

Holds a Bachelor of Commerce (Accounting) and has over 25 years' experience, including 13 years working as Site Administrator, Document Controller and HR Officer.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 06/10/1976
Gender : Male
Marital Status : Married

EDUCATION

: Bachelor of Commerce (Accounting), Al-Azhar University, 2002

LANGUAGES

Arabic : Native Language
English : Fluent

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

: Coaching Skills for Leaders and Managers - LinkedIn.
: Be the Manager People Won't Leave - LinkedIn.
: Developing Credibility as a Leader - LinkedIn.
: Developing Executive Presence - LinkedIn.
: Leading through Relationships - LinkedIn.
: Leading with Purpose - LinkedIn.
: Prioritizing Effectively as a Leader - LinkedIn.
: Project Management Skills for Leaders - LinkedIn.
: What Is a PMO? - LinkedIn.
: Developing Your Leadership Philosophy - LinkedIn.
: Emerging Leader Foundations - LinkedIn.
: Leading Effectively - LinkedIn.
: Leading with Emotional Intelligence - LinkedIn.
: Administrative Professional Foundations - LinkedIn.
: Transitioning from Manager to Leader - LinkedIn.

- : Administrative Professional Tips - LinkedIn.
- : Performance Management Setting Goals and Managing Performance - LinkedIn.
- : OSHA General Industry Safety & Health (29 CFR 1910), American University in Cairo (May 2009).
- : OSHA Construction Industry Safety & Health (29 CFR 1926), American University in Cairo (May 2009).
- : English Course from American University in Cairo.
- : Certificate of Training of Excel Fundamental Course by Egypt Engineering Services S.A.E. (EGYPTROL).
- : MS Windows, from Information Systems Institute.
- : MS Excel & MS Word, from Information Systems Institute.

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From May 2018 till now
- Employer** : Hassan Allam Holding Co.
- Projects** :
- AAIB (Arab African International Bank), New Administrative Capital – Egypt
 - Bus Terminal-N Capital - Civil, New Administrative Capital – Egypt
 - Government District, New Administrative Capital – Egypt
 - Mansoura-2 Projects: (Crisis Management Building Project), (Zone-1 Project), (Zone 3 & 4 Project), and (Infrastructure Project), New Administrative Capital – Egypt
 - Irrigation Pump Station - Orasqualia, New Administrative Capital – Egypt
 - Strategic Leadership Pump Stations (7 & 15), New Administrative Capital – Egypt
 - Irrigation Pipe Line 1500mm, New Administrative Capital – Egypt
 - Infra networks, Road 04, New Administrative Capital – Egypt
- Job title** : Site Administrative Manager
- Job Description** :
- Managing and coordinating administrative tasks within the scope of work, including but not limited to: Accommodation of all kinds, Transportation of all kinds, and site administrative services such as cleaning, waste disposal, pest control, buffet, buffet supplies, cleaning materials, tools, stationery, drinking water, and camp contents for labor following organizational policies and procedures.
 - Administrative works:
 - Coordination with all government and private agencies to obtain the necessary work permits.
 - Provide logistical and administrative support to the project manager.
 - Accommodation:
 - Rental Housing:
 - ❖ Develop the general plan for housing in cooperation with the project manager.
 - ❖ Supervising the choice of housing in terms of location, unit level, and content level.
 - ❖ Ensure the availability of official documents for the owner.
 - ❖ Matching prices with average market prices in the area to be rented.
 - ❖ Filling out new housing applications, renewing the housing

