

Cover letter

Dear Sir,

I am writing in response to your company's opening for a Projects Management Planning position. I am interested in this position as my skills; qualifications and experience match your vacancy requirements.

I feel confident that my eleven years solid experience in project management particularly in planning provides me with the capabilities and experience to successfully fulfill this position. Accordingly I have enclosed my CV for your consideration.

Currently I am working as a Senior project Planning manager (PMP& PMI-RMP) 2013 certified in private sectors on a variety of projects (Infrastructure, Highly residential building, GSM)

As a project planning manager I feel that my greatest strengths are my proven track record of delivering projects on time and within budget as per customer requirements& expectation using necessary quality control& assurance tools and techniques as well as my extensive experience in business project management, including Primavera6, Excel, Microsoft Project, Word.

As Planning Manager experienced professional with particular last 5 years invaluable experience of planning management along with implementing and improving agreed project methodologies and procedures. A motivated team player with extensive health & safety skills, leadership abilities and able to assemble and manage multi discipline project teams.

Excellent in put the proper project plan as per organization standards, using all management tools& techniques supported by Primavera6, be able issuing cash flow diagram and statement, Resources histogram, measure the variance from project baseline, and apply proper corrective and preventive action, keep measuring all identified potential project risk along the time schedule.

I would appreciate an opportunity to further discuss your needs and my application and suitability. Please feel free to contact me to set up a mutually convenient time and date for an interview.

I am thankful your time and consideration and I am look forward to hear from you soon.

Ahmed Nagi, PMP, PMI-RMP
Riyadh, KSA
Mobile: 00966 555 23 59 24
Email: ahmednaginegm@gmail.com

Project Management Institute

THIS IS TO CERTIFY THAT

AHMED NAGI NEGM

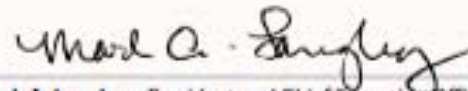
HAS BEEN FORMALLY EVALUATED FOR DEMONSTRATED EXPERIENCE, KNOWLEDGE AND PERFORMANCE
IN ACHIEVING AN ORGANIZATIONAL OBJECTIVE THROUGH DEFINING AND OVERSEEING PROJECTS AND
RESOURCES AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

Project Management Professional

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE



Doanna Landers • Chair, Board of Directors



Mark A. Langley • President and Chief Executive Officer



PMP® Number 1587957

PMP® Original Grant Date 27 March 2013

PMP® Expiration Date 26 March 2016



Project Management Institute

THIS IS TO CERTIFY THAT

Ahmed Nagi Negm

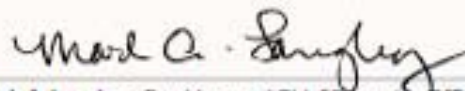
HAS BEEN FORMALLY EVALUATED FOR EXPERIENCE, KNOWLEDGE AND SKILLS IN THE SPECIALIZED AREA OF
ASSESSING AND IDENTIFYING PROJECT RISKS AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

PMI Risk Management Professional

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE



Deanna Landers • Chair, Board of Directors



Mark A. Langley • President and Chief Executive Officer



PMI-RMP® Number 1627711

PMI-RMP® Original Grant Date 06 July 2013

PMI-RMP® Expiration Date 05 July 2016





DECEMBER 17, 2013

Ahmed Nagi Negm

has successfully completed with distinction

An Introduction to Operations Management

an 8 week online non-credit course authorized by University of Pennsylvania and offered through Coursera

Christian Terwiesch
Andrew M. Heller Professor
The Wharton School
University of Pennsylvania

VERIFIED
CERTIFICATE

WITH DISTINCTION



Verify at coursera.org/verify/ZK9R6T2AGE

Coursera has confirmed the identity of this individual and their participation in the course.

Egyptian Engineers Association In Riyadh

PEED

Hereby certifies that

Ahmed Nagi Negm

Has completed our training Program

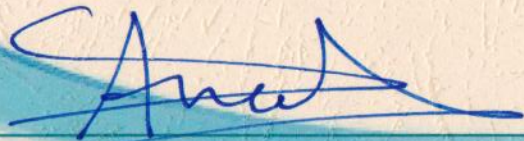
Cost Engineering Preparation Course

From March 9th to March 23rd 2014 (36 contact hours)

