




Eng. Mohammad Albishtawi

Contracts & Commercial Manager

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Summary

An experienced Commercial and Contracts Management (Post Contracts) with over 20 years of experience in the Construction of Mega projects with international Companies, subcontractors Managements, interim payment certificates, statements, Guarantees, Auditing.

Education

Applied Science University (ASU)

Bachelor of Science (B. Sc)
specializing in Civil Engineering
Sep, 1998 - Jul, 2004

Technical Skills

Windows, MS Office Suite, AutoCAD (2D), Microsoft Excel, MS Project, Microsoft PowerPoint, Account Program, Microsoft Word, Microsoft Visio

Soft Skills

Collaboration, Conflict management & resolution skills, Communication, Team & Time management, Negotiation skills, Good interpersonal skills, Decision-making

Additional Skills

Public Speaking, Writing, Research

Languages

Arabic, English

Certifications

- The Safety Inspection of In-Service Bridge Course (FHWA-NHI 130055/ (Gulf Version), U.S. Department of Transportation (Federal Highway

Work Experience

Mohammed Al Rashid for Trading & Contracting Co. Ltd (MARCO), Riyadh Oct, 2022 - Apr, 2025

Commercial Manager

Projects: Samhan Hotel, Madinah Gate, KAFDCP, Art Center, MISKFO, GAB, NDF, MISK lower wadi. (3,000,000,000) SAR

- Manage, direct, and monitor the overall performance of the commercial process team.
- Effective liaison, support and assistance between commercial department and rest of organization
- Discover and implement growth strategies that boost financial success.
- Coordinate with the CEO and give regular updates on the progress of various projects.
- Reporting (content and format as agreed) on a monthly basis as agreed.
- Maintain accurate records.
- Support the various department teams of the business to achieve the commercial targets.
- Adhere to all organization policies and procedures.
- Review the project in-depth with Projects managers to schedule deliverables.
- Coordinate, direct and management more than 3000 subcontractors
- Preparing a Contracts LOG subcontractor more than 8 ongoing project
- Preparing an interim Payment certificate LOG of subcontractor more than 8 ongoing project
- Auditing contractors' invoices and ensuring their compliance with the schedule of quantities and payment terms.

Holford Facilities Management Company, Jeddah Jul, 2020 - Jul, 2022

Projects Manager

Projects: Amazon Stores

- Oversee and direct construction projects from conception to completion.
- Review the project in-depth to schedule deliverables.
- Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations.
- Coordinate and direct Consultant and subcontractors
- Review the work progress on daily basis.
- Prepare internal and external reports pertaining to job status.
- Analyze, manage, and mitigate risks.

- Administration), American National Highway Institute NHI, 2011
- Discovery Program – A Comprehensive Training Seminar, Kabbani Construction Group, 2009
- Leica Geosystem (Total station TS09Plus 1" R1000), Saudi International Trading & Marketing Ltd., 2005

- Ensure quality construction standards and the use of proper construction techniques.

Ahmad A. Al Kadi Company LTD, Jeddah

Feb, 2023 - Mar, 2023

Contracts & Commercial Management

Projects: Khair Makkah Twin Tower, GOSSI Riyadh, Royal Commission Hospital, (600,000,000) SAR

- Preparing and presenting documents for tender
- contributing to work planning, and briefing project teams, contractors, and suppliers
- Gathering information together for invoicing at the end of the project
- Ensure that contracts and proposals are properly entered into organizational databases and securely maintained.
- Develop standards for contracts, including presentation of budget, payment terms, general language, and provisions.
- Assure accuracy and appropriateness of contract text and attachments.
- Preparation more than 1000 contracts, whether with contractors or suppliers
- Discover profitable suppliers and initiate business and organization partnerships.
- Negotiate with external vendors to secure advantageous terms.
- Approve the ordering of necessary goods and services.

Issam Kabbani Company, Jeddah

Nov, 2006 - Jan, 2016

Civil Engineer

- Construction Management Division (CMD) - Infrastructure Management Solutions - Inspectech (IMS)

- Preparing and developing more than 1,000 Shop & As-Built Drawings
- Quantities verification & take-off for several project items
- Verification/revision of subcontractor drawings involving finishing and details of residential villas.
- Verification/revision of drawings related to construction of a 15 Km Fence Wall
- Leading a team of draftsmen to fulfill engineering requirements for all ongoing projects through sketching and detailing different type of plans, sections, and elevations.
- Overseeing preparation and revision of several types of drawings to reflect inspection findings and NDT results.
- Managing multiple projects involving conducting topographic survey and developing As-Built Drawings