

# ***Curriculum Vita***

## **Personal Information**

\* **Name:** Khader Ahmad Al-Nawafleh  
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## **Academic Qualifications :**

### **Master degree in Engineering Management (2005-2008, Faculty of Engineering, Mu'tah University, Jordan).**

- Some courses titles during the study : total quality management(TQM strategies, quality, ISO ,SPC ,leadership, system improvement, &employment involvement), engineering and law, operations research, projects planning and scheduling, project management, advance engineering economics, advance engineering statistic, inventory control and management, Safety engineering and management, simulation and control systems, special topics in engineering management, management information's systems, modeling and simulation systems, research in engineering management, the study was supported in English.

### **B.sc. in Mechanical Engineering (1991-1996, University of Jordan).**

- Some courses title during the study : Heating , ventilation and air conditioning systems(HVAC SYS.), Refrigeration system, Applied thermodynamics, Manufacturing process, Heat transfer, Processes and materials, Advanced Heat transfer, Engineering metrology, Theory of machines, Systems of control, Strength of materials, Electric circuits, Electronics, Electrical machines, Fluids, Machines design, Cooling and air conditioning, Production Processes, Management and engineering economy, Metrology , Power stations, Solar energy, Internal combustion engines, Turbo machines, hydraulic engineering, Engineering drawing, machine drawing,

Workshop, Industrial methods of statistics, Properties of eng. Materials, Practical training Principle of logic.

### **Skills and Practical Courses:**

- Training course by UNDP and National Energy Research Center – Jordan, which covered the following subjects: Fundamentals of solid waste manage, Recycling process, composition process, Biological waste treatment, Sanitary land filling, Aspects of biogas recovery, Lab analysis, and Environmental impact of waste management.
- participant arbitrator in some courts of arbitration in disputes and arbitration agreements in construction projects in Jordan.
- Technical expert in the preparation of specifications and standards in engineering projects and tenders.
- Presidency a lot of technical committees or participate to prepare financial reports or / and administrative or / and technical In all the years of work and in all the organizations that I has several positions with them.
- Successful pass across exam readiness to work in the construction sector of the Jordanian Construction Contractors Association.
- Strong working knowledge of administering FIDIC.
- Research Project: Estimation of global solar radiation, models.
- Computer knowledge: AutoCAD drawing, Primavera program, projects program, Promodel programming, Fortran Language, word program, internet ,excel program, outlook program, power point, interactive online programs and social networks such email and allots of websites.
- Management leadership training course, cities and village development bank, Ma'an –Jordan, (April-May, 2004), thirty-training hours.
- Requirements & design of firefighting systems training course, Engineers training center-Engineers Association □□Amman – Jordan □□august, 2003).
- Training course as a trainer in Jordan environment society, in reduction of methane emissions and utilization of municipal solid waste for energy and bio-fertilizer, Amman - Jordan, during the period December, 2003.

- Dos and windows training course, Al-Nabatee for computer, (from Jul-1997 to Jan-1998), twenty and five hours.
- Participate in the establishment of several local organizations and that its goals of community service and help to confirm the justice and care about human dignity and freedom.
- Member in Jordan Arbitration Association-Amman
- Member in Jordan engineers Association
- Member in Jordan environment society
- Member in Buit Alanbat society.
- *Languages:* Arabic: Mother tongue, English: Speaking, reading and writing.

## Experience

1. From SEP 2017 until now in the capacity of GM and Owner of Ythrib for construction contracting in Jordan.

2. From Feb 2016, until Aug 2017, in the capacity of **Chief Engineer** of the Engineering department reporting to GM in **Movepick Resort Petra and NCH hotels.**

### JOB SUMMARY

Manages all engineering/maintenance operations, including maintaining the building, grounds and physical plant with particular attention towards safety, security and asset protection. Accountable for managing the budget, capital expenditure projects, preventative maintenance and energy conservation. Responsible for maintaining regulatory requirements. Leads the emergency response team for all facility issues, in the two hotels in Petra.

