

**Deputy Site Manager - Logistics & Materials Manager**

Holds a B.A. Business Administration and has over 17 years hands-on experience working in administration, logistics and materials management and sales/marketing.

**PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 12/06/1980  
Gender : Male  
Marital Status : Married  
Residence : Maadi, Cairo

**EDUCATION**

: B.A. Business Administration, Alexandria University, 2003  
: Secondary Education: Collège Saint Marc, Alexandria (French School), 1999

**LANGUAGES**

Arabic : Native Language  
English : Fluent  
French : Fluent

**COMPUTER SKILLS**

: Windows, MS Office, Internet

**TRAINING COURSES AND CERTIFICATIONS**

: ISO 9001:2008 Awareness Training.  
: International Maritime Organization Course (IMO).  
: Hazmat Course.  
: MXS 1 (Marketing Excellence Series).  
: Accounting system: Sage.  
: Time Management Skills.  
: Foundation of leadership.  
: Designing Customer Experience.

## CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Jan. 2018 till now
- Employer** : Baker Hughes General Electric (BHGE)
- Project** : ZOHR Project Phase II
- Job title** : Deputy Site Manager – Logistics & Materials Manager
- Job Description** :
- Support the Project/Site Manager in the daily supervision and oversight of the operational management of all activities and functions of the ZOHR Phase II contract with the client.
  - Development, coordination, implementation, documentation and evaluation of processes, goals, objectives, policies, procedures, workflows and work standards.
  - Supervising the relevant departments looking after the permits, housing, catering and logistics for both expats and local team members in and out of site.
  - Assess clients' needs, complaints and identify the root causes of any problems to take the right actions and decisions on time.
  - Develop and manage facility operating budgets for the assigned portfolio and proactively track variances.
  - Ensure Health, Safety and Environmental (HSE) is emphasized throughout all phases of the project and that performance is maintained and continuously improved across all responsible sites.
  - Ensure carrier compliance with company policies & procedures for Safety transit / delivery.
  - Complying with standards and procedures regarding the security and management of computing facilities and systems.
  - Support with the optimization of workflow efficiency, process, resource and change management to all tasks associated with project fabrication, maintenance & storage areas.
  - Identifying areas of enhancement within the fabrication / Service scope of deliverables, provide analysis and recommend solutions to meet contractual requirements.
  - Working with key suppliers and service providers to ensure excellent ergonomic and material handling practices are incorporated.
  - Keep supervisor and senior operations management fully informed on project status, including client relations, project cost and schedule, changes in risk assessment, anticipated changes in project financial performance, and any other major concerns.
  - Lead as requested by management, the completion of technical and commercial proposals, providing project planning, means and methods of project execution, schedule preparation, cost estimating, and proposal strategy.
  - Plan, organize, implement and maintain project specific site receiving rules, laydown areas and warehouse spaces.
  - Supervise metric reporting on inventory as well as the handling of the physical receipt of materials & CPI's on site, inspection and documentation of all incoming project materials and rental equipment.

- Dates** : From Jul. 2016 till Dec. 2017
- Employer** : Pan Marine Group

**Job title** : Oil & Gas Commercial Manager

**Job Description** :

- Focus on managerial concerns of business performance including cost, efficiency and resource allocation. Provide expert resolution of contract and client issues and monitor integration and delivery of work.
- Prepare and submit reports to senior management on business performance and recommendations to improve efficiency and effectiveness. Demonstrate continuous improvement in business performance through internal and external benchmarking.
- Select, train, develop and motivate staff to deliver contract services within constraints of specific objectives, client budget and target dates for the portfolio. attracts, develop and retain resources for the business, and the smooth operation of the portfolio.
- Develop and grow relationships with key client stakeholders. Assure excellent customer service and relations through effective contract governance.
- Project management and Risk management expertise to control business risks.
- Leading the development and execution of the local sourcing strategies to deliver a competitive advantage this includes supplier selection, development, and supplier consolidation to ensure sourcing optimization and overall vendor management.
- Monitoring supplier quality and delivery performance and developing improvement strategies when required.
- Solicit and evaluate proposals and employing appropriate negotiation and contract awarding.
- Handling the qualification and addition of new suppliers with strict adherence to supplier due diligence documentation.
- Drive compliance & controllership.

