



AHMED SHARAF

Strategic Business Partner

Architectural Design | Design Development | Multidisciplinary Coordination

Personal Data

Name : Ahmed Ramadan Sharaf.
Birth Date & Place : 3rd. April, 1985, Cairo, Egypt.
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Nationality : Egyptian

Education

- **Qualification** : B. Deg. in Architecture.
Graduation Year : May 2007

Summary

Technical Architect and Technical Office Manager with more than 20 years of experience in the construction industry, complemented by four years of practical training in architectural design and construction undertaken during university studies.

Extensive experience across architectural design and design development, gained through national and international consultancy firms as well as private architectural practice. This background includes two years of full-time and twelve years of part-time consultancy and private-practice experience in design development, tender documentation, and supervision of finishing works, in addition to one year of consultancy experience in Saudi Arabia.

Proven expertise in managing Technical Office operations for multinational construction companies and supporting major and mega-scale projects. Core capabilities include shop drawings, multidisciplinary coordination, quantity surveying, procurement support, tender document review, technical submissions, construction documentation, and the effective integration of design intent with project execution.

Managerial Skills

Managing Technical Office departments across diverse and complex projects.

Master of Business Administration (MBA) - Brooklyn Business School

Project Management Professional: Local certification; currently preparing for PMI certification.

Experiences

- **Office Manager for My Private Office (ASED Office).**

(From 01/01/2023 to 31/03/2026)

- **Prince Mohamed Bin Fahd Specialty Hospital**

Managing the Architecture Design Development Package and Coordinating with Other disciplines

- **Majed El-Oud Commercial Building**

Coordination Report for the all trades.

- **Design, design development, multidisciplinary coordination, and finishing supervision for more than 50 residential villas and commercial units in 6th of October City and Sheikh Zayed City.**

- **Architecture Leader: in (Arabian Architecture).**

- **Cairo Business Park**

One of the Design development leaders for the Arch package and coordination with other disciplines.

- **Massar El-Harram Projects**

Design Development Leader and Coordinator with other disciplines

- **Mult designs for separate residential and commercial projects.**

- **Technical Office Manager at "Atrium Quality Contractors (TMG)".**

Project name | Cairo Gate Projects

Project owner | Emaar Misr

Project management | JLL

project consultant | Archimid / Shaker (SCG)

Project operator | Emaar Misr

Project interior Designer | White Space "IFC" / Elie Saab

Project description | Cairo Gate Compound

- **Two Residential Buildings and landscape packages.**
- **Two Trading & Commercial Buildings and landscape Packages**

Teamwork | (Architecture, Structure, Mechanical & Electrical) Teams including:

- **Five Team Leaders**
- **Six seniors**
- **Twelve Engineers**

Responsibilities:

- * Establishing the technical office workflow and the team responsibility for each one to achieve the required quality standards and to avoid any miscommunication between the technical teams and with construction teams.
- * Following up technical office team performance with monitoring the project progress.
- * Following up technical office progress with project baseline submission and construction dates.
- * Following up all technical issues to be closed without impact on the project baseline and site progress.
- * Following up for subcontractors' packages "Schedule & Submittals" with technical team.
- * Taking proper actions regarding any technical issues or subcontractors delays.
- * Taking proper actions regarding any delays in the replies of the technical issues from the consultant.
- * Taking corrective actions regarding any rejections from the project consultant to avoid repeating the rejections.
- * Prioritizing the technical submittals according to the project baseline schedule look ahead.
- * Provide technical support to the technical team, site team and subcontractors.
- * Ensuring that the technical team is adhering to the organization rules and procedures.
- * Coordinating with procurement and QS for the materials' submittals and takeoff.
- * Preparing letters and NOV's with contract administrator.
- * Managing all technical meetings to achieve the main purpose.
- * Preparing monthly reports to be presented for the top management.
- * held managerial meetings with project / organization top management.

- **Engineering Section Head "Coordinator" at "JV CCC & Atrium".**

Project name | Four Seasons Cairo Capital "Madinaty".

Project owner | Talaat Mostafa Group Holding Company

Project management | Hill International

project consultant | ECG Consulting / Shaker (SCG) / IETC

Project operator | Four Seasons Hotel and Resorts

Project Designer | Perkins & Will & PYR Interiors

Project description | Four seasons Cairo Capital "Madinaty,

Consist of Hotel building – Villas – Residences Buildings – Restaurant – SPA -Ballroom – Kids Area.

Teamwork | Architecture Team including:

- **One Team Leader**
- **Four seniors**
- **Eight Engineers**

Responsibilities:

- * Ensuring that the reviewing team are following the technical process and procedures.
- * Coordinate the outsourced engineering with the project suppliers and subcontractors.
- * Following up technical office progress with project baseline schedule.
- * Following up architectural shop drawings progress & submissions.
- * Follow up with the reviewers to submit the shop drawings officially to the project consultant.
- * Following up for subcontractors' packages "Schedule & Submittals".
- * Ensuring that the reviewing team will submit the shop drawings officially.
- * Provide technical support for the technical team, subcontractors and the construction team.
- * Reviewing all procurement submittals and materials' specs.
- * Preparing letters with contract administrator.
- * Preparing the notice of variations/claims to be raised to the project management for discussion.
- * Coordinating with procurement and QS for the materials' submittals and take off.

