

Holds a B. A. in English Literature and is studying MINI MBA. Professional Leader in all areas of project and construction management, and inter-company and clients management with approx. 12 years of a complete experience of the local market in Egypt. Full responsibility of managing: crisis and P&L, client and government agencies, employee's relationship, budget and assets and well versed in site management.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 12/04/1980  
Gender : Male  
Marital Status : Married  
Residence : Cairo

## **EDUCATION**

: B. A. in English Literature (English poetry, phonetics, grammar, modern and classical English novels, drama and history...etc.), Tanta University  
: Introductory Studies at A.U.C. (American University in Cairo), Studying Accelerated advanced general & conversational English  
: Studying MINI MBA at Cairo University

## **LANGUAGES**

Arabic : Native Language  
English : Excellent

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Apr. 2013 till now  
**Employer** : Consolidated Contractors Company (CCC) (MORGANTI GROUP)  
**Project** : APPACHE Helicopter Procurement Program, Kattamia Air Base  
**Job title** : Senior Administrator  
**Job Description** :

- Provide supplies by identifying needs for reception, mailroom, and kitchen; establishing policies, procedures, and work schedules.
- Accomplish staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.

- Maintain administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Purchase printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.
- Complete special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
- Provide historical reference by developing and utilizing filing and retrieval systems.
- Improve program and service quality by devising new applications; updating procedures; evaluating system results with users.
- Recruiting Selection, staffing logistics and organizational and space planning.
- Performance management and improvement systems.
- Employment and compliance to regulatory concerns and reporting.
- Policy development and documentation.
- Employee relations.
- Company employee communication.
- Employee safety, welfare, wellness and health; and employee services and counseling.
- One of the CSR (Corporate social responsibility) caring about social infrastructure, utilities, education.
- Realizing the social, economical and political impact of the company.
- Employee orientation, development, and training logistics and recordkeeping.
- Assisting with employees and Managers relations.
- Understanding the importance of sourcing & values of qualitative & quantities.
- Handle highly confidential and sensitive information.
- Working with databases.
- Keeping appointments with clients.
- Taking calls.
- Working with security organizations.
- Managing inventory.
- Coordinating with other departments.
- Working with invoices and receipts.
- Minimizing office expenditure.
- Getting maintenance done on office equipment and machinery.
- Managing holiday, sickness, attendance and absence records.
- Enforcing office protocols.
- Negotiating with suppliers and service providers.

**Dates** : From Jun. 2010 till Apr. 2013  
**Employer** : Consolidated Contractors Company (CCC)  
**Project** : Ain Sokhna Power Plant 650 x 2 MG  
**Job title** : Project & Office Administrator

- Job Description** :
- Organizing the tasks related to the administration and Public Relation work.
  - Coordinate the meeting with the heads and the management to make sure that all the daily function & duties are running ok.
  - Supervision of the accommodation for 3500 employees and hotel accommodation for visitors.
  - Making the forecasting of vehicles usage and how we can reduce to be more effective.
  - Compensation and benefits administration and recordkeeping.
  - Employee safety, welfare, wellness, and health reporting; and employee services.
  - Assisting with the day-to-day efficient operation of the administration office.
  - Assist with the monitoring of an annual budget.
  - Calendar and meeting and as well as event and conference management & logistics.
  - Coordinate travel arrangements.
  - Processing monthly corporate card and cash expenses.
  - Support teams embed ways of using technology into their everyday working practice.
  - Support the Executive staff member in all related administrative tasks.
  - Produce correspondence; presentations, meeting agendas and e-mails.
  - Assist in order and receive the materials which are urgently needs at the site.
  - Handling all the transportation issues and arranging the employees time tables.
  - Attending the safety meeting with the drivers to make sure that the safety policy of the company is carried out by the drivers and employees.
  - One of the CSR (Corporate social responsibility) caring about infrastructure, utilities, education.
  - Transportation Issues:
    - Implementation of Transport policy approved by the management.
    - Propose improvements in the existing transport system.
    - Ensure that proper inventory of all vehicles are maintained and checked frequently.
    - Ensure that the maintenance, oiling and servicing schedule of the vehicles is followed.
    - Strictly act upon the petrol/diesel filling mechanism approved by the management.
    - Keep records/ history of drivers and accidents.
    - Maintain duty rosters of drivers, cleaners and mechanics.
    - Re-training and re-certification of drivers and registration and re-certifications of vehicles.
    - Ensure feedback on performance of staff, drivers' cleaners and mechanics after evaluation.
  - Accommodation Issues:
    - Ensuring that accommodation is clean well maintained and attractively presented.
    - Controlling a budget, managing stock levels and ordering supplies.
    - Liaising with reception services to coordinate the allocation of accommodation.
    - Planning staff rotes and covering duty roster slots.