- contract, or terminating housing contracts on the appropriate dates.
 - ❖ Supervising the process of handing over the financial dues to their owners.
 - ❖ Supervising the housing official in terms of adherence to the procedures for receiving and handing over to and from owners, and procedures for handing over and receiving from and to residents.
 - ❖ Create a database of rented housing and update it regularly.
 - ❖ Submit monthly rent claims on due dates.
 - ❖ Conducting an inspection and follow-up of housing to follow up on the general condition of housing and the extent of residents' commitment to the company's instructions.
 - ❖ Payment of depreciation and housing costs from the custody of the project.
- Labor camp:
 - ❖ Commitment to the standards of establishing a labor camp in terms of design, furniture, and equipment.
 - ❖ Create and update the data of workers residing in the camp.
 - ❖ Submit purchase requests for the supply of mattresses and equipment for the camp and follow up with the Procurement Department until receipt.
 - ❖ Develop a program for the camp's cleaning and pest control process and adhere to the specified dates.
 - ❖ Inspection of the labor camp to follow up on the general condition of the camp and the extent of residents' commitment to the company's instructions.
- Transportation:
 - Determine the number of cars required for the project, their type, and the nature of work, in coordination with the project manager.
 - Filling out and submitting new car purchase applications and obtaining the required approvals, clarifying the user data for the required cars.
 - Periodic follow-up of the performance of cars and drivers in terms of commitment to attendance and departure.
 - Fill in the driver's data, submit it to the technical office on the specified dates, and follow up on delivering extracts to the administration.
 - Coordinating with the project manager to assess the project needs as a result of changing the number of employees, re-evaluating the number of cars and the capacity of each car, and proposing modifications to the number of cars until the optimal use of cars in the project is made to avoid incurring unnecessary costs.
- Project Services:
 - Develop cleaning and pest control programs and waste disposal at the site and follow up on their implementation.
 - Making and submitting purchase orders for stationery, cosmetics, buffet, and drinking water.
 - Supervising buffet workers and cleaners in terms of quality of performance, appearance, and cleanliness.
 - Ensuring the availability of materials and tools necessary for the buffet, cleanliness, and supervision of the consumption rate.
 - Supervising the process of contracting with a company to control

insects and reptiles.

- Supervising the process of contracting with a contractor to remove waste from the site.
- Petty Cash:
 - Managing petty cash for emergency expenses and small amounts.
 - Commitment to the types of expenses allowed from petty cash.
 - Obtaining the required approvals to approve expenditures.
 - Settlement of the petty cash with the administration following the terms and procedures.
- The Security:
 - Develop the security plan of the project in terms of points of insurance and the number of security personnel for the comprehensive insurance of the property of the company.
 - Follow up on the implementation of the issued security instructions and issue the necessary reports regarding any deviations.

Dates	:	From Mar. 2017 till May 2018
Employer	:	EGYPTROL
Projects	:	<ul style="list-style-type: none">• Shaybah Combined Cycle Power Generation Package, KSA• Youth Power Station Project, Ismailia Governorate, Egypt
Job title	:	Site Administrator & Document Controller
Job Description	:	<ul style="list-style-type: none">• As Site Administrator: Responsible for providing administrative support as well as ensure effective project management logistics, travel, hotel and execution of project meetings. Further Responsibilities:<ul style="list-style-type: none">- Provide housing for permanent and temporary employees with agreed specifications and regulations.- Working to provide the means of transportation with the required administrative and security specifications and conforming to the company regulations.- Managing and purchase all of stationery and kitchen pantry for site use.- Prepare purchase requisition, invoice and petty cash voucher to submit to head office.- Managing all travel reservations, hotels, transportation, gate pass, exit permit for the guests.- Other duties as per instruction by the Project Manager.• As Document Controller: According to that I maintain proper filing and update the logs constantly, receipt the documentation, distribution, filing, and maintaining the site document databases, which facilitate indexing, cross-referencing and reporting, and developing and maintaining the register. Further Responsibilities:<ul style="list-style-type: none">- Registering all incoming and outgoing correspondences, Drawings & technical submittals.- Maintaining a register of all incoming and outgoing mail, stamping and recording of mail before circulating for distribution to the Project Manager as per the Project Procedures.- Maintaining all files within the Filing Department.- Prepare the transmittals for our document submission.- Managing and reviewing the documents and making sure that

forms are in accordance with the desired requirements from the consultant.

- Managing and renting accommodation for project employees.
- Keeping all files in a tidy condition.
- Update drawings in accordance with Drawing Register.
- Electronic-transmission of documents.
- Successful closeout and handover of documentation as required by line manager.
- Regular periodic backup (electronic copy) of project documents.
- Finally, computer records are accurate, carefully maintained, and readily accessible.