**Dates** : From May 2015 till Jun. 2016

**Employer** : Orange Telecom Egypt (B2B Plus Co.)

**Job title** : Business Unit Head – Regional Manager

**Job Description** :

- Responsible for Alexandria, Beheira & Matrouh governorates corporate sales and targets.
- Managing a team of 6 senior sales executives to achieve the target plan set by company.
- Setting the annual sales targets according to seasonal requirements.
- Setting the sales coverage plan/map for the mentioned areas.
- Developing business plans and preparing the required reports to ensure meeting the revenue/portfolio growth strategies.
- Improving key sales' regional figures through different initiatives and opening new markets.
- Identifying existing and future business opportunities.
- Assess clients' needs, complaints and identify the root causes of any problems to take the right actions/decisions on time.
- Managing annual mobile fairs in the mentioned areas to ensure better reach and effectively promoting the brand.
- Manage channels' supervisors to achieve company's qualitative and quantitative objectives.
- Supervise annual account plans for Large accounts & follows up on

implementation.

- Responsible for identified portfolio of Large accounts.
- Setting-cross functional flow processes.
- Monitoring the portfolio's payment behavior & working with credit department to enhance the payments & collection process if needed.
- Manage a highly qualified sales team in the achievement of consistently high performance.
- Interview and select direct reports and validate hiring decisions.
- Achieved the best Unit Head, Top Sales Manager Mid-Year 2016 and Master of Sales Year 2016.

<b>Dates</b>	:	From Nov. 2007 till Apr. 2015
<b>Employer</b>	:	Weatherford Services Free Zone, Egypt
<b>Job title</b>	:	Base Manager - SLS Regional Facilities Leader
<b>Job Description</b>	:	<ul style="list-style-type: none"><li>• Develop &amp; provide weekly reports for all the activities taking place in the SLS FZ facility.</li><li>• Analyze the accuracy &amp; completeness of the data as well as preparing the slow moving and obsolete inventory list and performing inventory count on quarterly basis.</li><li>• Implement a refurbishment system for old and operated units to guarantee the efficiency and effectiveness of the output to ensure proper utilization of company assets with no compromise on quality and safety.</li><li>• Perform physical inspection and count for all items available in the warehouse and verify them against the records received from the Stock Controller and adjust when required.</li><li>• Function as a crew leader overseeing the work of the storekeeper and helpers; assigns work to them and review their work for accuracy and completeness.</li><li>• Prepare monthly log for all the equipment received / shipped out and sends reports to the materials department.</li><li>• Inspect equipment prior to storage in warehouse with the help of Service Engineer.</li><li>• Coordinate activities of personnel involved in maintenance of the facility, building, and equipment to minimize interruption and improve efficiency.</li><li>• Adhere to Safety procedure and policies in accordance with safety management system.</li><li>• Managing the free zone facility and all its activities.</li><li>• Follow up the load and discharge operation both end with the receiver or 3rd parties / agents.</li><li>• Evaluating all offers presented and choose the best freight with the best time conditions, Oversee the shipping, receiving, storing and re-exporting of equipment.</li><li>• Provide logistics support to field staff and assisting all related parts to ensure providing good services.</li><li>• Prepare and update procurement plan for the base &amp; field requirements operational supplies &amp; services.</li><li>• Responsible to deal with all different departments within the Investment Authority (Free Zone) to finalize all documentation and financial matters.</li><li>• Coordinating activities with the free zone team to reach the highest Q-HSE and quality.</li></ul>

- Control the stock, supplies & inventory of store equipment that cover both Units & field requirements.

**Dates** : From Oct. 2003 till Aug. 2006

**Employer** : B.A.T (British American Tobacco), Egypt

**Job title** : Consumer Relation Executive

**Job Description** :

- Managing three areas (Alexandria, Tanta & Mansoura).
- Maintain and develop a computerized customer and prospect database.
- Plan personal activities and customer prospect contact towards achieving agreed business goals.
- Respond to and follow up sales enquiries by mail, telephone, and personal visits.
- Maintain and develop new customers through planned individual account support.
- Monitor and report on activities and provide relevant management information.
- Record, analyze, report and administer according to systems and requirements.
- Carry out market research, competitor and customer surveys.
- Attend and present at external customer meetings and internal meetings with company functions necessary to perform duties and support business development.
- Resolve customer complaints regarding sales and service.