● **Architecture Section Head:**

at "Atrium Quality Contractors (TMG)".

Project name | Four Seasons (Extension) Sharm El-Sheikh. Project value / 2000000000 LE

Project owner | Talaat Mostafa Group Holding Company Project management / Dar Al-Handasah

project consultant | Shaker consultant (SCG) Project operator / Four Seasons Hotel and Resorts Project Designer / HKS & Wimberly Interiors

Project description | Four seasons resort extension, contained of

Specialty Restaurant – All day dining –Residential Reception -

Royal suite – Guest Rooms – Chalets – Villas –

Peach Par – Pool Par - Diving center – Tennis Facility – Staff Buildings – Security Buildings.

Team work | Architecture Team including:

- **One Team Leader**
- **Two seniors**
- **six Engineers**

Responsibilities:

- * Following up technical office progress with project baseline.
- * Following up architectural shop drawings progress & submissions.
- * Review architectural shop drawings.
- * Following up for subcontractors' packages "Schedule & Submittals".
- * Review subcontractors' shop drawings.
- * Coordination Architectural, MEP & Structural shop drawings.
- * Provide technical supports for subcontractors and construction teamwork.
- * Provide technical support for technical office team & leading them efficiently.
- * Reviewing all quantities surveyors, procurement and planning issues Such as (Subcontractors' contracts B.O.Q / VO / EOT).
- * Reviewing all procurement submittals and materials' specs.
- * Preparing letters and NOV's with contract administrator.

- **Technical office Team Leader “Acting as site technical office manager” at “Madkour Construction”.**

Project name | Sharm EL-Sheikh Museum Project value / 600.000.000 LE

Project owner | Ministry of Antiques Project management /Wataniya construction project consultant /Dr. Hoda El-Masry office Project operator / Ministry of Antiques Project Designer / Dr. Hoda El-Masry office

Team work | (Architecture, Structure, Mechanical & Electrical) Teams including:

- **Three Team Leaders**
- **Four seniors**
- **Five Engineers**

Responsibilities:

- * Preparing technical office “Engineering, QS and procurement” plans.
- * Monitoring and controlling all technical issues with project baseline schedule.
- * Providing technical support for technical office team & leading them efficiently.
- * Submit letters for all project modifications.
- * Preparing variations' orders B.O.Q according to project modifications received from project owner.
- * Flowing up & preparing all subcontractors' requests.
- * Preparing and approving all technical submittals.
- * Reviewing all material submittals to be applicable for specification, vendor list and budget.
- * Reviewing owner and subcontractors' invoices.
- * Following up for subcontractors' packages “Schedule & Submittals”.
- * Flowing up quality for all internal technical issue and coordination between ARCH, STR. with MEP technical departments.
- * Flowing up quality for all subcontractors' technical issues.
- * Providing technical support to solve all technical and site issues.
- * Preparing site visits' presentation.
- * Preparing the head office monthly reports.
- * Preparing the client invoices cash in status for discussion with the cost center

- **Chief Technical Architect:**

at “Hassan Allam Construction (HAC)”.

Project name | Marassi Golf Hotel (H6 at Marassi) Project value / 450.000.000 LE

Project owner | Emaar Prosperities Project management /Turner

project consultant | Ehaf Project operator /The

Address Project Designer / Delionardo

Project description | 138 Guest rooms @main building and mansion building & 18 Branded apartments in main building only in addition to one presidential suite, restaurants, ballroom, lobby & lobby lounge

Team work |

- **Two seniors**
- **Four Engineers**

Responsibilities:

- * Following up technical office progress with project baseline.
- * Following up architectural shop drawings progress & submissions.
- * Review architectural shop drawings.
- * Following up for subcontractors' packages “Schedule & Submittals”.
- * Review subcontractors' shop drawings.
- * Coordination Architectural, MEP & Structural shop drawings.
- * Provide technical support for subcontractors and construction team.
- * Provide technical support for technical office team & leading them to provide the site with all technical requirements.
- * Reviewing all quantities surveyor's issues.
- * Reviewing all procurement submittals and materials specs.
- * Preparing letters and NOV's with contract administrator.

- **Senior Technical architect:**

“consolidated contractors' group (CCC)”.