### CORE WORK ACTIVITIES

- Managing Property Operations and Engineering Budgets
- Supervises Engineering and reporting to GM.
- managing the physical plant including equipment, refrigeration, HVAC, plumbing, water treatment, electrical and life safety systems.

- Maintains and operates equipment at optimum effectiveness, efficiency and safety.
- Establishes and manages an effective rooms maintenance program.

Ensures compliance with all Engineering departmental policies, standards and procedures.

- Manages department's controllable expenses to achieve or exceed budgeted goals.
- Select and order or purchase new equipment, supplies, and furnishings.
- Inspect and evaluate the physical condition of facilities in order to determine the type of work required.
- Recommend or arrange for additional services such as painting, repair work, renovations, and the replacement of furnishings and equipment.
- Supervises the day to day operations of Engineering.

Maintaining Property Standards

- Maintains accurate logs and records as required.
- Assists in effectively planning, scheduling and evaluating preventative maintenance programs.

Providing Exceptional Customer Service

- Handles guest problems and complaints effectively.
- Empowers employees to provide excellent customer service.
- Displays leadership in guest hospitality by exemplifying excellent customer service and creating a positive atmosphere for guest relations.

Managing Profitability

- Helps establish priorities for total property maintenance needs.
- Ensures on-going communication occurs in all areas of responsibility to create awareness of business objectives, awareness of expectations and recognition of exemplary performance.

Managing and Conducting Human Resources Activities

- Celebrates successes and publicly recognizes the contributions of team members.
- Establishes and maintains open, collaborative relationships with employees.
- Ensures employees are treated fairly and equitably.
- Strives to improve service performance.

- Provides feedback to employees based on observation of service behaviors.
- Supervises employee's ability to execute departmental and property emergency procedures.
- Reviews employee satisfaction results to identify and address employee problems or concerns.
- Solicits employee feedback.
- Helps ensure regulatory compliance to facility regulations and safety standards.
- Ensures disciplinary procedures and documentation are completed according to Standard and Local Operating Procedures (SOPs and LSOPs) and support the Peer Review Process.
- Ensures property policies are administered fairly and consistently.

**3.** From December 2013 up Feb 2016 in the capacity of **Technical Management Director and Member of The Board Of owners**, in Ythrib for construction contracting in Jordan.

Job Description:

- To work closely with senior management to communicate status, challenges, and ongoing issues.
- Draft, evaluate, negotiate and execute contracts
- Establish and maintain supplier relationships by serving as a single point of contact for contractual matters
- Manage record keeping for all contract-related correspondence and documentation
- Provide contract-related issue resolution, both internally and externally
- Monitor and complete contract close-out, extension or renewal, as appropriate
- Communicate contract-related information to all stakeholders
- Responsible for managing, tracking, and driving several ongoing projects across the multiple teams of construction engineers.
- Project planning and schedule management
- Responsible across engineering and product to drive new technologies from the planning stages to the customer release stage.

- The development of company product: management of development team, defining tasks for engineers, task prioritization, review of completed work, problem solving
- Creation and approval of technical requirements, concepting technical solutions, development of technical specifications.
- Creation and approval of technical requirements, concepting technical solutions, development of technical specifications
- Coordination of work for international contractors: defining technical specifications, scheduling control and quality assurance
- Participation in product testing and validation
- Development of engineering documentation
- Reporting and analysis of project progress for management team.

**4.** *From November 2012 up to November 2013 in the capacity of **Executive Director** for the capital of the Nabataeans Cooperative Society multipurpose;(NCSM).*

*Society community Brigade Petra (Association of the capital of the Nabataeans cooperative multi-purpose ), an organization created on 2012, the idea of comprehensive reform adopted by the state of Jordan and His Majesty the King to be this Assembly entity collector sons Brigade Petra aims to manage the community dialogue and convert the results of this dialogue for programs, projects and realistic in harmony with people to help the welfare of the people and improve their living conditions and follow up with their expectations and demands in all circumstances , whether social, economic and political . And to manage many of the open meetings both formal and informal for all shades of the components of society and the use of different techniques in the dialogue of individuals with various ideas and attitudes , their origins and their habits and find sharing denominators to enhance their role in carrying out their duties and responsibilities to the state and society .*

Duties and Responsibilities:

- Schedule and manage logistics, reporting and correspondence, and activities for all board and community related meetings and events.

