

Graduated from Faculty of Law and has over 21 years hands-on experience working in administration, document control and accounting.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 13/06/1976
Gender : Male
Marital Status : Married
Residence : Ismailia

EDUCATION

: Faculty of Law, Zagazig University
: Technical Institute of Business Administration

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

: IC3® from Certiports.
: Time Management.
: Communication Skills.
: Interview Skills.
: Psychological Counseling.
: AutoCAD 2D
: System Completion and turnover.
: Control of Punch List Items.
: Materials Receiving.
: Quantity Reporting.
: Safety Lockout Tag out.
: Scaffold Control and Management.
: Work Planning Packaging.
: Pressure Testing of Piping.

- : Field Change Documents.
- : Document Control.
- : Construction Quality Program.
- : As-Built.
- : Excavation and Trenching.

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Jun. 2018 till now
- Employer** : BECHTEL Oil, Gas & Chemicals
- Project** : West Nile Delta Gas Terminal (Idku, Egypt)
- Job title** : Turnover Team Leader (Mechanical Completion)
- Job Description** :
- Coordinating the turnover schedule and ensuring joint venture partner and subcontractor integration and compliance in the timely turnover of systems.
 - Coordinate system walkdowns with subcontractors, field engineers and client, and expediting punchlist item closure.
 - Assuring that all applicable system documentation and packages are compiled and complete, including as-built drawing red-lines prior to system turnover and expedite system acceptance.
 - Completion System Used: TeamWorks, Completions Module.
 - Update latest revision of all drawing involve in System specially and P&ID for specific client Coordinate preliminary construction completion walk down.
 - Complete Component Turnover Sheet.
 - Approx. 1-2 weeks before system turnover, notify Start-up that system is ready for joint readiness walk down.
 - Establish date for joint readiness walk down.
 - Coordinating with construction all required priority tags and priority systems that are to be completed for final turnover throughout the Project.
 - Determine if scheduled turnover date is achievable.
 - Coordinate assembly of system turnover package.
 - Route system turnover package for signatures.
 - Ensure package is accepted, forward copy of System/Component Green Tag Turnover Form to RS/RFEE.
 - Ensure green tags or stickers are placed on boundary components.
 - Reviewing Management of Change documentation (RFI's / FCN's) and incorporating changes into the turnover database and MDR as applicable Ensure boundaries are defined, schedule area turnovers with customer.
 - Ensure area are identified on scoping drawings and are scheduled for completion and walk down. Ensure package for each area turnover is developed.
 - Ensure documentation is completed and submit to Document Control for retention (Ref. SWPP).
 - Enter punch items.
 - Ensure "work-to-go" items is available to walk down team.
 - Updating and maintaining the the turnover database and the master

punch lists resulting from preliminary and final walkdowns.

- Dates** : From Nov. 2016 till May 2018
- Employer** : BECHTEL Oil, Gas & Chemicals
- Project** : West Nile Delta Gas Terminal (Idku, Egypt)
EPC project for a two site onshore Gas Terminal, one brownfield and one greenfield, with a budget of USD 1.5 bn.
- Job title** : System Turnover Coordinator (Mechanical Completion)
- Job Description** :
- Managing the overall process of mechanical completion and system / sub-system turnover during construction and commissioning phases through to final turnover to client.
 - Coordinate system walkdowns with subcontractors, field engineers and client, and expediting punchlist item closure.
 - Assuring that all applicable system documentation and packages are compiled and complete, including as-built drawing red-lines prior to system turnover and expedite system acceptance.
 - Completion System Used: TeamWorks, Completions Module.
 - Develop turnover milestone chart.
 - Coordinate preliminary construction completion walk down.
 - Complete Component Turnover Sheet.
 - Approx. 1-2 weeks before system turnover, notify Startup that system is ready for joint readiness walk down.
 - Establish date for joint readiness walk down.
 - Generate, control, and review punch.
 - Determine if scheduled turnover date is achievable.
 - Coordinate assembly of system turnover package.
 - Route system turnover package for signatures.
 - Ensure package is accepted, forward copy of System/Component Green Tag Turnover Form to RS/RFEE.
 - Ensure green tags or stickers are placed on boundary components.
 - Ensure punch list items are closed out upon completion and acceptance.
 - Ensure boundaries are defined, schedule area turnovers with customer.
 - Ensure area are identified on scoping drawings and are scheduled for completion and walk down.
 - Ensure package for each area turnover is developed.
 - Ensure documentation is completed and submit to Document Control for retention (Ref. SWPP).
 - Enter punch items.
 - Ensure "work-to-go" items is available to walk down team.
 - Ensure punchlist items forms contain necessary information.
 - Ensure items indicated with a priority of "0" are resolved and re-coded as soon as possible.
 - Maintain signature of record.
 - Ensure Punch Item Work Cards or Signoff Reports are printed from PunchWorks and delivered to RS or the appropriate SA.
 - Coordinate and compete punchlist item work. Notify RFE of completed punch items.
 - Inspect punchlist work for completeness and quality.
 - Ensure that punchlist items are not deleted from PunchWorks.
 - Sign and close punchlist items for turnover items.

