

Holds an Agriculture Diploma and has over 22 years experience working in Administration, HR, Logistics, Document Control and Public Relations.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 07/04/1973
Gender : Male
Marital Status : Married
Residence : Currently Abu Dhabi, UAE

EDUCATION

: Technical Secondary Egypt - Agriculture Diploma, 1991

LANGUAGES

Arabic : Native Language
English : Excellent

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Access, Power Point), Internet

TRAINING COURSES AND CERTIFICATIONS

: Sharq Academy for Applied Science, Egypt (Jan. 2011):

- Public Relations Diploma.
- Management Skills Diploma.

: Advanced Education: Computer Courses, the Institute of Telecommunication (2000).

: Certified in Maintenance of Copy Machines, Xerox Print & Fax Machines.

: Certificate of Achievement, Bechtel University.

: Certificate Bechtel Network Access.

: Certificate Bechtel personal quality goal.

: First Aid.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2022 till now
Employer : Tecnimont, Abu Dhabi - UAE

Project : UAE - Borouge 4 Project
Job title : Construction Logistic & Administration Coordinator / PR Officer
Job Description :

- Manage the delivery of Government & Regulatory requirements, including Commercial trade licenses, Civil Defense approvals, Chamber of Commerce certificates, Environment & Health Authority Certificates, Local Municipality approvals, etc., including responding to emergencies and matters arising after official working hours, and all other coordination requirements with Government & Regulatory entities as required.
- Coordinating with the project operations team, New Mobilization, Visa processing, Camp facilities & office flats contract renewal site issue &, etc.
- Managing the administration of the HR policies, procedures and handling the company's administrative functions in a professional manner, and creating a positive work environment.
- Development, coordination, and implementation of Company standards for smooth administration and logistics operation.
- Coordinate the organization of Site logistics.
- Coordinate arriving and departing personnel, including those of suppliers and licensors (tickets, bookings, passport, visas, and transport).
- Coordinate local purchases for Site needs.
- Management and coordination of vehicles and personnel transport systems.
- Manage Logistic & Administration Assistants.
- Coordinate and monitor the preparation of routine estimates of local expenses on Site.
- Maintain and manage a facility budget, maintain inventories including weekly inventories of supplies and equipment, monitor the surplus and overspending.
- Ensure the safe operation of vehicles, equipment, and appliances by facilities staff.

Dates : From Mar. 2021 till Jul. 2022
Employer : Hospitality Catering LLC, Abu Dhabi – UAE
Job title : Administration Coordinator
Job Description :

- Coordinate on all requirements related to the Government Affairs Department.
- Draft, review, and gather reports to respond to official inquiries.
- Provide administrative support and day-to-day operation of each section in the Human Resources Department.
- Establish and maintain a variety of files & employee transaction documents, some being confidential.
- Serve company employees as per procedures including handling of passports.
- Perform all related Visas & Passport activities.
- Collect and give regular updates on all work and migration standards from the government offices to keep the Head office well informed of any changes in procedures and rules.
- Submit, follow up and gather all new work and business visas to guarantee that the visas are handled and processed on time.
- Renew, update and keep up all workers and their dependents' visas and

work contracts on time to guarantee that organization's records are up to date in the Labouré and Immigration Departments.

- Send notification to employees on required documents before their visa expires.
- Make sure all business, trade & Industrial Licenses are updated, follow-up official approvals and permits, to prevent delays & unnecessary violations.
- Accurately prepare and process required legal documents for government agencies such as the Department of Economic Development, Court, Chamber of Commerce, Traffic Department, UAE Armed Forces, Municipality, and Civil Defense.
- When the need arises, represent the company at different offices like airports, Embassies, Police stations, Ministries/Municipalities, and other Government Departments.
- Deal promptly and productively on general inquiries about General Services functions.
- Assist the office in determining any issues identified with organization vehicle registration and renewals.
- Acquire visas from different Embassies in UAE for staff members for business-related travels.
- Knowledgeable enough on the process of getting residency permits, etc.
- Manage the delivery of Government & Regulatory requirements, including Commercial trade licenses, Civil Defense approvals, Chamber of Commerce certificates, Environment & Health Authority Certificates, Local Municipality approvals, etc., including responding to emergencies and matters arising after official working hours, and all other coordination requirements with Government & Regulatory entities as required.
- Prepare a periodic report about completed licenses, certificates, and coming work to be done.