- Liaising with other departments within the organization, e.g. catering or conferences.
- Arranging repairs and maintenance of rooms and reception areas.
- Inspecting the accommodation hygiene and health and safety regulations are met.
- Recruiting and supervising teams of room attendants.

**Dates** : From Sep. 2008 till Jun. 2010

**Employer** : PGESCO. (Power Generation Engineering & Services Company)

**Job title** : Project & Office Administrator

**Job Description** :

- Organizing the tasks related to the administration work.
- Organizing the documents filing caring about all forms.
- Employee orientation, development, and training logistics and recordkeeping.
- Assisting with employees and Managers relations.
- Company employee communication.
- Compensation and benefits administration and recordkeeping.
- Employee safety, welfare, wellness, and health reporting; and employee services.
- Maintaining employee files and the HR filing system.
- Assisting with the day-to-day efficient operation of the administration office.
- Assist with the monitoring of an annual budget.
- Assist to establish departmental measurements that support the accomplishment of the company's strategic goals.
- Calendar and meeting and as well as event and conference management & logistics.
- Processing monthly corporate card and cash expenses.
- Support with general office administration.
- Support teams embed ways of using technology into their everyday working practice.
- Produce correspondence; presentations, meeting agendas and e-mails.
- Assist in order and receive the materials which are urgently needs at the site.
- Handling all the transportation issues and arranging the employees time tables.
- Attending the safety meeting with the drivers to make sure that the safety policy of the company is carried out by the drivers and employees.
- Performance management and improvement tracking systems.
- Employee orientation, development, and training logistics and recordkeeping.
- Company-wide committee facilitation and participation.
- Company employee communication.
- Compensation and benefits administration and recordkeeping.
- Employee services.

**Dates** : From Oct. 2002 till 2008

**Job titles** :

- Shift Leader front office (internal sales, Customer Services & Public Relation) at SunRise Royal Makadi, Hurghada (from Nov. 2005 till 2008)
- Shift Leader front office (internal sales, Customer Services) at Tropicana

- Resorts and Hotels, Sharm El-Sheikh (from Jan. 2004 till May 2005)
- Job Description** :
- Guest Services Agent (Customer Services & Public Relation) at Hyatt Regency Taba Heights (from Oct. 2002 till Dec. 2003)
  - Handling all the front office complains and inspecting the pre-assigned accommodations for VIP guests.
  - Coordinate front office operations during shifts for all standards and procedures.
  - Deal and follow up with problems and complains till reaching to the guest Satisfactions.
  - Be familiar with all rooms, rates, daily events promotions and daily programs.
  - Having the abilities to understand the hotel management's instructions.
  - Ensure that working area is tidy and clean all the time.
  - Handling all the duties of the front desk & cashier duties using the Opera & Fidelio and Micros hotel systems.
  - Acting all the duties according to standard performance throughout keeping up with Policies and procedures related to my career.
  - Caring with the housekeeping notifications to make sure that all arriving Rooms are ready and clean.
  - Investigating all the daily reports as front office report & sales reports also caring with the daily hotel competition & statistics.
- Field of experience** :
- Client and Business Management.
  - Administration and Public Relation Management.
  - Construction and Labor Management.