

Holds a B. Sc. in Information Systems (Accounting Section) and has over 19 years hands-on experience working in site administration field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 09/04/1977
Gender : Male
Marital Status : Married
Residence : Aswan

EDUCATION

: B. Sc. in Information Systems (Accounting Section), 1999

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Access), Internet
: Quicken Bookkeeping
: MS Project
: Data Communication and Data Transfer
: AutoCAD 14, 2000 and AutoCAD 2004 LT

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2013 till now
Employer : ANDRITZ HYDRO GmbH
Project : New Assiut Barrage Project and Hydropower Plant
Job title : Commercial & MRR Manager Onshore
Job Description :

- Coordination with authorities and organizations.
- Represent the consultant in signing the MRR report at the warehouse.
- Coordination regarding commercial items with suppliers, erection and civil subcontractors.
- Check the received material and prepare the Material Receiving Report (MRR) as following:
 - Inspect Incoming Material.
 - Identify and Tag All Received Inventory.

- Prepare the reports.
- Coordination with customs offices.
- Coordination with Tax Advisor.
- Responsibility for the car park, car registrations and car services.
- Responsibility for installation and maintenance of the computer system.
- Personnel statistics and control of time sheets.
- Control of salaries of local employees.
- Coordination of claim matters.
- Local purchasing.
- Monetary requirements and cash planning.
- Handling of postal matters.
- Travel organization.
- Other related commercial administrative duties on request.
- Preparation of all related Bookkeeping Details for Tax Advisor.
- Preparation of all bookkeeping documents of the different ANDRTIZ HYDRO entities involved.
- Secure timely tax payments and returns.
- Optimization of Tax burden of the local entities.
- Bookkeeping on Site for all involved ANDRTIZ HYDRO entities.
- Balance of all Site expenses (telephone, fax, first aid, etc.).
- Handling/Preparation of all local invoices.
- Handling of local insurances.
- Preparation of local contracts.
- Contracts with authorities (telephone and electricity, etc.).
- Commercial interpretation of contracts.
- Follow up of working/residence permits.
- Local driving licenses for foreign personnel.
- Coordination of costs, controlling.
- Payment of salaries for auxiliary personnel.
- Advance payments for delegated personnel from the Site Account.
- Payment of social charges (social insurance), etc.
- Other related legal and/or commercial duties on request.

Dates : From Aug. 2004 till Jun. 2013

Employer : SWECO INTERNATIONAL Consulting Services Monitoring & Administration

Project : Rehabilitation of High Dam Generators, Aswan

Job title : Admin Representative & Material Receiving Administrator

Job Description :

- Prepare Technical Correspondences.
- Prepare Technical Submittals.
- Prepare Material Receiving and Inventory reports.
- Maintain Project Correspondences as per project rules and Numbering system.
- Maintain Drawing Filing System.
- Prepare Meeting Agendas.
- Prepare Progress Reports and Financial Correspondence.
- Organize for the Foreign Visitors & Meetings.
- Establishing the work permits and visas for the Experts.
- Work on Computer LAN Network.
- Maintain Project office procedures, Expenses, Time sheets, Petty Cash & Office Supplies.

- Monitor troubleshooting of Software, Hardware, E-mail & Network Programs Knowledge of AutoCAD 14, 2000 and AutoCAD 2004 LT.
- Working with Experts and International Visitors as Arabic Interpreter and help their local needs such as Airlines reservations, Transportation and accommodation.

Dates : From Feb. 2003 till Jul. 2004
Employer : Alstom Power Inc. Denver, Colorado – USA / Alstom Power Generation AG Mannheim – Germany
Project : High Dam Controls Upgrade Project (USAID Grant No. 263-0224.5), Aswan
Job title : Scheduling Assistant & Draftsman & Administrative
Job Description :

- Assistant engineering.
- Reviewing cable schedules (tracking and assigning cable routing).
- Physically surveying cables to incorporate the latest information on the AS-Built drawing.
- Maintaining drawing master sets in both paper and electronic format.
- Sorting out solutions for problems on-site.
- Organize the filing system (Hard Copy – Electronic Copy).
- Responsible for issuing letters about shipments coming to the site, exempt it and clearing it from customs in different customs areas.
- Preparing the witness reports regarding the delivered materials to the site.
- Assist in preparing the materials and equipment inventory.
- Assist in cars registration in the traffic department.
- Assist in establishing the work permits and visas.
- Assist in the local purchasing at site.
- Maintenance of the office and accommodation and follow their supplies.

Dates : From Jul. 2001 till Jan. 2003
Employer : High Dam Electrical & Industrial Projects Co. (HIDELECO)
Project : High Dam Controls Upgrade Project (USAID Grant No. 263-0224.5), Aswan
Job title : Provided Engineering & Administrative Support
Job Description :

- Reviewing drafts with the responsible engineering staff and functioning as the sole draftsman (AutoCAD 14 & 2000) for the project.
- Included monitoring manpower and preparing needed work permits for site work.
- Material handling (storage and dispensing were also a part of my daily activities).
- Handling the site petty cash.
- Prepare the workers contract.
- Handle the time sheets and salaries for all workers at site.
- Follow up the social insurance for the workers.

Dates : From Oct. 2000 till Jun. 2001
Project : The Military Medical Center Project – Ismailia Desert Road, Cairo
Job title : General Electrical Contracting
Job Description :

- Supervisory and light engineering role in the installation of the lighting system of a boiler house.
- Placement of cables.

- Routing connections and termination.