



# Hazem Salem Al Sharawneh

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## CAREER SUMMARY

Throughout my career, I've been deeply involved in the successful execution of construction projects, ensuring they meet quality standards, timelines, and budgetary constraints. I've played key roles in project planning, coordination, and execution, overseeing on-site activities, managing resources efficiently, resolving conflicts, and maintaining meticulous documentation. My responsibilities have encompassed a wide range of tasks from safety leadership and compliance to effective communication with stakeholders and continuous improvement initiatives. These experiences have honed my skills in project management, problem-solving, leadership, and collaboration, making me well-equipped to handle complex construction challenges and deliver exceptional results.

## WORK HISTORY

Senior Civil Engineer | 11/2019 to 11/2023

Elite Agro Projects LLC (Crown Price Court)

Abu Dhabi - UAE

### **Job Description:**

- **Project Planning and Coordination:** Develop and implement project plans, schedules, and budgets in coordination with project managers and stakeholders. Ensure that all activities are executed efficiently and effectively to meet project milestones and deadlines.
- **Site Management:** Oversee all on-site activities, including subcontractor coordination, material deliveries, equipment usage, and site logistics. Monitor progress against the project schedule and address any delays or issues promptly to keep the project on track.
- **Quality Assurance and Compliance:** Ensure that all work performed on the site meets quality standards, regulatory requirements, and company policies. Conduct regular inspections and audits to identify and resolve any quality or compliance issues.
- **Safety Leadership:** Implement and enforce safety policies, conduct inspections, and provide training to prevent accidents.
- **Communication and Reporting:** Serve as the primary point of contact for communication between project stakeholders, including clients, architects, engineers, and subcontractors. Provide regular updates on project progress, issues, and risks through meetings, reports, and other communication channels.
- **Resource Management:** Manage resources such as labor, equipment, and materials efficiently to optimize productivity and minimize waste. Coordinate with procurement and logistics teams to ensure timely delivery of materials and equipment to the site.
- **Problem Solving and Conflict Resolution:** Identify and resolve any conflicts, disputes, or issues that arise on the construction site. Collaborate with stakeholders to find mutually acceptable solutions and maintain positive working relationships.
- **Documentation and Record Keeping:** Maintain accurate project documentation, including reports, photos, and RFIs.
- **Budget and Cost Control:** Monitor project expenses against the budget and identify any variances or cost overruns. Work closely with project managers to implement cost-saving measures and ensure that the project remains financially viable.
- **Continuous Improvement:** Identify opportunities for process improvement and efficiency gains on the construction site. Implement best practices and lessons learned from previous projects to optimize performance and deliver better results.
- **Inspections:** Conduct regular inspections of construction sites, materials, and completed work to identify any deviations or defects; Report to the Project Manager and report observations on non-conformances.

Project Engineer | 08/2018 to 11/2019  
Tornado General Contracting (Tornado Group)  
Abu Dhabi - UAE

**Job Description:**

- Oversee and manage all aspects of the construction projects from inception to completion, ensuring quality, safety, and timely delivery.
- Oversees establishment of Project Execution Plan, Health and Safety Plan, Quality Assurance/Quality Control Plan, and other documents as required.
- Plans, directs, supervises, and controls the execution of all business, technical, fiscal, and administrative functions of the assigned project
- Reviews and checks plan, specifications, contracts, engineers' notes, engineering computations involving higher mathematics, and cost estimates for projects of substantial difficulty.
- Provide effective on-site leadership and supervision to construction teams, subcontractors, and other project stakeholders.
- Monitor project budgets, costs, and expenditures, ensuring adherence to financial guidelines. Works with other engineers, and discipline leads to develop budgets, schedules, and plans for the various elements of a project
- Implement and enforce quality control measures to ensure construction activities meet industry standards and project specifications.
- Develop and maintain project schedules, ensuring that milestones and deadlines are met. Monitor contractor performance pertaining to schedule and conformance to plans and specifications. Establishes the program requirements for all areas of the project and monitors the draft and final deliverables for adherence to these criteria.
- Facilitate clear and concise communication between project stakeholders, including consultants, contractors, and internal teams. Responsible for following up on instructions and commitments associated with the project.
- Address and resolve any issues or challenges that may arise during the construction process, ensuring minimal impact on project timelines.
- Negotiates quotations and prices offered by vendors and suppliers for the purchases and repair parts; prepares and processes the approved LPOs using the internal system through the Contracts and Procurement department.