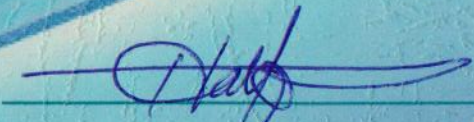
Held in Riyadh, Saudi Arabia



جمعية المهندسين المصريين بالرياض
Egyptian Engineers Association



Eng. Mohamed El Saadany
Course Instructor, CCP # 4024



Eng. Nafea AbdulAziz
EEA Chairman



Nº 474939



TO WHOM IT MAY CONCERN

This is to certify that Mr. Ahmed Nagi El sayed Mohamed
Graduated from this faculty in : July 2003
And Granted The Degree of Bachelor of : Civil Engineering
With a cummulative rate of apprection : Pass (60.81 %)
Project : (Good)
Date of Birth : 04/11/1980
Place of Birth : Cairo
Nationality : Egyptian

Registrar

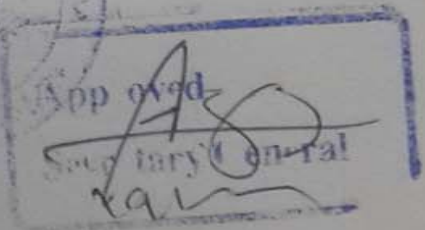
DATE

Dean

Prof.Dr. Wael M. El-Degwy

19-10-2009

19-10-2009



Company: HOI/MEA UAE Branch
Address:
Date: 1/1/2008

TO WHOM IT MAY CONCERN

This is to certify that Mr. **Ahmed Nagi Negm** was employed with us as Deputy Construction Manager in the construction department, from March 2006 to November 2007.

As a Deputy Construction Manager few of h/s responsibilities are:

1. Mentoring, coaching and supervising project engineers and project staff.
2. Assisting in all aspects of project planning.
3. Assisting in securing new work by participating in estimates, working with subcontractors and/or participating in proposals and presentations.
4. Performing estimate reviews when required.
5. Ensuring optimum utilization of labor, material and other resources across the project.
6. Project performance: including monitoring of safety and environment, schedule, costs, equipment, manpower, material, equipment maintenance, and quality.
7. Being an ambassador of the company both internally and externally.
8. Ensuring project safety standards and environmental programs are adhered to at all times.
9. Assisting in labor trade mark-ups.
10. Leading the development and submission of construction claims.
11. Reviewing project status reports and information on specific incidents with senior division managers or executives.
12. Assisting in negotiation of claims/disputes with the client and subs/suppliers
13. Overseeing project close-out.

During the period of his assignment, we found his hardworking, sincere and a keen learner.

We wish he all the best in his future endeavors.

Eng. Khaled Mahfouz

HOI/MEA UAE Country Manager





MAY 23, 2014

Ahmed Nagi Negm

has successfully completed

Introduction to Finance

a 15 week online non-credit course authorized by University of Michigan and offered through Coursera

A handwritten signature in black ink, appearing to read 'Gautam Kaul', written over a horizontal line.

PROFESSOR GAUTAM KAUL
JOHN C. AND SALLY S. MORLEY
PROFESSOR OF FINANCE
UNIVERSITY OF MICHIGAN

VERIFIED
CERTIFICATE



Verify at coursera.org/verify/2UL5QBQD2H

Coursera has confirmed the identity of this individual and
their participation in the course.



This is to certify that
Ahmed Nagi

is a member of
PROJECT MANAGEMENT INSTITUTE
a global membership association
dedicated to advancing the practice,
science and profession of project
management, and upholds the
Institute's Code of Ethics
and Professional Conduct.



Making project management indispensable
for business results.®

Member

Engineer Certificate

Membership no: **50273**
By virtue of the statute of Saudi Council of
Engineers the Council has decided to
award the:

Degree Of Engineer

Major: Civil

Name: **AHMED NAGI ELSAIED NEJM**

Nationality: **Egypt**

This certificate is valid until:
30 Jumada I 1438

الأمين العام
Secretary General



الهيئة السعودية للمهندسين
SAUDI COUNCIL OF ENGINEERS



شهادة مهندس

عضوية رقم: ٥٠٢٧٣
إستناداً إلى نظام الهيئة السعودية
للمهندسين فقد قررت منح:

درجة مهندس
في هندسة: مدني

الاسم: أحمد ناجي السيد نجم
الجنسية: مصر

هذه الشهادة صالحة الى تاريخ ٣٠
جمادى الأولى ١٤٣٨

مدير عام مركز الاعتماد المهني
PAC General Director





RMstudy
Targeting success



This is to certify that

Ahmed Negm

has successfully completed all prescribed requirements of

Risk Management Course

offered by RMstudy.com

covering all the Project Risk Management processes

Granted : May 10, 2013

103241

Certificate Number

Executive Director

Chairman Academic Council

Al Khaleej Training & Education Certify That

Mr. AHMED NAGI NEGM

Has Successfully Completed

Project Management Professional Exam Preparation Course (4th Edition)