- Take initiative to engage in positive and effective communication strategies with Board members and local leaders and/or their assistants.
- Prepare agendas, manage presentations, attend all board-related meetings, take notes, record, and transcribe meeting minutes; as well as maintain documents and files for meetings.*
- Manage and coordinate all activities/events for board and committee member orientation, training, trips and retreats.*
- In association with the Development office, prepare donor related communication on behalf of the Director.*
- Maintain records of Board and Committee proceedings, create binders, archiving system, select content posted to website and archiving system.*
- Manage and execute communication efforts to keep Board and Committee members up to date.*
- Communicate directly, on behalf of the Director, with Board members, donors, museum staff, local leaders and other constituents and represent the Director in meetings, as required.*
- Develop strategy and programs designed to represent the organization favorably and make positive contributions to the community.*
- Creates and plans programs that engage and support the community and employees.*
- Manage annual calendar that reflects key dates for the Board, Committees and local events.*
- Develops and expands relationships with community leaders.*
- Supports marketing initiatives and represents the organization at local events.*
- Potential to direct or administer the charitable contributions, grants and volunteer programs.*
- Keeps Director and senior staff abreast of significant matters within the Board and local leaders and foster positive relationships on his behalf.*
- Find and establish new companies in all different kind of investments branch which owned by NCSM and follow all needs to create the goals and benefits.*
- Other tasks as assigned.*

**05:** From September 2009 up October 2012 in the capacity of **Executive Director And Owner Representative**, for Nature First

Company, in resort and hotel project, Petra city in Jordan, with the following responsibilities

- Direct and manage project development from beginning to end.
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Develop full-scale project plans and associated communications documents.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Liaise with project stakeholders on an ongoing basis.
- Estimate the resources and participants needed to achieve project goals.
- Draft and submit budget proposals, and recommend subsequent budget changes where necessary.
- Where required, negotiate with other department managers for the acquisition of required personnel from within the company.
- Determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary during project cycle.
- Set and continually manage project expectations with team members and other stakeholders.
- Delegate tasks and responsibilities to appropriate personnel.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Track project milestones and deliverables.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas.
- Proactively manage changes in project scope, identify potential



crises, and  
devise contingency plans.

- Define project success criteria and disseminate them to involved parties throughout project life cycle.
- Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
- Build, develop, and grow any business relationships vital to the success of the project.
- Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements.
- Develop best practices and tools for project execution and management.

**06::** From November ,2008 up to September, 2009 in the capacity of **MEP Manager in Binladin Contracting Group, in Dubai Burj view towers.**

## PROJECT DESCRIPTION

EMMAR Property in a Project called Burj view towers, consists of three high rise residential building complex with a podium on Plot No.85, Burj Dubai District, Dubai, and UAE. Two towers ('Tower A and the Tower C') are in similar having three basement floors + ground floor + the two floors above ground for parking + four podium levels + 30 floors above podium level + service level + machine room level + roof level. Tower B consisting of three basement floors + ground level + the two floor levels above ground for parking + four podium levels + 26 floors above podium level + service level + machine floor level + roof level with about 6750 workers from different kind of jobs.

### Key tasks and responsibilities include:

- Review all MEP contractor construction planning, logic, schedules, organization plans and manning plans, and detailed procedures.

