

Holds an Industrial Diploma and has over 16 years hands-on experience working as Administrator in several projects.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 16/02/1982
Gender : Male
Marital Status : Married
Residence : Alexandria

EDUCATION

: Industrial Diploma, Alexandria, 2000
: Muharram Bek Secondary School Industrial

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Apr. 2015 till Jun. 2015
Employer : Main contract (EL SEWEDY ELECTRIC) and subcontract Global Partners
Project : Cairo East / Hiluobliss /BESATIN General TM2500+ GAS TURBINE (EMERGENCY POWER PROJECT)
Job title : Administrator Director

Employer : Main contract (Hitachi Plant Technologies) & subcontract Techno Steel Co.
Project : Ain Sokhna Power Plant (Water treatment system (CP-106))
Job title : Administrator

Dates : From May 2011 till Jun. 2012
Employer : Main contract (Termokimik Corporation) and subcontract Global Partners
Project : Abu Qir Power Plant (Water treatment system (CP-111))
Job title : Administrator

Dates : From Oct. 2010 till Apr. 2011
Employer : Main contract (Siemens) and subcontract Global Partners
Project : Nubaria Gas Power Station (Mechanical rehabilitation work)
Job title : Site Administrator

Dates : From Feb. 2010 till Sep. 2010
Employer : Main contract (INITEC Energia) and subcontract Global Partners
Project : Cairo West (2x350MW) Steam Power Station
(Lifting Equipment, Piping Work, Electrical Commissioning and Start-up)
Job title : Administrator

Dates : From Mar. 2008 till Feb. 2010
Employer : Mega for construction & industries
Project : Sidi Krir Power Station 750MW Combined Cycle Project 10052-CP-117
electrical equipment & 10052-CP-118 mechanical equipment (Lifting
Equipment, Piping Work and Testing)
Job title : Site Administrator

Dates : From May 2007 till Mar. 2008
Employer : Besix-Orascom
Project : Egyptian Airports Company (Borg El-Arab International Airport Project)
Job title : Site Administrator

Dates : From Jun. 2000 till Sep. 2004
Employer : Besix-Orascom
Project : Alexandria Renaissance Hotel Project
Job title : Site Administration

Field of experience :

- Responsible of report writing and project presentation skills for the advancement of the company.
- Time keeper using time attendance device.
- Keeping records of the company's events and progress.
- Organizing and keeping schedules for managerial persons.
- Meeting with clients and ensured that they were well informed on the company's policies.
- Providing information to prospective and current clients.
- Responsible of the Salaries.
- Responsible for all site management.