From 17 December to 28 December , 2011

for a Total No. of Hours 35 Eq. to 35 PDUs

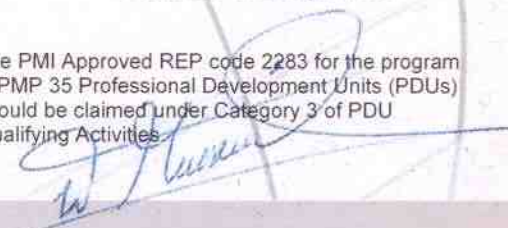
ALKHALEEJ Training & Education
Operations Dept.

PMI REP Management





The PMI Approved REP code 2283 for the program is PMP 35 Professional Development Units (PDUs) should be claimed under Category 3 of PDU Qualifying Activities.



1151153

شهادة Certificate

Al Khaleej Training & Education Certify That

Mr. AHMED NAGI

Has Successfully Completed

Project Management Fundamentals

From 13st to 14nd December, 2011

for a Total No. of Hours 8

ALKHALEEJ Training & Education
Operations Dept.



TAKNIAT General Manager



1151115

Deutsch English Español
Italiano **Berlitz** français

Certificate

This is to certify that

Ahmed Nagi Nogm

Has successfully completed the following

Language English

course date 16-01-2010 to 22-02-2010

Program Berlitz English

Berlitz proficiency level 4

Grade 95%

Attested to this 8th day of March 2010

Mohammed Sharaf

Director, Berlitz – Riyadh



Certificate of Completion

This certifies that
AHMED NAGI NEGM

has successfully completed the course
Microsoft Project 2010 Level 1 & 2

This is a/an 16 hour course

From 31 December 2011 To 3 January 2012

Date


Branch Manager



1160826


New Horizons
Computer Learning Centers
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Head Office: Riyadh
Branches: Al Khobar, Jeddah, Al Kharij
Buraidah, Dammam, Jubail, Al Ahsa
Madina, Makkah, Khamis, Abha, Bisha
Baha, Hail, Mahail, Jizan

Mobile1 : (+966) 555235924
Mobile 2: (+966) 554745928
Mobile 3: (+2) 01095583332
nagy_negm@Hotmail.com
ahmednaginegm@gmail.com

Ahmed Nagi Negm, PMP, PMI-RMP

CAREER OBJECTIVE

Looking for a challenging career and assignments in the field of project planning, engineering & management in industrial projects and infrastructure sector to utilize my skills in an organization which offers professional growth while being flexible and innovative and to be recognized as an efficient & competent individual having good interpersonal, technical and managerial skills.

ACADEMIC QUALIFICATION

Bachelor of Civil Engineering

- **University:** Cairo University.
- **Department:** Civil Engineering department.
- **Graduation Project:** Advanced Reinforced Concrete, The project was contained three unites (high residential building with 12 flours, conference hall and swimming pool)
- Fully detail design (statically system, design of section, structural drawings...etc.)
- **Graduation Project Grade:** Very Good.
- **Graduation Year:** 2003.

CERTIFICATES

- **PMP** (Project Management Professional), Project Management Institute, PMP Number: 1587957.
- **RMP** (RISK Management Professional), Project Management Institute, RMP Number: 1627711.
- **RISK** Management& Decision making Course, RM STUDY.
- Introduction to Operational Management, Coursera (University of Pennsylvania).
- Introduction to Finance, Coursera (University of Michigan)
- Economics Policy making, Coursera (IE business school).
- Certified cost professional, preparation course.
- MS Project 2010, New Horizon
- Member of PMI since 2010
- Ongoing courses, SP (Schedule Professional), Supply Chain Management.

Summary

- My eleven years solid experience in project management& Civil fields, 1 year as designer civil engineer for water treatment plant& pipeline design, 1.5 years civil site engineer for construct high residential building, 1 year civil site engineer for steel towers installation& fabrication, 2 years as projects planner& projects coordinator in Dubai, 3 years as projects planner& projects coordinator in Riyadh, 2.5 years currently as projects Manager.
- Expert in Primavera 6, Excel, word

WORK EXPERIENCE

. (2011 till now) work at HOI Middle East& Africa (KSA branch):

