

104496-SFT-569Gqt-S-1995
Hygiene, Quality, HSE Freelancer Specialist

Holds a Bachelor in Social Work and 3 Diplomas. Has about 24 years experience in the area of Environmental Management and has excellent skills in management, planning, training; besides her abilities in conducting field operations.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 18/07/1971
Gender : Female
Marital Status : Single
Residence : 6th October

EDUCATION

- : Bachelor in Social Work, High Institute for Social Work, Helwan University, 1995
- : Higher Diploma in "Environmental Management System" (one academic year), Faculty of Political Sciences & Economy, Cairo University, 1998/1999
- : Higher Diploma in "Civil Society and Human Rights" (one academic year), Faculty of Political Sciences & Economy, Cairo University, 1999/2000
- : IASP Occupational Safety and Health Advanced Diploma, First Training Academy, 2016

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

- : General Industries OSHA, Business Systems Certification (Apr. 2016).
- : International Association of Safety Profesional IASP, General Industries IASP (2016).
- : Intensive High course in "Writing Academic English" (final level 03-A), A.U.C at Zamalek (Apr. 2003).
- : Intensive course in Web Page, Training Center for Executives in Government Sector (Mar. 2003).
- : Intensive High course in "Understanding and using English Grammar" (level 02-B), A.U.C at Zamalek (Jan. 2003).

- : Intensive course in advanced Access (level 2), Training Center for Executives in Government Sector (Mar. 2001).
- : Intensive course in Power Point, IBM Center at El-Maadi (Feb. 2011).
- : Intensive course in Access (level 1), Training Center for Executives in Government Sector (Jan. 2011).
- : A course in the Introduction of Internet & the Environmental sources locations (sites) on the International level, AUC (Jul. 1998).
- : Intensive course in the introduction of computer, the operating systems & programming by using Basic language, El-Sadat Academy for Administrative Sciences (Jul. 1994).
- : Environmental Certification Licence: Registration certificate and adopt an environmental as a specialist in the field of reconciling environmental conditions of industrial establishments, tourism and other economic activities. This certificate is valid for a period of five years starting from 30/12/2016 until 29/12/2020.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jan. 2015 till now
Job title : Hygiene, Quality, Health, Safety & Environmental Freelancer Specialist

Dates : From Mar. 2010 till Sep. 2014

Employer : GPOil Co.

Job title : Hygiene, Quality, Health, Safety & Environmental Manager

Job Description :

- In general:
 - Provide monthly report to the CEO and report any short fall to the appropriate authority with proper justification and recommendations. Strict implementation of permits to Work system.
 - Foster a strong health, safety and environmental protection culture to the entire team always looking for opportunities to raise the level of HSE awareness.
 - Ensure that company procedures relating to HSE are followed, lifting tools, tackles and equipments checked periodically by the competent person with high degree of supervision and that all lifting tackles/ equipments certificates are maintained.
- In particular:
 - Conducting Health and safety Inspections, Audits to ensure compliance with Company's HSEMS.
 - Carry out regular inspection on all vehicles and equipment, workshop, site locations, camp inspections, First aid box inspection, Fire extinguishers Inspection, Lifting Tools & Equipment inspection, Store Inspection, Yard Inspection etc.
 - Coordinating and attending HSE Meeting, Operational meeting, Top Management meeting and actively participating in decision making to improve safe working conditions / practices to achieve optimum safety standards.
 - Discuss HSE issues every day through daily meeting to promote and enhance HSE performance. Facilitate and use the regular Safety and Communications Meetings to reinforce everyone's HSE commitments and behaviors.
 - Record analysis information of injuries, damage and production

loss, assess accident trends and review over all safety performance. Carry out site survey to see only safe work method are in operation that health safety requirement are being observed and welfare first aid facilities are adequate and properly maintain.

- Preparation and implementation of project specific HSE plans to ensure safe working practices and adequate emergency response.
- Conducting weekly and monthly HSE meeting and quarterly corporate HSE meeting, Emergency Mock drills, Fire drills, rescue drills at site level along with client's representatives. Recommends disciplinary action to HSE violators who unnecessarily expose themselves and other personnel to injury or property damage.

- Dates** : From Sep. 2007 till Nov. 2009
- Employer** : Travco Group
- Job title** : Corporate Health, Safety & Environmental Manager (CHSEM) at HQ and delegated to South Sinai region as HS&E Manager
- Job Description** :
- In general:
 - Cooperating with the Corporate Regional Office / Regional Departments.
 - Exercise the cooperation which leads to corporate assistance from the Corporate Regional Office and get support from related departments.
 - Assisting Business Units: As illustrated in "Hotels, Resorts, other Profit Centers Projects (e.g. as Aqua Centre, outlets)", the responsible Managers of these units, particularly Hotel GMs and Mgrs of Hotel's sections are required to working in a sense of participation with CHSEM regarding HSE work.
 - In particular:
 - Achieve best possible results in environmental management.
 - Give support to follow environmental rules and regulations.
 - Achieve required results in HSE according to department's function. Company's policy and international standards.
 - Help Corporate Director of Operations (CDO) in implementing and applying audit requirements.
 - Follow up the work of the concerned companies to ensure the compliance of all local fire safety and building control.
 - Give best efforts aiming for local and international environmental awards and recognitions.
 - Implement and maintain a HSE steering committee within each hotel.
 - Share the assistance and coordination needed for any new project/activity.
 - Follow up closely with the hotels, the environment surveys (e.g. TUI, Travelife).
 - Take full responsibility to change the South Sinai region's hotels in to a Green Hotels.
 - Creating environmental filling system for each department.
 - Urge the community and hotels to work for environment protection through carrying out participated activities, and share in local and international environmental events.
 - Ensure that all Food & Beverage employees have an adequate knowledge of food safety by Organizing Food safety meetings and

trainings for all kitchen, service and stewarding staff and keep accurate records of all trainings and meetings held.