- Ensure documentation is completed and submitted to Document Control.

Dates : From Jan. 2016 till Oct. 2016
Employer : Orascom Construction
Project : New Capital Combined Cycle Power Plant (4800MW)
Job title : Turn Over Package (TOP) Manager
Job Description : Coordinating, with the Commissioning Manager, the assembly of required Construction and Commissioning documentation needed for completion of Combined Cycle Power Plant New Capital, IN. Turnover Manager maintains status of the Turnover Package progress and perform the following:

- Preparation of document for TOP System.
- Follow up Construction to hand over the TOP.
- Perform field walk downs/inspections to review the work for conformance with the design drawings, specifications, applicable codes/standards, and company policies/procedures.
- Coordinate the walk-down at the time of Turnover Package Release from Construction to Commissioning and then again just prior to the Turnover from Commissioning to the Client.
- Assist in the identification of exceptions to the Turnover Package.
- Assemble the required documentation into Turnover Packages that are transmitted to the Client for acceptance.
- Supervise Turnover Coordinators involved with the assembly of Turnover Packages.
- Utilize WinPCS software to schedule and document all Preventive Maintenance activities.
- Utilize WinPCS software to compile System Turnover Package Construction Completion Paperwork.
- Coordinate and manage system punch list.
- Lead a System Turnover Meeting with Construction Personnel to identify upcoming construction completion needs and status progress.

Dates : From Dec. 2014 till Dec. 2015
Employer : Orascom Construction
Project : New Assiut Power Plant Simple Cycle (1000MW)
Job title : Turn Over Package (TOP) Manager
Job Description :

- Coordinate and manage system punch list.
- Preparation of document for TOP System.
- Filling and control of the document for TOP Systems.
- Follow up the TOP handing over from construction to commissioning.
- Follow up document revisions on the server for Orascom.
- Follow up TOP process by Access software Data Base.
- Monitor the incoming and outgoing of document.
- Maintain accurate document control sheets and other relevant data to be registered in computerized system of document so as to attain easy access to all technical documents.
- Ensure that all documents are registered properly according to their grouping and classification for easy tracking and reporting for progress report.
- Maintain and update the data and database for tracking and reporting.
- Accustomed with manual filing of the documents to their respective

classification and discipline.

- Review the TOP document make a index and label.
- Make a notification for Walk Down Scheduled after transfer the TOP in Commissioning.
- Follow up Construction to hand over the TOP.
- Updated the document in database.
- Send notifications to all person who concert for the walkdown scheduled and status.
- Follow up construction and commissioning to know the status for walkdown.