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| Dates | : | From Sep. 2010 till Nov. 2020 |
| Employer | : | Tecnimont, Abu Dhabi – UAE |
| Projects | : | Das Island Project & Habshan 5 Project & Al Dabbiya Project & PP5 Project & KSA Yanbu Project |
| Job Description | : | <ul style="list-style-type: none">• Logistic & Administration Coordinator:<ul style="list-style-type: none">- Work closely with Administration Manager in a variety of support services functions at Project Site and take supervision responsibility and extend full support.- Perform day to day site office-based administrative tasks such as site office workspace arrangement, modifications, assigned workspaces for different departments and employees, manage office supplies store and supervise janitorial staff and ensure proper hygiene at Project Site Office.- Ensure the support for employees of the Company in mobilization/demobilization and all requested related to visa and insurance.- Coordinate with camp rental company their operations team for the arrangement of accommodation for Tecnimont employees, Review, verify, process payment for invoices from a camp rental company.- Management of travel arrangements (hotels, tickets, etc.).- Coordinate and arrange Company events and meetings required at |

- Project Site e.g. senior management meetings or any other Company event required at Project Site.
- Coordinate with Client for facilitating them on the services as per the EPC Contract, the Facilities & Services for Client and report to Administration Manager on progress.
 - Procure site camp-related supplies, issue LPR Review. Verify invoices from different suppliers providing administrative services I material e.g., water, stationery, etc., and process payments as per documents required.
 - Submit all approved time-sheets and expense claims to Finance/HR for processing the Technician's monthly payroll.
 - Manage and update employees leave data and calculate final leave balances.
 - Supervise site transportation and allocate vehicles for construction and other departments. Assign drivers duties and look after vehicle maintenance, and coordinate with HSE for proper compliance of ADNOC Group road safety standards.
 - Submit and ensure the processing of all types of applications and paperwork to the local authorities, including but not limited to visit visas, employment or residence visas, car registrations, Trade licenses, labor permits, export license, economic license, foreign license, etc.
 - Assist the Construction Logistic & Administration Coordinator with the organization of the Site logistics and night transportation.
 - Giving on-site petty cash and making payments for all subcontracts on completion of quantity estimation.
 - Barge customs clearance (arrival/departure / DAS Port).
 - Responsible for maintaining an up-to-date HR database with employee's key information.
 - Manage to order stationery, water, coffee.
 - Provide administrative support to the Project Secretary and project personnel.
 - Manage the delivery of Government & Regulatory requirements, including Commercial trade licenses, Civil Defense approvals, Chamber of Commerce certificates, Environment & Health Authority Certificates, Local Municipality approvals, etc., including responding to emergencies and matters arising after official working hours, and all other coordination requirements with Government & Regulatory entities as required.
 - Manage Vehicles administration (security pass, green card applications, oil change).
 - Manage Room clearance in/out
 - Manage Logistic Materials (as per LPR), material delivery to ADGAS, TCM.
- Public Relation Officer:
 - Facilitate and follow-up cancellation of visas for employees and dependents.
 - Represent the Company at locations such as the Police Station, Embassies, and Hospitals, Airport, Ministries/Municipalities & other significant departments.
 - Coordinate with a Branch office in Abu Dhabi for mobilization of personnel.
 - Serve company employees as per procedures including handling of

- passports Perform all related Visas & Passport activities.
- Send notification to employees on required documents before their visa expires.
- Assist the office in determining any issues identified with organization vehicle registration and renewals.
- Manage the visa checklist as/when the rules on visa/labor change.
- To maintain a database of all passports and residence visas by scanning all documents and directly updating the database when details change.

