoring & controlling and closing
- Pursuit all the bank facility's needs, and giving all possible solutions such as facility expansion, applying new interior decoration designs and other solutions in order to achieve the bank objectives to maintain the best service for its employees and customers
- Schedule periodic visits to all the branches and ATMs to guarantee the efficiency of the workflow regarding the facilities and conducting maintenance work if needed
- Elaborate new decoration drawings
- Prepare the material and project specifications, BOQ and do the expected cost and time schedules
- Studying the new subcontractors' documents and coordinating with the other departments, in order to include them in the accepted subcontractors list
- Following up daily tasks with the subcontractors
- Inspecting subcontractors invoices if they conform to the previous agreement

Site Manager – Infra Structures and General civil works (*January 2018 – September 2018*)

Ahmad Yousef Al-Tarawneh and Partner Co. Ltd. - Attarat Oil Shale Power Plant, Attarat-Jordan.

- Ensure that all construction activities within the designated areas are well planned coordinated and be able to utilize all available resources in coordination with other functional managers in directing and supervising all involved site personnel and subcontractors
- Lead and ensure all work groups are properly guided, in assembling and controlling the required resources (labor, equipment, materials and tools required) to start and sustain the work efficiency and productivity until the completion of the project
- Negotiates contracts
- Inspects work in progress to ensure conformity with QA/QC specifications and requirements, Industry Codes, Standards and Procedures, client requirements and provides technical advices to resolve problems
- Make sure that the procured tools and materials are delivered at specific times in order to conform to the workloads, plans and schedules
- Complies with the highest level of quality, health, safety and environmental standards during all stages of project execution and pro-active with safety groups and subcontractors to promote safe and hazardous free work within the designated area
- Ensure that all equipment, plant, machinery and vehicles on site have relevant certificates, tests, services, inspections, etc. as required by client and legislation
- Communicate work progress to the client

Civil Section Engineer – Pavement and General civil works (November 2015 – July 2018)

Ahmad Yousef Al-Tarawneh and Partner Co. Ltd. - North Runway Rehabilitation Project at Queen Alia International Airport (QAIA), Amman-Jordan.

- Day-to-day management of the site, including supervising and monitoring the site engineers
- Preparing work method statements
- Reviewing site activities and daily report updates
- Directly reporting to the project manager
- Studying and implementing the detailed engineering drawings and documents to ensure site works are carried out accordingly
- Reviewing and solving day-to-day site construction issues
- Making sure budgets, timescales and project specifications are met
- Carry out site check to ensure work execution per approved design/drawings
- Ensuring all materials used and work performed are as per specifications
- Overseeing quality control, health and safety matters on site

Civil Section Engineer – Infra Structures Facilities (August 2015 – November 2015)

Mid Contracting Company LLC - Amman Strategic Reserve Terminal for Petroleum Products (ASTPP), Amman-Jordan.

- Day-to-day management of the site, including supervising and monitoring the site engineers
- Preparing work method statements
- Reviewing site activities and daily report updates
- Directly reporting to the project manager
- Studying and implementing the detailed engineering drawings and documents to ensure site works are carried out accordingly
- Reviewing and solving day-to-day site construction issues
- Making sure budgets, timescales and project specifications are met
- Carry out site check to ensure work execution per approved design/drawings
- Ensuring all materials used and work performed are as per specifications
- Overseeing quality control, health and safety matters on site

Civil Site Engineer – Structures, Finishing and Infra Structures Facilities (July 2014 – August 2015)

Consolidated Contractors Company (CCC) - Doha Port Container Terminal (DPCT), Qatar.

- Managing construction projects
- Studying and implementing the detailed engineering drawings and documents to ensure site works are carried out accordingly
- Prepare daily reports summarizing building work and site activities
- Schedule daily, weekly and monthly site checking plans to ensure work execution as per approved design/drawings
- Ensuring equipment and procedures comply with safety regulations
- Making sure budgets, timescales and project specifications are met
- Solving problems and providing technical advice
- Coordinating with other departments; mechanical, electrical, safety and quality

**Civil Site Engineer –Structures, Finishing and Infrastructures Facilities (March 2012 – July 2014)
Consolidated Contractors Company (CCC) - Barazan Gas Project- BGP, Raslaffan Industrial City, Qatar.**

- Studying and implementing the detailed engineering drawings and documents to ensure site works are carried out accordingly
- Overseeing site activities and report daily updates
- Reviewing and solving day-to-day site construction issues
- Carry out site check to ensure work execution per approved design/drawings
- Reviewing and monitoring planned schedule against actual work progress
- Ensuring all materials used and work performed are as per specifications
- Day-to-day management of the site, including supervising and monitoring the site labor force and the work of any subcontractors
- Overseeing quality control, health and safety matters on site

**Civil Site Engineer – Structures and Finishing (December 2009 - February 2012)
MASANNAT ENGINEERING AND CONTRACTING COMPANY (MECCo) - Abdali, Rajhi Cement
Headquarters Project, Amman-Jordan.**

- Studying and implementing the detailed engineering drawings and documents to ensure site works are carried out accordingly
- Overseeing site activities and report daily updates
- Reviewing and solving day-to-day site construction issues
- Carry out site check to ensure work execution per approved design/drawings
- Reviewing and monitoring planned schedule against actual work progress
- Ensuring all materials used and work performed are as per specifications
- Day-to-day management of the site, including supervising and monitoring the site labor force and the work of any subcontractors
- Overseeing quality control, health and safety matters on site

EDUCATION

- 2004 - 2009 University of Jordan: Bachelor's Degree in Civil Engineering
- 2003 - 2004 Bishops School: General Secondary Certificate - Scientific Stream

TRAININGS AND COURSES

- December 2018: Feasibility Studies for Projects /Engineers Training Center, Jordan
- November 2017: Project Management Professional (PMP)/Trace, Jordan
- April 2013: Motivation Seminar/ Workshop Consolidated Contractors Company, Qatar
- October 2012: Negotiation Seminar/ Workshop Consolidated Contractors Company
- April 2012: Teamwork and Team Building Seminar/ Workshop Consolidated Contractors Company, Qatar

LANGUAGES AND SKILLS

- Arabic: tongue language
- English: excellent spoken and written
- Fluent in all Microsoft Office programs; MS Office and AutoCAD 2D

References are available upon request.