Dates : From Aug. 2013 till Nov. 2014
Employer : German Engineering & Management Solutions (GEMS)
Project : Al-Dour General Hospital Project in IRAQ (100 beds)
Job title : Documentation Manager
Job Description :

- Technical Drawings Control and verification.
- Experience in leading a team.
- Coordinating and documenting meetings and conferences minutes.
- Preparation of Monthly, Weekly and Daily reports.
- Monitor the incoming and outgoing of document.
- Maintain accurate document control sheets and other relevant data to be registered in a database so as to attain easy access to all technical documents.
- Ensure that all documents are registered properly according to their grouping and classification for easy tracking and reporting for progress report.
- Development / update documentation tracking system.
- Updated the document in database.
- Maintain and update the data and database for tracking and reporting.
- Accustomed with manual filing of the documents to their respective classification and discipline.
- Support in preparations of presentations and correspondence.
- Team player to achieve Projects objectives.
- Managing and filing all documents including as built records and quality record.
- AutoCAD (inventory lengths - inventory paints - inventory isolated piping - weld map of piping).

Dates : From Dec. 2010 till Apr. 2013
Employer : Kharafi National
Project : Al-Shabab Simple Cycle Gas Turbine Units (1000MW)
Job title : Document Control Manager
Job Description :

- Experience in leading a team.
- Receiving Drawings and Documents from Central Document Control and update both in Procedure Form (Log).
- Extract Obsolete Documents & Drawings from Log After Each Update and Make Internal Statement for Obsolete Document and Drawings.
- Full Responsibility for Obsolete Drawings and Documents in Site.
- Ensure that Controlled Copies of Latest Approved Documents and

Drawings Were Distributed to Appropriate Staff, Subcontractors and Suppliers as Applicable.

- Full Responsibility for Making Start-up and Maintaining for Filling Index & System for Approved Master (Documents, Drawings, Sketches, Specification, Material Submittals ...ETC.) in it Classification (Civil, Architectural, Hvac, Plumping, Fire Fighting).
- Changing fire regime within the project path Room in Same Classification and Make sure that all Document and drawings Easy to Extract Whenever My Director Call by Preparing Filling Map.
- Extract Obsolete Documents & Drawings From Log After Each Update and Make Providing Full Data to the Engineers about Required Drawings and Documents in Perfect Timing to Proceed work in Site and Instructions about (Controlled Uncontrolled – Obsolete) Stamps According to Company Procedures to Deal with Document and Drawings by Awareness Mind.
- Receipt of all documents for the project and distribution contractor.
- Providing Full Data to the Engineers about Required Drawings and Documents in Mon Modify some of the regulations that have been implemented in the project after construction or the incoming and outgoing of document electronically / manually.

Dates	:	From Aug. 2008 till Oct. 2010
Employer	:	Iberdrola
Project	:	Mesaieed Power Station (Nominal Combined Cycle 2000MW) – QATAR
Job title	:	Senior Document Control in Turn Over Package (TOP) Dept.
Job Description	:	<ul style="list-style-type: none">• Preparation of document for TOP Systems.• Follow up the TOP handing over from Construction to commissioning.• Follow up document revisions on the server for Iberdrola.• Monitor the incoming and outgoing of document.• Follow up TOP process by Access software Data Base.• Maintain accurate document control sheets and other relevant data to be registered in computerized system of document so as to attain easy access to all technical documents.• Ensure that all documents are registered properly according to their grouping and classification for easy tracking and reporting for progress report.• Maintain and update the data and database for tracking and reporting.• Make a notification for Walk Down Scheduled after transfer the TOP in Commissioning.• Follow up Construction to hand over the TOP.• Updated the document in database.• Send notifications to all person who concert for the walkdown scheduled and status.• Follow up construction and commissioning to know the status for walkdown.• Preparation of document for TOP Systems.• Follow up the TOP handing over from construction to commissioning.• Maintain accurate document control sheets and other relevant data to be registered in computerized system of document so as to attain easy access to all technical documents.• Ensure that all documents are registered properly according to their

grouping and classification for easy tracking and reporting for progress report.