Junior Site Engineer | 08/2016 to 07/2018  
Trojan General Contracting LLC (Trojan Holding)  
Abu Dhabi - UAE

**Job Description:**

- Assist the General Manager in ensuring successful project delivery, focusing on cost-effectiveness, quality, timeliness, and compliance.
- Supervise construction activities, ensuring adherence to construction documents and regulations.
- Review and assess Contractor's Submissions like shop drawings and materials.
- Provide on-site directions and assist in reviewing project closeout documents.
- Actively participate in health and safety initiatives at the site.
- Manage maintenance, logistics, refurbishments, and office moves for projects and facilities.
- Monitor external vendors' services to ensure compliance with standards.
- Evaluate preventive maintenance schedules and coordinate manpower availability.
- Foster relationships with internal teams, vendors, and suppliers for effective work collaboration.
- Assist in contract preparation, BOQs, and negotiations for cost-effective procurement.
- Coordinate with Finance for maintenance payments and expenditure.
- Collaborate with HR on manpower management and scheduling.
- Support GM in budgeting for facilities maintenance and procurement of materials.

Civil Site Engineer | 05/2014 to 07/2016

Makeen General Building & Contracting

Dubai - UAE

**Job Description:**

- Manage day-to-day activities on the construction site.
- Ensure compliance with safety regulations and maintain a safe working environment.
- Coordinate and schedule construction activities, ensuring they align with project timelines.
- Collaborate with project managers, engineers, and subcontractors to achieve project goals.
- Enforce quality control measures to ensure construction work meets project specifications and standards.
- Conduct inspections to verify workmanship and compliance with quality requirements.
- Oversee the delivery and use of construction materials.
- Ensure the availability and proper functioning of necessary equipment and tools.
- Provide guidance and direction to workers, ensuring they understand their tasks and responsibilities.
- Assign tasks and responsibilities to construction workers based on their skills and capabilities.

Customer Service Representative (Call Center) – 10/2010 to 10/2011

Al Ain Distribution Company (AADC)

Al Ain-UAE

**Job Description:**

- Manage large amounts of inbound and outbound calls in a timely manner
- Identify customers' needs, clarify information, research every issue and provide solutions and/or alternatives
- Keep records of all conversations in our call center database in a comprehensible way
- Frequently attend educational seminars to improve knowledge and performance level
- Maintained expectations regarding call quality and resolution time
- Multi-tasked systems while providing service and resolving customer issues, upgrades, etc.

**EDUCATION**

Bachelor of Engineering, Civil Engineering - 2014

Abu Dhabi University, UAE.

**CORE SKILLS**

- Excellent analytical and problem-solving skills, with the ability to make sound engineering decisions.
- Strong project management skills, including the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Effective communication and interpersonal skills to collaborate with diverse stakeholders and work effectively within a team.
- Attention to detail and a commitment to delivering high-quality work.
- 10 years of proven site experience in building construction, factories, residential villas, or hotels.
- Strong project management skills with a track record of successful project delivery.
- Excellent communication and interpersonal skills.
- Ability to work effectively under pressure and meet tight deadlines.
- Organized, committed and hard worker.
- Strong interpersonal skills and a team player with high attention to details
- A results driven person combined with problem solving techniques.
- Ability to work to deadlines and within budgets.
- Excellent verbal and written communication skills