

MAYA ANTANIOS ABDALLAH
MECHANICAL ENGINEER

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Beirut - Lebanon

PERSONAL INFORMATION

Nationality: Lebanese.
Birth date: 03 January, 1984
Gender: Female
Marital Status: Married
Current Position: Projects Coordinator
Company: D.G. Jones and Partners
Years of experience: 12

KEY EXPERIENCE

Over 12 years' experience in Mechanical Engineering including Pre-contract services, Tendering, Procurement, Design and Site Engineer. My work experience includes tender analysis, communication skills, organizational skills, problem solving, preparation of Pre-Contract documents, cost estimation, assessment of variation orders and claims, responsible for costing, variations, value engineering, QS and preparation of specifications on major projects including hotels, residential complexes, commercial centers, high rise buildings, universities and others.

EDUCATION

Oct 2007 – Jul 2008	University de Pierre et Marie Curie - Master de Sciences et Technologies de l'UPMC Spécialité Mécanique des fluides et Energétique	Paris, FRANCE
Oct 2003 – Jul 2008	Lebanese University - Faculty of Engineering – 2nd branch BE in Mechanical Engineering	Roumieh, LEBANON
Oct 1987 – Jul 2002	Collège de la sainte famille francaise Jounieh (SFF). Lebanese Baccalaureate Part-II- General sciences.	Jounieh, LEBANON

WORK EXPERIENCE

Oct 2016 - Present	Projects coordinator	Beirut, LEBANON
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DG Jones and Partners
Job Role: Management
Company Industry: Construction/ Mechanical Engineering.
Projects:

Hotels, Residential complexes, Commercial centers, Universities and others in Lebanon, Jordan, KSA, Egypt and the Gulf.

Main Duties and responsibilities:

Responsible for managing and monitoring the mechanical team in terms of quantities, pricing, estimating, specifications, quality control, and value engineering activities for different projects.

Work include tender analysis, preparation of Pre-Contract documents and cost estimation, Preparing post Contract Services, preparation of monthly payment certificates, assessment of variation orders and claims, preparation of monthly comparative reports.

Jun 2013 - Oct 2016

Procurement and Project Tendering Engineer

**Angola, AFRICA
Beirut, LEBANON**

HITEK Engineering and contracting s.a.l.

Job Role: Management

Company Industry: Construction/ Mechanical Engineering.

Projects:

Kilamba Project - Angola

Edificio Lenine - Angola

Dar Building - Angola

Tribunal constitucional Vice President - Angola

Fortaleza Shopping Center - Angola

Main Duties and responsibilities:

Procurement Part:

- Responsible for order placement timing, Supply/ demand alignment, Material replenishment and supplier performance.
- Procurement of raw material from national and international market.
- Planning and budgeting of purchase functions, involving cost estimation and contract negotiations.
- Liaison with financial department for timely payment of bills.
- Implementing system in coordination with site to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Continuously monitoring, evaluating and improving supplier performance.
- Controlling the purchasing budget.
- Monitoring delivery times to ensure they are on time.
- Resolving disputes and claims with vendors and suppliers.

Tendering Part: Participating and submission of the following Tender (Technical and Commercial Mechanical offers) and closely monitor the results of the tenders and update them in the tender register:

Angola:

- Centro Cultural KINAXIXE
- COMPLEXO HABITACIONAL GU33 – TALATONA
- Cube City
- Kinanga
- Patriota Shopping Mall
- Etc...

Lebanon:

- 44 Fourty Four Tower
- Alba Extension and Renovation
- Batroun Business Center
- Business Park SP1- SP2
- CET Headquarters, Sin El Fil Lot, 2026
- Josons Planet Project...

Jun 2008 - Mar 2013

Mechanical Project Engineer

Doha, QATAR

BUTEC W.L.L. Genral contractor in CONSORTIUM with DEGREMONT Middle East LLC.

Job Role: Engineering

Company Industry: Construction/ Mechanical Engineering

BARWA CITY SEWAGE TREATMENT PLANT

Employer: BARWA CITY.

Employer Representative: TANWEEN
Employer representative assistant: QPM- Qatar Project Management.
Consultant/ Technical Advisor: AECOM
Main contractor: MARAFEQ Qatar.

Scope Of Work:

Design Built and operation/ DBO a 15505m3/d Sewage treatment plant serving 35,00inhabitants.

BUTEC's part consisted of the structural/ architectural design and execution of all civil works of the sewage treatment plant based on the received civil guide drawings, in addition to an extended scope of process works mechanical and electrical erection.

Main Duties and responsibilities:

- Supervising construction activities, selection of materials, consultations for the procurement department, appraisal of quotations and preparing material submittal.
- Assisting in creating schedule and establishing baselines by identifying scope and work break down (WBS)/ Cost breakdown Structure (CBS) in concert with Planning Engineer and Project Manager.
- Creating procurement schedules for the long lead items.
- Assisting the contract engineer in the tracking contractual issues (VORs/ Clams/ EOT).
- Participating in negotiation for the VOR during commercial meetings.
- Resource loading (Equipment/ Material/ Manpower).
- Preparation of the direct/ indirect cost budgets and the monthly project execution reports/ cost control follow up.
- Monitoring and recording daily site progress – Reporting.

INTERNSHIPS

Feb 2008
– Aug 2008

University of Pierre et Marie Curie :
Paris, France

LMEE (Laboratoire de Mecanique et d'Energetique D'Evry) Identification du flux et prediction du champ de temperature dans un outil de coupe en temps reel par modele reduit

PROFESSIONAL MEMBERSHIPS

Member of the Lebanese order of engineers – Tripoly Lebanon

IT SKILLS

General	Microsoft Office, Autocad
Planning and scheduling software	Primavera project
Mechanical design software	HAP Carrier, C++, Turbo Pascal

LANGUAGES

Arabic	Native
French	Fluent
English	Fluent

References and any other information are available upon request.