- Develop a monthly report of the operational hygiene gaps and develop an action plan.
- Ensure daily routine checks are done in:
 - ❖ Liaison with the Stewarding Manager in all Food & Beverage areas.
 - ❖ Daily checks of freezers and fridges in the kitchen and bar areas.
 - ❖ Check on a daily basis pastry counters, buffets and displays for the restaurants and banquets.

Dates : From Feb. 2006 till Sep. 2007
Employer : Sheikh Zayed Specialzed Hospital
Job title : Deputy Director of Marketing
Job Description :

- Worked in this field to obtain information and practical experiences in medical services and infection control.
- Control and direct the flow of work in the office of the General Manager by managing priorities, and monitoring activities and work process to ensure that management directives and decisions are properly carried out.
- Arranging and scheduling meetings or appointments.
- Producing presentations, reports, and documents.
- Serving as an office information manager.
- Receiving, reading and distributing mails, letters and faxes and follow-up on replies.
- Assist the Program Coordinators in the preparation of the documents.
- Creating filling system for the Hospital.

Dates : From Mar. 2004 till Sep. 2004
Employer : Zoser Hotel, Giza
Job title : Hotel GM's Office Manager
Job Description :

- Worked in this field to obtain information and practical experiences in Hotel and tourist business.
- Creating filling system for the department.
- Assisting the Manager in preparing and managing work paper/books.
- Prepare monthly reports/statistics.

Dates : From Nov. 1996 till Nov. 2003
Employer : General Director's Office, Greater Cairo & El-Fayoum Branch / EEAA, Ministry of Environment
Job title : Environmental Awareness Researcher
Job Description :

- Responsible for the environmental awareness's activities such as "Green Magazine" and share in its managing, implementation and evaluation, also extract statistical and data reports together with the information material on expected and active projects and other related issues for use by the General Director either on his official work trips or his special meetings with ministries' representatives, NGO's, Environmental Private sectors ...etc.
- Cooperation in the preparation of Information and Public Awareness

programs and its achieving time and provide the means that necessary to support the implementation and the efforts of education and awareness campaigns.

- Cooperation in the preparation of action programs for Environmental education and Awareness of the target sectors.
- Participate in approaching efforts with educational agencies in order to monitor the integration of Environmental protection programs, sustain and enhance it in such educational programs for the various stages of education. Orientation for many schools in Heliopolis and Nasr City and Airport Road to give environmental lectures in the "How to maintain and protect the environment" and that was for both students and teachers, such as Heliopolis Model School, and also lectures at the University of Cairo.
- To gather data, statistics and information on following-up and evaluation of feedback of public awareness campaigns and sharing in the reports preparation.
- Control and direct the flow of work in the office of the General Director by organizing priorities, coordinating and monitoring multiple activities and work process to ensure that management directives and decisions are properly carried out and products delivered in a timely manner.
- Assisting the General Director in preparing the management reports, orientation materials & booklets in the Environment fields and their applications among the various types of people & the different organizations.
- Assisting and provide support/share for workshops, conferences, seminars and meetings; which were implemented by the Branch and by participating with the concerned local/foreign agencies, & non-governmental organizations in Cairo, and out side Cairo such as Sharm El-Sheikh, New Valley, North Sinai.
- Organize and prepare Environmental official receptions, handling all necessary arrangements (e.g. place reservations, guest list invitations, catering, seating arrangements, etc.).
- Prepare travel itinerary and identify suitable arrangements for the General Director.
- Serve as communication link between General Director and senior staff; keep other informed by conveying directives, reports; bring sensitive and urgent matters to the attention of the General Director.
- Assist office staff in using networking techniques for sharing documents more effectively and improving workflow and provides users with network technical support. Also, getting the correspondence conveyed E-Mails & following up what is published regarding international scientific materials on the Internet about the Environmental affairs & presenting & implementing the instructions to benefit from them.
- Take full responsibility for time management and work scheduling on behalf of General Director with appropriate consultation as required, effectively priorities and resolve related conflicts and competing demands.
- Participating in the environmental awareness's activities and share in its managing, implementation and evaluation, also extract statistical and data reports together with the information material on expected and active projects and other related issues for use by the General Director either on his official work trips or his special meetings with ministries' representatives, NGO's, Environmental Private sectors ...etc.

- Responsible for screen and prioritize all incoming correspondence to the Branch as well as the reports, memos submitted by the staff, identify issues requiring to the General Director attention and refer other to the relevant officer for appropriate disposition; monitor and follow-up on action to be taken.

Dates : From Jun. 1996 till Oct. 1996
Employer : International Consulting Agency
 (Owned by the Delegated Minister / Galal El-Rashidi)
Job title : Trainee
Job Description : Training on the awareness work & its impact's research.

Dates : From Jan. 1996 till May 1996
Employer : Teem Co. - Zamalek (Dr. Eng. / Sedki Karam)
Job title : Trainee
Job Description : Training on computer & using its different programs.

Dates : From Oct. 1995 till Dec. 1995
Employer : Arab Trade Co. - Zamalek (Mr. / Ali Hassan)
Job title : Trainee
Job Description : Training on secretarial work & working in commercial marketing.

Dates : From Aug. 1995 till Oct. 1995
Employer : International Trading Agency
Job title : Trainee
Job Description : Training on secretarial work & working in commercial marketing.

Skills:

- Preparing educational materials for the environment and human health Protection.
- Designing environmental awareness activities.