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Ussama Mohamed KHATTAB

Education:

- Degree:* **Master of Science in WR Management**,
University of Lüneburg, Suderburg Branch, *Germany*,
(From 08.2003 till 03.2005)
- Degree:* **Bachelor of Science in Civil Engineering, Steel Structures specialization**, Cairo University, (From 09.1987 till 07.1992)

Birth Date: 28.04.1970

Nationality: Egyptian

Military service: Executed as a soldier in air force

Marital Status: Married with one son

Computer Skills:

Microsoft Office	Excellent
Microsoft Project, Primavera	Very Good
Corel Draw	Very Good
AutoCAD	Very Good
FeFlow (Ground Water Modeling)	Very Good
Arc view/GIS	Good

Language:

Arabic	Mother Tongue
English	Excellent Command Written and spoken
German	v. Good Command Written and spoken
French	Fair command (Only School Study)

Objective: **A Challenging Managerial Role in BUSINESS DEVELOPMENT MANAGEMENT and/or MARKETING MANAGEMENT** to be able to deploy my accumulated experiences & project management skills (in different Engineering Fields) together with multi-language capabilities (English, German& Arabic) towards achieving the aggressive targets of a pioneer multinational company investing in our region (based in Egypt with applications in MENA)!
Pursue my PhD in Business Management

Hobbies: Readings, Fishing, Language literature, Gardening, Traveling, Hand script Writing

Travelled to: Germany, Holland, KSA, Greece, Hungary, Jordan and Libya

Professional experience:

COMPANY: ARCONS

HELIOPOLIS, CAIRO

JOB TITLE: BUSINESS DEVELOPMENT MANAGER

(from 01.01.2009 till to date)

My Job is articulating the Business Plan of the next three years and Managing the implementation of needed **Business Development** measures, strategies and actions in order to validate ARCONS Objectives to develop and expand the company business -after acquired the ASME and ISO certifications- into new Markets in several selected MENA countries and acquiring more strategic clients & inter new business sectors!

COMPANY: BAMAG EGYPT LLC

GIZA, CAIRO

JOB TITLE: PROPOSALS MANAGER

(from 15.04.08 till End of 12.08)

My Job is managing company Proposals and **Business Development** issues for the projects in our areas of application in Egypt/ Region; The breakdown of the job tasks include:

- Directly responsible (while playing a coordination role between the mother company in Germany and Egyptian Branch) for leading and continually improving company Proposals and Business Development procedures in compliance with organization policies/ shareholders objectives and market needs
- Initiate, Develop, motivate and Integrate Proposals and Business Development Staff to meet the required capabilities and skills to achieve company's best practices for current/ expansion and future Projects
- Responsible for managing proposal staff to deliver engineering and commercial bids for projects in the market until securing them to be signed contracts.
- Coordinate the activities between the Procurement, Engineering, Tendering Departments, consultants and clients during bidding stages. (Egyptian and German Branch)
- Provide Market research and business development functions to the company for setting best strategies
- Review monthly reports and department relevant reports and report findings to Top Management
- Represents the company in revising and negotiating proposals Matters with clients and formulating relevant policies in coordination with Mother Company
- Ensure that all Sales correspondence or documentation is created and delivered, or received and replied to, in accordance with the contracts and policies.
- Develop a positive relationship with all project managers and clients to facilitate a positive company's reputation
- Attend regular and special top management meetings in addition to any selective external/ marketing events

COMPANY: ALKAN NETWORKS (AN AFFILIATION OF ALKAN GROUP)

NEW MAADI, CAIRO

JOB TITLE: CONTRACTS DEPARTMENT MANAGER (BUSINESS DEVELOPMENT UNIT) (From 24.05.07 till 30.03.08)

My Job is managing all contractual issues for the projects in our areas of application in Middle East and Africa; while the breakdown of the related job tasks include:

- Represents the company in revising and negotiating contracts with clients and formulating relevant policies
- Responsible for all National and International contracts undertaken by the company.
- Initiate, Develop and Integrate Contracts Department Staff capabilities and skills to meet company's contractual needs for current and expansion Targets
- Directly responsible for leading and continually improving contractual process including negotiating and advising projects contractually in compliance with organization policies and government regulations.
- Meet and interface with clients. Communicate and negotiate with clients and associates at all levels. (for contractual aspects)
- Develop and communicate processes and procedures for contracts related aspects.
- Attend regular meetings related to contractual concerns
- Prepare monthly reports and sector relevant reports