Project name | The Nile Corniche Project (NCP Cairo) Project value / 584.000.000 \$

Project owner | Qatari Diar Project management /Turner

project consultant | ECG/ACE/Shaker Project operator / ST.
REGIS

Project Designer | Michael Graves Designer

Project description | 103 Apartment @Tower-01 & 286 Rooms &
Suites @ Hotel Tower-02

Team work | Two Engineers

Responsibilities:

- * Preparing shop drawings for all arch items such as:
 - Base plans
 - Stone Flooring plans & wall elevations
 - Ceramic tiles plans & wall elevations
 - Reflected Ceiling plans.
 - * Coordination Architectural, MEP & Structural shop drawings.
 - * Following up for subcontractors' packages "Schedule & Submittals".
 - * As built for all shop drawings' items.
 - * Review subcontractors' shop drawings & As Built drawings for Submission to the consultants.
 - * Reviewing and discuss the technical submittals with the project consultant.
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- **Technical Architect Team Leader:** at "Focus company(One of the Bin Laden Group, Saudi Arabia)".

Main Job Tasks:

- **Assigning the tasks to the team.**
- **Preparing the shop drawings delivery dates.**
- **Reviewing the arch shop drawings for the inhouse team and ensuring that the prepared shop drawings are complied with the project documents.**

Team work | Six Engineers

Assigned projects to my Team work:

- **Shamyaa Harram Extension.**
- **Harramain High Speed**

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Project name | Shamyaa Harram Extension.

Project owner | Saudi Government project consultant /Dar Al-Handasah
Designer / Dar Al-Handasah

(Harram - Piazza – Service building)

- * Base plans
- * Builders' work drawings.
- * Sections
- * Coordination for Arch, Str. &MEP drawings

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Project name | Harramain High Speed

Rail Makkah Station (HHR)

Project owner | Saudi Government project consultant /Dar Al-Handasah
Project Designer / Norman Foster Partners

(Main station Building – Car Park – Platform Station)

- * Base plans.
- * Flooring plans.
- * Ceiling plans.
- * Coordination for Arch, Str. &MEP drawings.

- **Architectural designer & Supervision engineer at “Engineering Consulting House (Riyadh, Kingdom of Saudi Arabia)”.**

(From 07/05/2011 to 23/01/2012)

1. **Design, shop drawings review and site supervise the projects For El-Baha Health Affairs.**

(Health Centers – Kidney dialysis centers – Warehouses –Housing workers)

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- **Technical Architect: in “Focus company**

(One of the Bin Laden Group, Saudi Arabia)”.

(From 26/09/2009 to 30/04/2011)

- 1- **Princess Nora university Project: -**

- * Base plans
- * Flooring plans
- * Reflective Ceiling plans
- * Coordination for Arch, Str. & MEP drawings

- 2- **Capital Market Authority Project (CMA): -**

- * Base plans
- * Reflective Ceiling
- * Coordination for Arch, Str. & MEP drawings

Extension: -

- * Base plans
- * Coordination for Arch, Str. & MEP drawings.

- **Site engineer: at “Hassan Allam Company”.**

(From 10/12/2008 to 20/09/2009)

1. **Site engineer for the Schools compound at Manshiat Nasser.**

- **Architectural designer: at “Concept Office for architecture& planning”**

Doctor / Hassan Al-Zamlly ((from 1/7/2006to 30/09/2006(Training)) &from 1/7/2007 to 05/12/2008 (Full Time))

- **Masrina resort “New Cairo”**

(Participate in preparing Architectural design, working drawings, presentation)

- **Marina Valley “North Coast”. (Participate in preparing Architectural design & working drawings)**

- **AL-Madina AL-Monawara co-operation hotels to Custodian of the two holy mosques to his Parents.**

(Participate in preparing Architectural design & presentation)

- **Hadabet AL-Ahram 5 stars’ hotel “AL-Ahram”. (Participate in preparing Architectural design, working drawings)**

- **Crazy water’s gate entertainment city “AL-Sheikh Zaied City (AlMehwar)”.**

(Participate in preparing Architectural design, working drawings)

- **Pyramisa garden Hotel at Sahl Hashish – Hurghada belonging to Paradise Garden Group**

(Participate in preparing Architectural design, working drawings, Presentation)

- **Workers housings for Tropicana Hotel at Sahl Hashish– Hurghada**
(Participate in preparing Architectural design & working drawings)
- **Many Residential villas in Sahl Hashish, October, New Cairo, El-Sheikh Zaid)**
(Participate in preparing Architectural design, working drawings &Presentation)
- **Accounting amounts and materials for Pyramisa project.**
- **Tourist resort project: Trojan House at Hurghada**
(Participate in preparing Architectural design, working drawings &Presentation)
- **Tropicana Cascade at Sahl Hashish – Hurghada**
(Participate in preparing Architectural design, working drawings &Presentation)
- **Horses Club Project (Horse Magawish) (horses’ stables, track
, workers housing, admin. Building & Mosque) (Participate in
preparing Architectural design, working drawings & Presentation)**

Summer Trainings

1. Summer training in “vision consultant” from 1/08/2005: 31/12/2005
from 1/07/2006: 31/11/2006
2. Summer training in “Arab contractors “from 1/07/2005: 31/07/2005
3. Summer training in “Arab contractors “from 1/07/2004: 31/07/2004