Dates	:	From Dec. 2014 till Dec. 2015
Employer	:	Air Liquide Global E&C Solution Company - Doha, Qatar
Projects	:	<ul style="list-style-type: none">• PETCHEM (RLW8-1) Project - (RLIC) Ras Laffan Industrial City, Qatar• N2 Reliability Project - (MIC) Mesaieed Industrial City, Qatar
Job title	:	Site Administrator & Document Controller
Job Description	:	<ul style="list-style-type: none">• As Site Administrator: Responsible for providing administrative support as well as ensure effective project management logistics, travel, hotel and execution of project meetings. Further Responsibilities:<ul style="list-style-type: none">- Provide housing for permanent and temporary employees with agreed specifications and regulations.- Working to provide the means of transportation with the required administrative and security specifications and conforming to the company regulations.- Managing and purchasing all stationery and kitchen pantries for site use.- Prepare purchase requisition, invoice and petty cash voucher to submit to head office.- Managing all travel reservations, hotels, transportation, gate pass, exit permit for the guests.- Other duties as per instruction by the Project Manager.• As Document Controller: According to that I maintain proper filing and update the logs constantly, receipt the documentation, distribution, filing, and maintaining the site document databases, which facilitate indexing, cross-referencing and reporting, and developing and maintaining the register. Further Responsibilities:<ul style="list-style-type: none">- Registering all incoming and outgoing correspondences, Drawings & technical submittals.- Maintaining a register of all incoming and outgoing mail, stamping and recording of mail before circulating for distribution to the Project Manager as per the Project Communication Procedures.- Maintaining all files within the Filing Department.- Prepare the transmittals for our document submission.- Managing and reviewing the documents and making sure that forms are in accordance with the desired requirements from the consultant.- Managing and renting accommodation for project employees.- Keeping all files in a tidy condition.

- Update drawings in accordance with Drawing Register.
 - Electronic-transmission of documents.
 - Successful closeout and handover of documentation as required by line manager.
 - Regular periodic backup (electronic copy) of project documents.
 - Finally, computer records are accurate, carefully maintained, and readily accessible.
- As an Accountant: According to that I am handling the petty cash and all expenses and preparing the invoices.

Dates : From Aug. 2009 till Dec. 2014

Employer : Qatar Electro Mechanical Group Al-Mana - Doha, Qatar

Projects :

- Viva Bahariya Towers 11 & 17 - Pearl Qatar
- Business Park Hotel Facilities – Doha, Qatar
- Shahaniya School - Al Shayahiya City, Qatar
- Horse Breeding Farm - Al Zubara City, Qatar
- WGS (Western Green Spine) - Qatar Foundation

Job title : Site Administrator, Document Controller & HR Officer

Job Description :

- As Site Administrator:
According to that I follow-up all administration works at the project, and coordinate between all departments within the project and main office.
Further Responsibilities:
 - Arranging Gate Pass for all employees at site and visitors.
 - Arranging the transportation for all employees at site.
- As Document Controller:
According to that I maintain proper filing and update the logs constantly, receipt the documentation, distribution, filing, and maintaining the site document databases, which facilitate indexing, cross-referencing and reporting, and developing and maintaining the register.
Further Responsibilities:
 - Registering all incoming and outgoing correspondences, Drawings & technical submittals.
 - Maintaining a register of all incoming and outgoing mail, stamping and recording of mail before circulating for distribution to the Project Manager as per the Project Communication Procedures.
 - Maintaining all files within the Filing Department.
 - Update drawings in accordance with Drawing Register.
 - Electronic-transmission of documents.
 - Successful closeout and handover of documentation as required by line manager.
 - Regular periodic backup (electronic copy) of project documents.
 - Finally, computer records are accurate, carefully maintained, and readily accessible.
- As HR Officer: According to that I follow-up correspondence of employees at site, also working on a follow-up of employees and solve their problems and try to meet their demands, monitor and update leave, absences, sickness record at site, and I make all HR forms to submit it to head office.
- As an Accountant: According to that I handle the petty cash, and salary distribution for all workers at site.
- As Time Keeper: According to that I supervise timekeeping activities on site, prepare attendance reports, prepare monthly time sheet.

Dates : From Oct. 1997 till Jun. 2009

Employer : Syed Etman Contracting Company - Cairo, Egypt

Projects :

- Almaza Military Airport, Cairo Governorate, Egypt
- Shoubra El-Kheima City, Qalyubia Governorate, Egypt
- Faisal City, Giza Governorate, Egypt
- Mit Ghamr, Dakahlia Governorate, Egypt
- El Mataria City, Cairo Governorate, Egypt

Job title : Project in charge (infrastructure projects)

Job Description :

- I was working at Construction Company and public infrastructure for more than 10 years.
- Through my work in Egypt in infrastructure projects I'm following the steps to implement the work and I try to overcome difficulties that might Hinder or Impede the course of action which helps to complete the project on time this project is the installation of water lines and drainage public and that in most parts of Cairo and some other governorates.
- My responsibilities are supervision and implementation of several projects in several governorates in Egypt, whether water lines or sewer lines from the beginning of a drilling stage and then installing pipes and delivered to the engineer's then backfilling and remove the waste resulting from drilling.