

Studied Economics & Political Science and has over 6 years of experience in Document Control, Projects and General Administration.

PERSONAL DATA

Nationality : Egyptian
Gender : Female
Residence : Currently KSA

EDUCATION

: Economics & Political Science, Cairo University, 2012

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: MS Project (Scheduling, Reporting, ...etc.)
: AutoCAD 2D

TRAINING COURSES AND CERTIFICATIONS

: Autodesk AutoCAD 2D (Apr. 2016).
: Microsoft Project (self-study & work experience) (Jan. 2015).
: Obtained Heart Saver – First Aid CPR AED Course during Sep. 2015, which was supported by American Heart Association, Certificate validation 2 years.
: Successfully passed The Academic Test of English (The TOEFL Test) (Dec. 2011).
: Successfully passed English conversation course in Berlitz English School (from Mar. 2011 until Dec. 2011).
: Successfully passed ICDL exams.
: Successfully completed the Education Development Program course "EDU Egypt" which supported by ITI (Information Technology Institute) and it includes BPO (Business Process Outsourcing), customer service, voice & accent, analytical skills, communication skills, data, MS Word, MS Excel, MS Power Point and numerical ability (Jul./Aug. 2012).
: Summer training at Cairo Bank - customer service department, also attended training course in Ministry of Telecommunications (during summer 2011).

- : Successfully completed a stock market course & participated in the Fourth annual conference of the Model as an Investor (2011).
- : Summer training at The Roots Stock Brokerage House (2010).
- : Attended training program within the framework of Cairo University and UNDP Initiative to raise awareness on Millennium Development Goals (MDGs) (2010).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Nov. 2016 till now
Employer : ODE North Africa L.L.C.
Job title : Projects Administrator (Part time contract – 8 hrs per day)
Job Description : Having the same responsibilities that were assigned to me in my role as a full time Projects Administrator, handling the work for different clients such as Burullus, WASCO, NOSPCO, Khalda, Abu Qir & ODE UK projects; in addition to timesheet administration.

Dates : From Jan. 2015 till Oct. 2016
Employer : ODE North Africa L.L.C. (a Doris Group Company)
Job title : Projects Administrator (Full time contract)
Job Description :

- Responsibilities of the Project Administrator role at ODENA is a combination of two different activities namely Document Control and Scheduling.
- As Project Administrator, duties include but are not limited to:
 - Document Control:
 - ❖ Preparing and regularly updating the Master Document Register (MDR) for each assigned project. Including project engineering deliverables in accordance with ODENA's document numbering system.
 - ❖ Preparing transmittal sheets and handling the distributions of the engineering documents internally with the engineers and externally with the Client representatives.
 - ❖ Complying the closeout certificates and handover packages comprising of all project deliverables in accordance to client requirements.
 - ❖ Ensuring that all internally and externally received documents, drawings and review comments are handled in accordance with ODENA's Document Control Procedures.
 - ❖ Handling all client verbal and formal comments, complaints and closeout issues.
 - ❖ Carrying out Timesheet administration.
 - Scheduling:
 - ❖ Carrying out planning engineering duties including preparing and maintaining assigned project schedules, including regular tracking and reporting at different stages of the project lifecycle.
 - ❖ Preparing preliminary and estimated schedules for proposals.
 - ❖ Issuing for all assigned projects Weekly / Bi-weekly / Monthly progress reports, illustrating project status, issues and milestones.