- Recognize and identify, at the earliest possible time, any changes and variations to contracts. Measure and evaluate each change or variation to ensure best results.
- Provide contractual consultation to the company
- Ensure that all contractual correspondence or documentation is created and delivered, or received and replied to, in accordance with the contracts and policies.
- Develop a positive relationship with all project managers and clients to facilitate a positive company's reputation

COMPANY: ALKAN NETWORKS (AN AFFILIATION OF ALKAN GROUP)

NEW MAADI, CAIRO

JOB TITLE: PROJECT MANAGER

(from 15.10.2005 till 23.05.07)

My job is Project Manager for the 3rd operator project in Egypt

My job description in brief is the overall management for the assigned project activities; while the breakdown of the related job tasks includes:

- Representing the company in dealing with client, Consultants, Sub contractors and all concerned parties
- Laying out the organization chart of the necessary resources at the start of the project and converting it into reality by shifting staff, recruiting qualified calibers in coordination with HR Department (**Technical Interviewing Selection**)
- Setting the Budget of the project, and continuously monitoring and updating it
- Coordination with Tendering/ Contract Departments in setting the selling prices with clients (**Technical support, Technical Consultations, Marketing Research**)
- Studying and Establishing the best profitable implementation procedure of the assigned tasks (**subcontracting, in-house construction, new technique implementations**)
- Subcontracting and supplies evaluation and ordering in coordination with Purchasing Department
- Managing all project's departments to achieve Targets within Budget and meeting client full satisfaction
- Organizing and attending client and staff regular/exceptional meetings to insure work productivity and solve any arising problems
- Setting and monitoring policies that achieve company expansion and success, (**Staff Training, Quality, Safety, Cost Control, incentives according to performance,...etc**)
- **Reports, Initiating, setting and follow up**
- After invoice issuance and in coordination with Finance department, insuring that timely payments are received from client in accordance with contract conditions

MASTER OF SCIENCE STUDY IN WATER RESOURCES MANAGEMENT LÜNEBURG UNIVERSITY, GERMANY

(from 30.07.2003 till 15.04.2005)

COMPANY: VEOLIA WATER EGYPT - USF PERMUTTI

MAADI, CAIRO

JOB TITLE: PROJECT MANAGER

(From 12.1998 – 30.06.2003)

My job was Project Management for the construction of many **Water Projects/ Waste Water/ Pumping stations and Networks** including Reverse Osmosis (RO) and **Wastewater Treatment Projects** in Egypt.

My job tasks for each project in brief were:

- Representing the company in dealing with clients, Consultants, Sub contractors and all concerned parties
- Reviewing the project documents, Bill of Quantities, and short-list the procurements. (**Technical Support, Technical Consultations, Marketing Research**)
- Listing and ordering internal and foreign procurements in cooperation with Purchasing Department. After performing all the required price negotiations of the different supplies in order to increase the margin of profit of each item and consequently the overall net margin of the project (**Budget Control, Cost Control and savings**)
- Assigning subcontractors according to strict selection criterion based on best offered prices, quality, keeping time schedules then supervise the erection/ installation according to technical matters and time schedules (**Engineering Project Management, Cost Control, Time Management**)

- Held meetings, coordinating with the client and solving any arising problems, preparing Minutes of Meetings and taking required decisions to implement the project in time and according to budget (**Project Management, MOM**)
- Preparing time schedules, monitoring the project achievement, preparing forecast sheets, progress Reports and percentage of completion based on time and cost bases (**Time Planning, Time Management, Work Progress, Budget Monitoring, Reporting**)
- Controlling the cash flow and revising subcontractors' invoices. (**Cost Control, Project Management**)
- Finalizing the project until handed over to the commissioning and operation staff and preparing handing over certificate from the client. (**Project Management**)

COMPANY: DREAMLAND (AN AFFILIATION OF BAHGAT GROUP)

6TH OCTOBER CITY, CAIRO

JOB TITLE: SENIOR ENGINEER IN (PROJECT MANAGEMENT DEPARTMENT)

(From 05.1997 till 12.1998)

My job was Engineering Management for many projects in Dream Park like: -

- **Water** Treatment Plant (USF Permutit Contractor)
- **Ground water** Tank (El Fanneia Sub-Contractor)
- Central Mountain Cataract Mechanical Works (Elfanneia Sub-Contractor)
- Overall Steel Structure Supervision on the construction of Rides of the Project