- Position: - **Projects Planning Manager.**
- Projects Planning Manager for various projects simultaneously, ingredient of Civil & Electromechanical works.
- Project name: STC civil& Electromechanical projects, with Budget cost 65M\$, involved processes (planning, executing& monitoring and controlling).
Customer name: Saudi Telecom Company.
- Project name: ZAIN phase one lunching, with Budget cost 50M\$, involved processes (planning, executing& monitoring and controlling, closing).
Customer name: Nokia Siemens Network.
- Project name: ZAIN KSA Direct Scope, with Budget cost 30M\$, involved processes (planning, executing& monitoring and controlling).
Customer name: ZAIN KSA
- Project name: Saudi Spectrum Management System (SSMS), with Budget cost 50M\$, involved processes (Initiating, Planning and closing), supervising all the processes belong to RFP, such as designing phase, prepare a proper time schedule with required cost budget using primavera 6, prepare bill on quantity, WBS, thousands of activities list, procurement process and supply chain management.
Customer name: Communications and Information Technology Commission (CITC).

Duties:-

- Planning, scheduling, directing and controlling the progress of all work packages & activities using information system (MS project, Primavera 6, Microsoft office).
- Preparing regular reports on progress and requirements using earned value management technique, S curve, labors histogram, materials trucking sheet, machinery and equipment at the construction site.
- Preparing Monthly Cash flow diagram and statement, helping in balance sheet, income profit statement.
- Direct and mentor Work packages execution processes including (towers, project materials & precast concrete fabrication process, shipment from supplier, sites handover from customer, following all required governorate permits, sites civil surveying with topographical map, soil investigation, excavation works, deep or shallow concrete foundation, steel assembling works....., sites preliminary acceptance test, verify product scope, final product sign off, invoicing process status, cash collection, and project or phase closure, and finally lesson learned documented and archived.
- Evaluates and determines appropriate construction delivery systems and the most cost-effective plan and schedule for completing the project.
- Including all Risk Management processes during Plan the project, with proper methodology.
- Communicate internally with the Project team in line with the requirements of the Company's objectives& externally with Client/Subcontractor/Supplier representatives.
- Reviews and verifies accuracy and consistency of engineering drawings and specifications and monitors progress to ensure compliance with plans and specifications.
- Understands contracts, plans and specifications about project methods, materials & regulations, 5 years relevant work experience in similar position.

. (2008-2011) work at HOI/ASTE for Technical Engineering (KSA branch):

- Position: - **Project Planning Engineer& Project coordinator**
- Project name: Motorola Civil& Electromechanical projects, with Budget cost 55M\$, involved processes (planning, executing& monitoring and controlling and closing).
Customer name: Motorola Corporation

Duties:-

- Planning, organizing, scheduling the activities using primavera and monitoring the progress at site and updating the baseline program accordingly on monthly and weekly basis
- Timely alarming PM regarding the delays occurring at site from our side and from subcontractor side and its effects on our completion date of the projects
- Submitting daily, weekly and monthly reports to client/ consultant
- Monitor progress throughout the construction process and comparing this with the projected schedule of work
- Assist the Project Manager in the formulation of strategy and activity plans to achieve the project objectives.
- Preparing the site plan consistent with the requirements and availability of the drawings, specifications, target dates and definitive estimate.
- Develop and maintain plans and schedules deliverables at all levels of management with inputs from engineering, construction, operations, maintenance and commissioning
- Preparing cash flow chart and the Resource histogram, resource estimation, activity duration estimation
- Preparing properly in time to extension claims.
- Good knowledge in making civil project tender, technical & commercial offers and already participated in some projects.
- Good knowledge in (RFB, RFP, RFQ), procurement administration, contracts & procurement closure.

. (2007-2008) work at HOI/ASTE for Technical Engineering (DUBAI branch):

- Position: - **Deputy Construction manager.**
- Work in Nokia-Siemens network project (DU mobile network in UAE).
- Constructed more than 215 sites around UAE, finishing and handed it over to the customer.
- Construction manager for Dubai Government project (civil work for telecommunications sites) around 33 sites (tower foundation, tower erection, shelter erection...etc)
- Good knowledge in product line presentation and proposal to customer.
- Submitting daily, weekly and monthly reports to client/ consultant
- Monitor progress throughout the construction process and comparing this with the projected schedule of work.
- Assist the Project Manager in the formulation of strategy and activity plans to achieve the project objectives.

. (2006-2007) work at HOI/ASTE for Technical Engineering (Egypt Head Office):

- Position: - **Civil Site Engineer.**
- Work in GSM sites (Vodafone project, Telecom Egypt, ZTE).
- Work in all kind of GSM sites (G.F, R.T, micro cell, indoor sites, share site, pilot site, mobile solutions sites such as RDU, GRD...etc).
- Work in creating the civil work alarms system.
- Acceptance engineer for GSM sites and handed it over to the customer.

