

Tarek Mamoun Sanoufi

C1 (613) 697-3446 | Ottawa, ON | sanoufitarek@yahoo.com | www.linkedin.com/in/tarek-sanoufi

Project coordinator

Certified Facility Manager with more than 15 years of experience in the construction industry. Completed BS degree in Civil Engineering with proficient in project management, strategic planning, cost estimation, construction management and project implementation. Skilled in leading multidisciplinary teams to deliver high-quality projects on time and within budget of various construction projects that ranges from 5M to billion-dollar international civil and structural projects.

CORE COMPETENCIES

Technical Skills: Certified Facility Management | Construction Management | Home Renovation | Project Scope Management | Project Planning | Site Development | Cost & Quality Controls | Sustainable Building design | Project Coordination | Contracts Administration | Risk Assessment | Technical Administration | Project Planning

Software Applications: Primavera | AutoCAD | Revit | MS Office Word Excel Power Point

Interpersonal Skills: Team Building | Leadership | Conflict Resolution | Communication

EMPLOYMENT HISTORY AND TRANSFERRABLE SKILLS

Flooring Supervisor

October 2023 - Present

Home & Garden RONA - Ottawa, Canada

- Managed and led a floor sales team of 10, increasing sales by 20%.
- Provided expert advice to customers on flooring products and effectively managed inventory.
- Enhanced team performance and offered coaching on construction materials to tradespersons, renovators, and construction teams for improved efficiency.

Senior Project Manager

Sept 2016 - Feb 2023

Right Mark Trading & Contracting Company, Doha, Qatar

Project Coordination

- Managed high-value projects like Rayyan and Albayt Stadiums, ensuring quality and timely completion, leading to a senior general manager promotion.
- Led strategic planning, aligning project goals with client needs, increasing satisfaction scores by 20%.
- Oversaw financial performance and stakeholder relationships, securing an additional \$5 million in contracts.

Site Inspection and Project Schedule

- Conducted comprehensive site inspections, reducing project delays, and enhancing safety.
- Implemented advanced project schedules, improving on-time delivery rates by 30%.

Cost Estimation and Budgeting

- Prepared accurate cost estimations, reducing budget overruns by 15%.
- Controlled budgets and negotiated with suppliers, increasing profitability by 20%.

Senior Project Manager

Jun 2015 - Jul 2016

Combined Group Co. for Trading & Contracting, Doha, Qatar

- Successfully managed AL Wakrah Wedding Halls Complex, ensuring the project was completed on time and met high-quality standards.
- Coordinated effectively with subcontractors and clients, ensuring adherence to agreements, and promptly addressing any concerns or issues.
- Implemented an efficient stormwater management system for the project's road and landscape areas, incorporating sustainable design practices to reduce water consumption and achieve LEED certification for sustainability.

Construction Manager

Jan 2008 - Jun 2015

Aljaber Engineering Co., Doha, Qatar

- Utilized advanced technology and quality materials for structural integrity and safety compliance in the Dubai Tower project, meeting ISO 9000 and TQM (Total Quality Management) certification standards.
- I applied analytical skills to optimize design and planning for onshore civil works at the Ras Abu Fontas water plant, ensuring efficient resource allocation and high-quality infrastructure outcomes.

Project Manager

Sep 2001 - Jan 2008

AlAlia Trading & Contracting Co., Doha, Qatar

- Managed Steel Structural buildings (Pre-Engineered Building), resolved design and constructability issues with the consulting team for the Giant Store Hayatt Plaza project, achieving milestones and client targets ahead of schedule.

EDUCATION, TRAINING AND CERTIFICATIONS

Engineering Skills Enhancement Program

Present

Humber College, Toronto

Courses: Sustainable Building design | Principal Project Management |Ontario Building Code-Blueprint reading | Construction Estimating | AutoCAD | Revit | Workplace health & safety.

Pre-Apprenticeship Home Renovation Training Program

April 2024-August 2024

YMCA of the National Capital Region

Certified Facility Manager (CFM) #9435

2013

Franklin University, Columbus, Ohio, USA

Bachelor's degree in civil engineering

Al-Baath University, Homs, Syria, Geotechnical Division,
WES Accredited – 4 years Degree