

Mr Djellaoui Massinissa

- **PERSONAL INFORMATION :**

Date of Birth: 16.07.1991

Place of Birth: Bouira

Gender Male

First Nationality: Algeria



Years of Experience: - 4 Years and 02 Months at **JGC Algeria/JGC CORPORATION.**
 - 7 Years and 9 Months at **Ouzani Construction.**

- **CONTACT INFORMATION:**

Contact Number: +213-770-103-541

Alternate Number: +213-552-653-507

Business Email: **djellaoui.massinissa@hrm.jgc.dz**

Personal Email: **m_assinissa@hotmail.fr**

Preferred Email: Personal E-mail Address.

- ***RECENT PROFESSIONAL EXPERIENCE:**

07.2018 - Open G3 **Contract Administrator – Quantity Surveyor**

Hassi R'mel, Laghouat, Algeria JGC Corporation - JGC Algeria

02.2010 - 05.2018 **Admin - Financial**

Laghouat, Algeria Ouzani Construction

- **HIGHEST EDUCATION ATTAINED**

Business Administration, Bachelor's Degree, université ammar thelidji, 26.06.2015.

Economics & Enterprises Management, Master Degree, université ammar thelidji, 27.06.2019.

Mr Djellaoui Massinissa

- **OFFICIAL IOM LANGUAGES:**

French: Fluent

English: Good Oral/ Written communication

- **WORK EXPERIENCE:**

07.2018 - Open G3 Contract Administrator – Quantity Surveyor

Laghouat, Algeria JGC Corporation - JGC Algeria

Organizational Unit JGC Algeria / corporation

- Estimating and negotiating change orders throughout the construction lifecycle.
- Provide estimate and cost planning to include producing and presenting the final cost plan.
- Review and participate with the design services team and general contractor, in the development of the cost estimates.
- Reconcile changes and assist the general contractor to ensure that their data is accurate.
- Communicate or meet with general contractor and owner project manager to gather status information to prepare a cost estimate update.
- Prepare written comments to the general contractor's submissions, including the executive summary.
- Coordinate all sources of cost information for cost discussions and suppliers direct from subs and contractors
- Inform and drive engineering priorities based on cost impact.
- Work proactively with minimal supervision to resolve scheduling issues.
- Manage cost checks and carry out valuations on larger projects. Complete timely, accurate cost checking and valuation processes.
- Participate effectively with post contract cost variances and the change control processes.
- Manage Cost impact / contingency management and commitment tracking logs.
- Prepare funding data presentations and coordinate VE sessions with stakeholders.
- Developing cost plans and estimates through the design phase, delivering updated cost plans at appropriate design milestones.
- Providing commercial input to design and input into value engineering exercises.
- Reviewing contractor and subcontractor pricing and leading negotiations on behalf of the client to drive fair contract prices.
- Performing quantity surveying, cost controls and change management activities throughout the project lifecycle.
- Ensuring that post-contract cost variances and change control processes are managed effectively.
- Ensuring that cost auditing and valuation work is managed effectively and that a robust process for cost validation is in place.

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- Carrying out the production of monthly cost reports for presentation to the client.
- Ensuring that final accounts are negotiated and agreed in a timely manner.
- Compiling as built cost estimate records for benchmarking purposes.

02.2010 - 05.2018 Other Admin - Financial

Laghouat, Algeria Ouzani Construction

Organizational Unit Private

Prepare and post receipts, deposits, purchase orders, invoices, refunds, and other standard bookkeeping tasks.

Manage accounts receivable and accounts payable Review and process reimbursements

Prepare, track, and reconcile ledgers and budgets Prepare and Submit payroll Create financial and inventory reports Prepare and file company tax documents Identify and correct

Miscalculations and financial discrepancies Run and update databases Develop and streamline operational efficiencies Contact delinquent accounts Stay current with all regulations, requirements, and laws.

- **EDUCATION:**

09.2017 - 06.2019 Master's Degree Economics & Enterprises management.

Ammar Thelidji University, Laghouat, Algeria

09.2010 - 03.2015 Bachelor's Degree Business Administration

Ammar Thelidji University, Laghouat, Algeria

- **ALL LANGUAGE PROFICIENCIES:**

French: Fluent

English: Good Oral/ Written communication

Mr Djellaoui Massinissa

- **REFERENCES:**

Mr Hamza OUZANI

Occupation, Business Title Ouzani Construction

Relationship Previous Supervisor

E-Mail hamza.ouzani@gmail.com