- Review subcontract plans, subcontract documents and schedules.
- Review development of temporary facilities
- Review all rigging/heavy lift plans and transportation studies.
- Review Mechanical Completion plans and Pre-Commissioning Manual
- Manage the construction in a manner that safely achieves a quality installation that meets performance parameters set out in the Statement of Requirements within the cost and schedule targets set by company.
- Ensure that all actions, works and services undertaken by MEP subcontractors, are in accordance with the respective Agreement with company.
- Ensure compliance with company's objectives, requirements, priorities, policies, procedures, standards, rules, regulations and guidelines p- Lead site staff in controlling overall Project Quality, Safety, Progress and Cost Objectives, as well as to ensure all Project Documentation are properly controlled.
- Communicate with Client Representative continuously regarding the Project Progress and areas of concern.
- Making the right decision and, where needed in order to achieve higher productivity and efficiency in line with the capabilities and resources available to achieve the goals of the company.
- Prepare monthly progress report to Client Representative.
- Prepare special report to investigate any problem related to the Scope of Work and recommend solutions.
- Attend Executive weekly meetings, (progress, Quality, Safety) and make sure that weekly technical meetings are attended by all relevant disciplines.
- In depth involvement in Contractor submittals addressing Method Statements, Project Quality Plan, Safety Plan, Schedules and compliance with Project objective.
- Lead site staff in reviewing Contractor submittals (shop drawings, materials, vendors and any other submittals),

and in evaluation and response to all request for information.

- Review and monitor the Contractor's construction equipment and manpower and advice of any shortage.
- Review Contractor's monthly progress invoice.
- Lead site staff in final inspection and preparation of Punch List.
- Preparation of closeout report.
- Review/analyze all MEP drawings, materials, schedules, program of works.
- Plan, direct, coordinate, or budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems.
- Participate in the conceptual development of construction the project and oversee its organization, scheduling, planning, handover with snag list to the owner.

**07:** from Jun 2008, until September 2008 in the capacity of **Chief Engineer** of the Engineering department which contain all kinds of staff members of assistant CE's, supervisors and technicians from all trades in **Movenpick Resort Petra** includes one contain 183 room and the others 87 rooms ,a huge function rooms, big terrace with different food cousins, four restaurants and one all day dining, bars, health club with outdoor swimming pool, boilers, chillers, plant rooms, outdoor car parking, land escape, kitchens, laundry ...etc. This position entails assurance of the implementation of the policies, standards and procedures for Life safety and fire prevention, Physical security programs, Effective Preventive Maintenance, Maintenance planning and schedules, staff supervision, labor standards and labor cost controls, Proper appearance and housekeeping of all plant rooms. Monitors POMECE operations, Profit assurance plan and saving construction projects planning and supervision, also I was in charge of the fire, and life safety (FLS) officer. *Contribute in the execution of the Nobel Laureates Petra IV Event June 18-19, 2008.*

**08:** from sep .2006, up to Jun, 2008 in the capacity of **Chief Engineer** of the Engineering department which contains 21 staff

members of supervisors and technicians from all trades in **Crowne Plaza Resort Petra** includes 219 guestrooms a huge function rooms, big terrace with different food cousins, four restaurants and one all day dining, bars, health club with outdoor swimming pool, boilers, chillers, plant rooms, out door car parking, land escape, kitchens, laundry.

- The key responsibilities :
- Leading, developing and inspiring teams and colleagues
- Responsible for the development and implementation of the best practice & maintenance services, capital investment planning and cluster procurement system for engineering supplies/suppliers across **Crowned Plaza Resort Petra**
- Management of daily operations of the QEMS including input of housekeeping, security and engineering functions, Proper appearance and housekeeping of all plant rooms. Monitors POMECH operations.
- Implementation of environment friendly initiatives.
- Budgeting and forecasting.
- P&L analysis, budgeting and forecasting including productivity and cost management
- This position entails assurance of the implementation of the IHG policies, standards and procedures for (FLS) Life safety and fire prevention, Physical security programs, Effective Preventive Maintenance, Maintenance planning and schedules, staff supervision, labor standards and labor cost controls, , Profit assurance plan and saving construction projects planning and supervision, also I was the fire, and life safety (FLS) officer.

**09:** site **Chief engineer, division of traffic control & vehicle maintenance**, in **Petra Region Authority** from May, 2002 until Sep.2006. Involving the following works:

- Preparing the annual budget report, annual employers report, and all different required reports for the strategically planning reports and documents as the laws, regulation and instruction issued and the window in the timely manner.
- Manage all activities related to the division of traffic control & vehicle maintenance which contain 75 staff members of engineers and drivers.