- Dates** : From Nov. 2003 till Aug. 2010
- Employer** : Bechtel
- Projects** : UAE & Egypt: IGD3 Project - Abu Dhabi, UAE & ELNG Project, Egypt
- Job Description** :
- HR Support:
 - Managing the relationship between the company and the required governmental authorities, agencies, and municipalities.
 - Submission of the correct documentation to the ministry of Manpower for visa applications.
 - Follow-up on Labor Cards, Access Cards, Emirates Identification Cards, residence visa, and government health card renewal.
 - Submission of the correct documentation to the Ministry of Labor for visa applications.
 - Arrange medical tests, passports, memos, promotional draws, and fine resolution.
 - Handled administrative and operational functions like arranging security pass for visits to sites, maintaining detailed files for existing, new employees in the organization, labor contract, and customs clearing documentations.
 - Document Controller:
 - Prepared and maintained all documents and specifications including registration, filing, and distribution of all externally received and internally generated engineering documents, RFI (Request for Information), and FCN (Field Change Notice) documents.
 - Administered the document life cycle (preparation, approval, publishing, revision, retiring, archival) for all incoming and outgoing documents.
 - Controlling project documentation as per company's procedures.
 - Setting up distribution requirements, including time-frame.
 - Registering the receipt of documents from both internal and external sources.
 - Transmitting documents to internal and external parties for review and information.
 - Transmitting the comments on documents back to originators.
 - Coordinating the Document Control cycle from start to finish.
 - Producing and issuing document status reports.
 - Communicating requirements of the procedure to all project personnel to ensure compliance.
 - Ensuring that all issued Project Deliverables are correct in accordance with document control procedures.
 - Maintaining Project Deliverables filing & retention system for hard copy and electronic originals of documentation.
 - Uploading of documents in Info works, manual loading, and bulk

- loading.
- Prepare Outgoing Transmittal to Sub-Con and Client.
- Receive/Log/Distribute Contractor and Client's Correspondence and loading in Info works.
- Add/Edit Info works User Account using Debase Management.
- Prepare Field Material Requisition for office supplies using BPS.
- Coordinate with Responsible Engineer about any document issue.
- Ensure that the incoming and outgoing documents are properly logged and distributed to a responsible person.
- Operating office machines such as copiers, scanners, wide printers, etc.
- Managed document processes, to ensure control and availability of documentation to the upper management for smooth execution of all administrative activities of the project.
- Organized and maintained all documents through an electronic document management system and specifications include uploading / downloading, copying, and printing of incoming and outgoing project documents and drawings.
- Served as an administrative liaison, provided daily administrative inclusive of daily maintenance of office, archiving, and filing company documents.
- Formatted, distributed, and maintained all incoming and outgoing documents for the OGD3 project in alignment with company policies and updated all records of distributed documents showing revision and dates.

Dates : From Mar. 2002 till Oct. 2003

Employer : Braun's GmbH & Co. KG, Egypt

Project : ELNG Project

Job title : Document Controller

Job Description :

- Controlling project documentation as per company's procedures.
- Setting up distribution requirements, including time-frame.
- Registering the receipt of documents from both internal and external sources.
- Transmitting documents to internal and external parties for review and information.
- Transmitting the comments on documents back to originators.
- Coordinating the Document Control cycle from start to finish.
- Producing and issuing document status reports.
- Communicating requirements of the procedure to all project personnel to ensure compliance.
- Ensuring that all issued Project Deliverables are correct in accordance with document control procedures.
- Maintaining Project Deliverables filing & retention system for hard copy and electronic originals of documentation.

Dates : From May 2001 till Feb. 2002

Employer : Law Office

Job title : Secretary Assistant

- Field of experience :**
- Admin Coordinator - Logistics Coordinator - HR Support - Document Control - Site Coordinator - Public Relation Officer.
 - Oil & Gas offshore and onshore experience.
 - Excellent typing skills, Database Administration, Strong decision-maker, Office Management, Executive Support, excellent verbal communication, organizational and time management.