COMPANY: NABCONTRACT

DOKKI, CAIRO

JOB TITLE: STEEL STRUCTURE AND TECHNICAL OFFICE ENGINEER

(from 09.1996 till 05.1997)

My job was steel structure and Technical Office engineer for Dow Mid East Systems Project in Tents of Ramadan City (Nabcontract was the main contractor for the project)

COMPANY: FERROMETALCO DSD (German Company)

ISMAELIA ROAD, CAIRO

JOB TITLE: STEEL STRUCTURE CONSTRUCTION ENGINEER

(from 01.1995 till 09.1996)

My job was a steel structure construction Engineer for the following projects:-

- Kureimat Power Station (Turbine Building 5500 tons of steel, control building 250 tons, intake steel structure 250 tons and others)
- First Residence Residential building at Giza (now Four Seasons Hotel at Murad Street)
- **From 8/1993 – 1/1995**

COMPANY: EL ANSSAR

NASR CITY, CAIRO

JOB TITLE: CIVIL ENGINEER

(from 08.1993 till 01.1995)

My job was a construction Civil Engineer for the supervision of the construction of high residential building in Heliopolis

Training:

Professional Experience, Attended Courses, Training and Self Studies/ Readings:

- **BUSINESS DEVELOPMENT MANAGEMENT**
 - Work with ALKAN & BAMAG
 - Writing an effective Business Plan, Outline for Business Plan
 - Marketing Effectively
 - Selling Successfully
 - Managing Budgets
 - Writing Effectively
 - The 100 Greatest Sales Tips of All Times
 - Understanding Accounts
 - E-Marketing
 - Feasibility Studies and recommendations
 - Moving to E-Business
 - Entrepreneurship Series
 - Compressed Knowledge (many invaluable business book summaries through GetAbstract)
 - Periodic readings for selected International Companies' Annual Reports
 - Periodic readings for selected Business Magazines, White Papers and newspapers
 - Attending Many Business Events in Egypt and Germany

- **WATER MANAGEMENT**
 - Work with BAMAG
 - Work with Veolia Water- USFilter Permutit
 - Work in Dream Land
 - Master of Science Study in Water Management in Germany
 - Three months training in the Company WAS in Germany (Project Management)
 - Many excursions to Water procurement manufacturers and Industrial plants in the frame of my master of Science study in Germany and Holland
 - Attending Several Water Events in Egypt and Germany

- **CONTRACTS MANAGEMENT**
 - Work with ALKAN
 - Drafting international Contracts
 - Arbitration for international Projects

- **PROJECT MANAGEMENT**
 - Work with Veolia Water- USF Permutit
 - Work with ALKAN
 - Work in Dream Land
 - Selective computer courses in Primavera

References:

Testimonials from my Ex-Companies are available upon request!

Recommendation letters from the following referees are ready upon request

- **Brigitte URBAN**, (Prof. Dr.)

Vice President International Affairs, Lüneburg University

Speaker of Research Group "Ecosystem Functioning and Global Change"

Former Dean of Suderburg Branch, Lüneburg University, Professor of Soil Science and My Master of Science Thesis Supervisor

University of Lüneburg

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Tel. +49 (0) 5826 988 9309

E- mail: b.Urban@uni-lueneburg.de ; E- mail: brigitte-Urban@t-online.de

<http://fbbwu.fhnon.de/personen/show?ID=28>)

- **Hartmut WITTENBERG**, (Prof. Dr.-Ing)

Professor of Hydrology, water resources management, hydraulic structures in Lüneburg University, Germany and Former Dean of Suderburg Branch

E- mail: Wittenberg@uni-lueneburg.de

<http://fbbwu.uni-lueneburg.de/personen/show?ID=29>

- **Reinhard JERZMANN**

BAMAG LLC Egypt **General Manager**

Mobile: +20 105008403

- **Joe JOESEF** (Detroit, Michigan USA)

Currently Project Manager in BAMAG LLC for El-Marg WT mega Project (600,000 M³/Day)

Previously, Project Manager in LURGI BAMAG for El-Sheikh Zayed WT mega Project (600,000 M³/Day)

E- mail: J_Joseph@bamag-egypt.com ; Mobile: +20 10100779521

- **Mahmoud HINDI**, (PhD. Engineer)

Previously UAE General Manager in Veolia Water; Former Veolia Water Egypt Engineering Division Director, PhD (From University Of London, Imperial College for Science, Technology and Medicine, In Chemical Engineering)

E- mail: mahmoud.hindi@veoliawater.com

Recommendation letters from my Ex-Companies are available upon request!