

Has about 21 years' extensive experience in the project management and consultancy services consistent and aligned with projects, facility management, workplace and supplier performance.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 26/01/1980  
Gender : Male  
Marital Status : Married  
Residence : Gesr El-Suez, Cairo

## **EDUCATION**

: License of Arts & Education (French Department), Zagazig University, 2000

## **LANGUAGES**

Arabic : Native Language  
English : Very Good  
French : Excellent

## **COMPUTER SKILLS**

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

## **TRAINING COURSES AND CERTIFICATIONS**

- : The 6th course (Jun./Jul. 2001) in the information technology (Ministry of communications and information technology & Zagazig University).
- : English conversation group IV from SCE, School of Continuing Education (American University in Cairo) (spring 2007).
- : 30 hours safety training from OSHA (Occupational safety & Health Administration) US department of Labor.
- : S.T.S. (Safety Trained Supervisor) course in construction from CCHST (Council on Certification of Health Environmental and Safety Technologists) in construction.
- : Online courses from the Washington International Group official training website "Eduneering" in:
  - Practicing safe computing part 1 & 2.
  - Code of business conduct.
  - Self-motivation.
  - Team building – The Washington way.

- Office Safety.
  - Confidentiality Policy.
  - Confidentiality, Intellectual Property Protection and Information Security.
- : International Computer Driving License (ICDL).
- : Project Management Professional (PMP) exam preparation course at Promastar.
- : Leadership & Management Skills for Business - Managing Employees.

## CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Sep. 2020 till now
- Employer** : HJI Group Egypt
- Job title** : Administration Manager
- Job Description** :
- Establishing and maintaining effective links with relevant government institutions, agencies, and local authorities, including the National organization for Social Insurance and Labor office and the General Authority for Investment and Free Zones (GAFI).
  - Represent the company against labor office and passports authority to obtain work permits and residence permits for foreign staff.
  - Arranging accommodation for foreign staff.
  - Dealing with the corporate lawyer regarding the company's legal issues and providing them with any required documents.
  - Overseeing the translation of legal documents from Arabic to English and vice versa.
  - Checking that work assigned to the staff, suppliers or contractors has been completed satisfactorily and following up on any short comings.
  - Monitoring the facility to ensure that it remains secure, neat and well maintained.
  - Coordinating, and planning essential services such as maintenance and cleaning.
  - Planning the best allocation and utilization of space and resources for the premises.
  - Responding appropriately to emergencies or urgent issues as they arise and dealing with their consequences.
  - Overseeing the process of maintenance and repair of the building as well as its electrical system.
  - Maintaining up-to-date lists of contractors and pricing arrangements and assessing and negotiating the best deals with service contractors and suppliers to ensure that the company achieves the most favorable commercial terms.
  - Resolving complaints regarding services provided by the department staff.
  - Preparing and reviewing operational reports and schedules to ensure accuracy and efficiency.
  - Overseeing and coordinating preparations for social activities.
  - Negotiating the purchase of materials and equipment required by the company and ensuring that they meet the specifications and can be delivered at the desired time at the most favorable prices.
  - Carrying out and supervising audits on fixed assets and recommending changes when necessary.

- Screening, contacting, interviewing potential candidates, signing their contracts and assigning them to the appropriate department or site office.
- Following up with staff their time sheets are up to date.
- Preparing payroll sheets including gross salaries, accommodations, benefits and penalties or legal applied deductions.
- Contract administration tasks to ensure corporate's rights and obligations according to the signed contracts.
- Preparing progress reports for on-site work and making sure that activities are maintained according to project's schedule and budget.
- Monitoring the projects for compliance with contracted standards, specifications, cost, time lines and governing laws.
- Negotiating new 3rd-party contracts and reviewing the existing 3rd-party contracts, reviewing the construction estimates and variations, and reviewing the project financial close out.
- Effective and timely communication and coordination between the owning company directors, property managers/operators, project managers, architects/engineers, consultants, and contractors.