- Organizing the movement of all the resources in PRA.
- Directing the maintenance works of all the machines in PRA.
- Prepare the contract documents (financial and technical).
- Assurance the bills & material requests, controlling maintenance materials & stores.
- Directing the maintenance of mechanical and HAVC systems of PRA buildings.
- Contributing as a mechanical engineer member or chief in all the teams work related to the division.

**10:** site **Assistant Maintenance manager** in Grand **Mercure Petra Beit Zaman Hotel** from 7/10/2000 to 30/9/2001, five stars with 130 rooms, restaurants, kitchens, swimming pool, general facilities. Involving the following works:

- Duty: chief engineer in charge report to general manager .
- hand over from the contractors & handling all respect with GM for pre-opening the Hotel.
- following all engineering department needs, operating of all hotels service,
- Daily general maintenance, reconstruction, following all engineering contractors,
- directing, controlling, and organizing all the resources in the hotel to get the construction building with all the operating systems (by contributing with the other department's management) to be in the best optimized quality service...
- Responsible as duty manager sometimes.

**11:** Site **Mechanical Engineer in United Engineering Contracting EST.** from 24/8/1998 up to 24/8/2000 , at Wadi Mousa general Hospital project(Queen Rania Hospital) ,about (10) million \$ ,which contains from main building , nurse house , medical gases rooms,

water tanks , pumps room , incinerator room , generators room , main gate building and site works.

Involving the following works:

- Preparation and follow up of builders work openings and the subcontractors work..
- Supervision in all heating ,ventilation &air conditioning including (chillers, AHU'S, split units, fan coil units, heat pumps, HAVC pumps and lines, duct works, fans, compressors, grills, refrigeration systems....etc)
- Supervision on first fix piping installation, first fix ducting installations.
- Supervision on 2nd fix, plumbing installations.
- Supervision on 2nd fix, mechanical and HVAC installations.
- Supervision on final fix, equipment and plant installation.
- Supervision on first and 2nd fix, medical gases system, fire fighting systems, the laundry, the kitchen, the blood bank, the autopsy and the laboratory equipment and installations
- Participation in water balancing of HVAC system.
- Participation in commission of plant.
- Follow up of completion and handing over of Snag list with substantial completion certificate...

The work includes the following systems:

1. HAVC systems.
2. Fire fighting systems.
3. Plumbing system.
4. Medical gases system and operation theaters equipment.
5. Compressed air system.
6. De-Ionizing system.
7. Steam system.
8. Rain water system.
9. Sewage and soil system.
10. Incinerator, sterilization, laundry, kitchen, blood bank, autopsy, and laboratory equipment's.

**\* HVAC system includes the following work:**

Pipes installation, Fan coil units, AHU's,duct installation, pump installation, radiator installation, split units, AHU's. , underground heating systems, chillers, and boilers.

**\* Plumbing Systems include the following work:**

Sewage systems. , rain water , main holes , plumbing fixtures , water coolers , pipe installation , pumps , and hot water cylinders.

**\* Fire Fighting System:**

Sprinkler system, Fire House Cabinets, Landing Vales, fire fighting pumps, fire hydrant, Siamese connections, pipe installation, extinguishers, and insulating valves.

**\* LP Gas for Kitchen.**

**12:** Site **Mechanical Engineer as cooling and air conditioning designer** in Engineer Elinta Al- Modifier office from October 1997 until August1998.

\*Site sales engineer in Al-wathb investment co. part time from 14/2/98 until 19/7/98.

**13:** Site **Mechanical engineer in Hussein Miqdadi & partner contracting company** in Ma'an from January,1996 until octoper,1997 teen-age rehabilitation Center, which contains five buildings, one for administrations and bedrooms building, the second as police station building, the third as manager house, the fourth as workshops buildings, the last as folds. The project also contains two water tanks, capacity for each 100m<sup>3</sup>, pumps room, underground fuel tank, and two septic tanks.

Date: 24/8/2018

ENG.Khader A. Al-Nawafleh