. (2005-2006) work at **TRUST GROUP FOR INVESTMENTS (BETCHO AMERICAN CITY AI MAADI):**

- Position: - **Civil Site Engineer.**
- Site engineer fully responsible on 4 high residential buildings (1 basement+10 floors) the first two floors were solid slab system and the others floors were flat slab system.
- Supervision for soil test, excavations, soil replacement, soil compaction(compaction test),dewatering system, shallow foundations(isolated &raft),deep foundations(mechanical piles &Manuel piles),concrete test(standard test method, slump test), prestressed concrete, precast concrete, shear wall, insulation, masonry works, plumbing works, plaster works, electrical works.....etc.
- Very good knowledge in reinforced concrete works, cost control, quality control and bill of quantities.

. (2003-2005) work at **CONSULTING ENGINEERING BURAEU (Utilities):**

- Position: - **Civil Designer Engineer.**
- Designer engineer (working stress design method) in water pumping stations, sewage pumping stations, potable treatment plant stations and wastewater projects.
- Designer for Stations elements such as (underground tanks, elevated tanks, clarifloculator building, chlorine building, piping system.....etc) & detail design drawings using auto cad program.
- Work in some projects (Damietta& Damanhur and Tama sewage pumping stations, Sakha &Al Reswa and Shebin Al Kom potable water treatment plant, Alremaia raw water pumping stations and piping).

. (2000, 2001, and 2002) summer training at **ARAB CONTRACTORS**, Helwan branch:

- As engineer under training at al Amal Extension Project, Al Maadi, Cairo.
- As engineer under training at Atlas Project, Helwan, and Cairo.

SOFT SKILLS

LANGUAGES:

Arabic: Mother Tongue.

English: Fluent written & spoken.

French: Weak.

COMPUTER:

- General application
- MS office (Word, Excel, power point & outlook etc....).
- MS project 2010
- Primavera 6
- AutoCAD 2010.
- SAP 2000.
- STAD PRO2004.

Courses:-

- PMF (Project Management Fundamentals).
- PMI-PMP (Project Management Professional), Certified 2013
- PMI-RMP (Risk Management professional), Certified 2013
- MS project 2010
- AutoCAD 2004
- Primavera 82
- Operational Management
- Financial Management
- Economics Policy Making
- Supply Chain Management

PERSONAL Information

Date of birth : 04th November 1980.
Nationality : Egyptian.
Country of residence: Saudi Arabia
Military status: Exempted
Social state : Married.
Visa status : Employment Visa in KSA.
Driving license: KSA, UAE and Egypt.

PERSONAL SKILLS & INTERESTS

- Excellent communication skills internally& externally.
- Team work – knowing how to listen, share, cooperate and learn together as a team
- Positive attitude – important for difficult times incurred along the way throughout the process
- Ability to clearly articulate expectations – clearly define what is expected of team members and define expectations on your deliverables to your management
- Manage by example – project managers must be straightforward and knowledgeable in all dealings.
- Be direct do not overpromise and under deliver.
- Photoshop CS5.
- 3D Max.
- Cinema 4D.
- Horses, reading, football.
- Forex Markets.
- Keep learning forever

MANAGEMENT SKILLS

- Using Problem solving various techniques (interviewing, focus group, facilitated workshop, brainstorming, Delphi technique, affinity diagram and Ishikawa diagram).
- Decision making technique.
- Critical thinking& lateral thinking
- Decision making
- PERT analysis (Program evaluation and review technique), three point estimating.
- Schedule shortening technique (fast tracking, crashing, reduce scope& cut quality).
- Applying value analysis.
- Earned value measurements
- Continuous improvement in quality (TQM) & responsibility for quality and applying process improvement plan.
- Using cost benefit analysis, cost of quality & control chart.
- Using seven basic tools of quality.
- Using team building activities (forming, storming, norming, performing & adjourning).
- Team performance assessment.
- Project performance appraisal.
- Using project issue Log.
- Preferred forms of power like expert and reward.
- Conflict management tools (confronting, collaborating, smoothing.....)
- Using motivation theory (what people really want?)
- Stakeholder analysis.
- SWOT analysis.
- Expected Monetary value analysis (EMV) using best and worst case scenario.
- Using decision tree technique.

Conclusion

The skills required are many and vary. A project manager must be prepared for all situations and be able to manage uncertainty and change in a less defined environment. A project manager must lead by example and motivate all parties involved. The project manager must strive to further develop and enhance their skills so as to continue leading their team to success.

- **References and recommendation letters are available upon request.**