**Dates** : From Feb. 2016 till Sep. 2020  
From Dec. 2016 till Feb. 2020 (part time)

**Employer** : Spaces Architects

**Job title** : Administration Manager

**Job Description** :

- Learn and apply preferred systems for scheduling, purchasing and problem-solving.
- Supervise administrative operations, including hiring processes and vendor relationships to maintain smooth operations for company.
- Collaborate with leaders from other departments to achieve consistent processes and maximize efficiency of resources.
- Oversee office inventory activities, including ordering and requisitions, stocking and shipment receiving.
- Establish efficient workflow processes, monitor daily productivity and implement modifications to improve overall effectiveness of personnel and activities.
- Monitor and evaluate personnel performance, recommend advancement or address productivity concerns.
- Aggregate and analyze data related to administrative costs.
- Track and record expenses and reconcile accounts to maintain accurate, current and compliant financial records.
- Hire, manage, develop and train staff, establish and monitor goals, conduct performance reviews and administer salaries for staff.
- Prepare design offers and contracts.
- Prepare BOQ and construction documents.
- Follow up payment certificates according to project's payment terms and progress.
- Prepare cost control analysis reports.
- Monitor project progress according to time frame, cost and quality.

**Dates** : From May 2008 till Feb. 2020

**Employer** : Allied Project Management (APM)

- Job Description** : • Administration Manager (from Sep. 2013 till Feb. 2020):
- Supervising day-to-day operations of the staff members.
  - Hiring, training, and evaluating employees, taking corrective action when necessary.
  - Developing, reviewing, and improving administrative systems, policies, and procedures.
  - Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.
  - Setting budgets monitor spending, and processing payroll and other expenses.
  - Contract administration duties with clients, suppliers and sub-contractors.
  - Overseeing projects and tracking progress towards schedules, client's needs and company goals.
  - Preparing and following up payment certificates with clients along with site expenses.
  - Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
  - Collecting, organizing, and storing information using computers and filing systems.
  - Building new and expanding existing skills by engaging in educational opportunities.
- Senior Administration Specialist (from May 2008 till Sep. 2013):
- Design and implement company's policies.
  - Prepare consultancy services contracts.
  - Following up work progress according to schedules.
  - Review contractors' payment certificates.
  - Organize company's operations and procedures.
  - Review and approve supply requisitions.
  - Anticipate needed supplies.
  - Responsible for facility management, maintenance and operations.
  - Prepare monthly reports.
  - Prepare time sheets.
  - Liaise with suppliers, other agencies, organizations and groups.
  - Supervise office staff.
  - Evaluate staff performance.
  - Define procedures for record retention.
  - Managing MD calendar.
  - Handling travel & events arrangements.
  - Ensure effective transfer of files and records.
  - Plan and implement office systems, layout and equipment procurement.

**Dates** : From Sep. 2006 till May 2008

**Employer** : Washington Group / Contrack JV

**Job title** : Administrative Assistant

**Job Description** : • Project: Pacer Forge Facility Support under the supervision of US Army Corps of Engineers.

- Handling all secretarial works including typing, issuing letters, Memos, Faxes, RFI (Request for Information).
- Arranging meetings and appointments...etc.
- Preparing reports, Memos, letters and document transmittal forms & minutes of meetings.
- Gathering and compute various data; replies to inquires, selecting relevant data from a variety of sources.
- Handling in and out correspondence, distribution to the Engineering department and having further action if possible.
- Handling both the electronic & manual filing systems.
- Organizing the agenda for the Engineering department.
- Following up with the project's various departments & the main consultant.
- Preparing Standard Materials Submittals.
- Preparing Power Point Presentations.

**Dates** : From Aug. 2002 till May 2006

**Employer** : In Situ Design (Architects & Interior Designs)

**Job title** : Executive Secretary

**Job Description** :

- Handle all office correspondences and answering phone.
- Monitor incoming and outgoing mail and maintain and organize files.
- Perform general administrative duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Make travel arrangements, also hotels accommodation.
- Research office stationeries and supplies.
- Communicate with our international sites.
- Coordinate with In-flight services team.
- Arranging the logistics.

**Core Competencies:**

- Project Management.
- Creative Problem Solving & Decision Making.
- Interpersonal Relations & Respect.
- Planning & organizing.
- Stakeholder & Investor engagement.
- Team leadership and development.