- Projects covered to date include, but are not limited to:
 - Projects carried out as Document Controller:
 - ❖ Badila Water Disposal – Phase 02 (Glencore UK Ltd).
 - ❖ Kamose Development Detail Design (North Sinai Petroleum Co.).
 - ❖ Rosetta Sharing Facility TA (Burullus Gas Co.).
 - ❖ Operations Assurance and Readiness Plan (OARP) for the Rosetta Sharing Facilities (RSF) (Burullus Gas Co.).
 - ❖ Giza Fayoum Cross Over line to WDDM Operations Assurance and Readiness Plan / Technical Assurance (Burullus Gas Co.).
 - ❖ GCPEP - Concept Study (Dana Gas / Wastani).
 - ❖ South October Nefertiti Project (PetroKareem / Dana Petro.).
 - ❖ Pipeline Vibration Study (Agiba Petroleum Co.).
 - ❖ Pipeline Modelling (Dublin Petroleum Co.).
 - ❖ Salam Firefighting System Upgrade (Khalda Petroleum Co.).
 - ❖ Eastern Desert Field Development Plan Concept Definition Study (TransGlobe Energy – Egypt).
 - Projects carried out as Scheduler and Document Controller:
 - ❖ Basic & Detailed Engineering for F&G Detection for PI Platform (Abu Qir Petroleum Co.).
 - ❖ Installation of New Gas Compressor (El Wastani Petroleum Co.).
 - ❖ Isometrics and Crane Shed (El Wastani Petroleum Co.).
 - ❖ Firewater Tank Verification (El Wastani Petroleum Co.).
 - ❖ WDDM Liquid Handling (Burullus Gas Co.).
 - ❖ Waste Water Injection Study (Agiba Petroleum Co.).
 - ❖ Kalabsha FWKO (Khalda Petroleum Co.).
 - ❖ Salam Flare System Renovation (Khalda Petroleum Co.).
 - ❖ Balsam Field Development Project (Dana Gas / Wastani).
 - ❖ West Dikiris Gas Injection (Mansoura Petroleum).
 - ❖ NZB Permanent Production Facility (PetroKareem / Dana Petro.).
 - ❖ North Zeit Bay Development (PetroKareem / Dana Petro.).
 - ❖ Rosetta to WDDM Crossover (BG Egypt).
 - ❖ Sales Gas Compressor (Dana Gas / Wastani).
 - ❖ El-Tamad Gas Cap Development (Mansoura Petroleum).
 - Projects carried out as Scheduler:
 - ❖ Kahraman Water Disposal System (Khalda Petroleum Co.).
 - ❖ Hayat Water Disposal System (Khalda Petroleum Co.).

Dates : From Mar. 2016 till Sep. 2016
Employer : Dana Petroleum
Job title : Document Controller (for one day each week)
Job Description :

- Preparing weekly progress reports for the Client.
- Updating the assigned project's document control (DCC) folders on the Client's server, following the issuing of related transmittals.
- Coordinating all secondments' timesheets and log books.
- Working as Administration Assistant to ODENA's Projects Manager.

Dates : From Oct. 2013 till Dec. 2014
Employer : ODE North Africa L.L.C (a Doris Group Company)

- Job title** : Senior Admin Assistant
- Job Description** :
- Responsibilities of the Senior Admin. Assistant role at ODENA was a combination of two different activities namely Document Control and Business Development.
 - As Senior Admin. Assistant, duties included but was not limited to:
 - Document Control:
 - ❖ Handling the following projects:
 - South October Nefertiti (Dana Petroleum).
 - AIS Radar (Rashid Petroleum Company).
 - Fire Water Pump Replacement (Rashid Petroleum Company).
 - Meleiha Plant Upgrading (Agiba Petroleum Company).
 - ❖ Ensuring that all received documents and drawings are distributed, controlled and stored in accordance with company Document Control Procedures.
 - ❖ Updating Client Input documents into the Company's standard registers and ensuring that the information is accurate and up to date.
 - ❖ Raising transmittals and distributing in accordance with assigned projects distribution list.
 - ❖ Generating various document control reports as needed.
 - ❖ Maintaining updated records of all approved documents, drawings and their distribution clearly.
 - ❖ Maintaining files and control logs as required for each project.
 - ❖ Preparing weekly progress reports, including updates of Microsoft (MS) Project schedule.
 - ❖ Handling all project cost control & reporting to senior management.
 - ❖ Generating various reports from the company timesheet system.
 - Business Development:
 - ❖ Assisting in the preparation of various high standard technical & commercial documents.
 - ❖ Regularly updating ODENA's CRM "Salesforce" register.
 - ❖ Working on developing & improving salesforce benefits.
 - ❖ Assisting in the preparation of reports and documents for Projects & Business Development.
 - ❖ Assisting in developing and following work procedures.
 - ❖ Running all administrative work & supervising the admin. assistants.
 - ❖ Carrying out timesheet administration.
- Dates** : From Oct. 2012 till Sep. 2013
- Employer** : HiTech Egypt – Oil & Gas Services
- Job title** : Business Development Assistant
- Job Description** :
- Updating Company Profile.
 - Issuing Quarterly Reports for Management.
 - Updating Tender Coordination.
 - Distributing office correspondence, new tenders, letters and minutes of meeting documents.
 - Updating suppliers list and undergoing vendor list assessment.

- Liaising in the preparation of expenses forms.

- Field of experience :**
- Skilled Projects Administrator with a background in Economics / Statistics and over 6 years of experience in Document Control, Projects and General Administration.
 - Having a proven ability to establish and maintain an effective filing and archiving system for engineering, administration and business development departments in accordance to company's procedures. In addition to a strong scheduling, monitoring projects' progress capability.