- Maintain and update the data and database for tracking and reporting. Accustomed with manual.
- Make a notification for Walk Down Scheduled after transfer the TOP in Commissioning.
- Updated the document in database.

Dates : From Jan. 2007 till Jul. 2008
Employer : Port Said Plaza Readymade Garments Ind.
Job title : Document Controller Supervisor
Job Description :

- Administration works.
- Filling and control of the document in/out.
- Letter sending, forms/ transmittal, etc.
- Maintain and update the data and database for tracking and reporting.
- Monitor the incoming and outgoing of document.
- Updated the document in database.

Dates : From Nov. 2004 till Dec. 2006
Employer : Initec Energia
Project : Nubaria Power Station (Nominal Combined Cycle (2x750MW))
Job title : Turnover Lead Completion
Job Description :

- Preparation of document for TOP Systems.
- Follow up the TOP handing over from Construction to commissioning.
- Follow up document revisions on the server for Iberdrola.
- Monitor the incoming and outgoing of document.
- Follow up TOP process by Access software Data Base.
- Maintain accurate document control sheets and other relevant data to be registered in computerized system of document so as to attain easy access to all technical documents.
- Ensure that all documents are registered properly according to their grouping and classification for easy tracking and reporting for progress report.
- Maintain and update the data and database for tracking and reporting.
- Make a notification for Walk Down Scheduled after transfer the TOP in Commissioning.
- Follow up Construction to hand over the TOP.
- Updated the document in database.
- Send notifications to all person who concert for the walkdown scheduled and status.
- Follow up construction and commissioning to know the status for walkdown.

Dates : From Aug. 2003 till Oct. 2004
Employer : Initec Energia
Project : Cairo North Power Station (Nominal Combined Cycle 1x750MW)
Job title : Document Control & Administration Works
Job Description :

- Filling and control of the document in/out.
- Coordinate the document between the main contractor (Initec),

Consultant (PGESCO), Owner (WDPEC) and Subcontractor (Kahromika).

- Distribute the document to the contractors.
- Administration works.
- Accounting works.

Dates : From Jan. 2002 till Jul. 2003
Project : El-Kantara West Sanitary Project (Ismailia)
Job title : Document Control & Administration Works
Job Description :

- Control the documents in/out the contractor.
- Distribute the document to the contractors.
- Development / update documentation tracking system.
- Controlling / tracking / recording of all official documents (in/out).
- Updated the document in database.
- Coordinate the documents between Arab Contractors and the consortium.
- Administration works.

Dates : From Jan. 2000 till Dec. 2001
Project : Water Purification Pump Station Ismailia – El-Kantara West
Job title : Document Control
Job Description :

- Control the documents in/out the contractor.
- Administration works.
- Distribute the document to the contractors.
- Updated the document in database.
- Monitor the incoming and outgoing of document electronically / manually.

Dates : From Nov. 1997 till Dec. 1999
Employer : Rematex Company (Ain Shams, Cairo)
Job title : Accountant
Job Description :

- Monitor the incoming and outgoing of document electronically / manually.
- Accounting works.
- Administration works.

Field of experience :

- A Turnover Package Manager and Coordinator and Document Control Manager with 21 years in the Middle East of information experience for the Construction, Management, Power plan gas turbine, Water treatment.
- I have the experience to do the accounting works.
- I have the experience to do the work according to ISO like cost control works, Document control works, administration works.
- Administration works.
- Control the documents in/out the contractor.
- Technical office documentation and database works.
- Preparation of document for TOP System.
- Electronic Document Management System (EDMS).
- Electronic Document Management Systems – Aconex.
- Project Wise is a suite of engineering Project collaboration software from Bentley system Designed for the architecture, engineering Construction

(AEC).

- Project management Archiving.
- Data management.
- Document Data Control Procedures.
- Implementation of DCC.
- Document Hand-over Procedures.
- Technical Document Requirements.
- QA/QC Documentation.
- Data base (MS Access).
- Team builder.
- Experience in leading a team.
- Experience AutoCAD 2D.
- Completion Module System.