

Holds an Agriculture Diploma and has over 18 years hands-on experience working in Administration and HR Support, Logistics, Doc, Public Relations.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 07/04/1973
Gender : Male
Marital Status : Married
Residence : Currently Abu Dhabi, UAE

EDUCATION

: Technical Secondary Egypt - Agriculture Diploma, 1991

LANGUAGES

Arabic : Native Language
English : Excellent

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

: Sharq Academy for Applied Science, Egypt (Jan. 2011):

- Public Relations Diploma.
- Management Skills Diploma.

: Advanced Education: Computer Courses, the Institute of Telecommunication (2000).

: Certified in Maintenance of Copy Machines, Xerox Print & Fax Machines.

: Certificate of Achievement, Bechtel University.

: Certificate Bechtel Network Access.

: Certificate Bechtel personal quality goal.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jan. 2019 till now
Employer : Tecnimont, Abu Dhabi - UAE
Project : Al Dabb'iya Surface Facilities Project – Phase 3

Job title	:	Admin Coordinator
Job Description	:	<ul style="list-style-type: none"> • Represent the Company at locations such as the Police Station, Embassies, and Hospitals, Airport, Ministries/Municipalities & other significant departments. • Coordinate with Branch office in Abu Dhabi for mobilization of personnel. • Arrange all logistical requirements for all employees including high profile visitors. • Scheduling of medical, Civil Id processing for all new staffs. • Sound Interpersonal Skills with higher officials, client & co-workers. • Checking Timesheets for approval and preparing Payroll. • Arranging air Tickets for all employees at Site. • Keeping all Office files. • Gate Pass applications for entering at Site. • Arrangement of Company celebrations for milestone achievements. • Coordinating Company's travel desk. • Responsible for maintaining real estate matters of the company. • Preparing commercial invoices with packing list and attestation. • Processing import and export documents as well as gate passes. • Acquiring bill of landing from shipping company and pass for logistic company. • Gaining knowledge of site documents and filing papers. • Preparing computerized data. • Handling fax and e-mail transaction while carrying out file maintenance. • Carrying out visa processing, emirates ID cards and medical examination. • Managing government related approvals such as civil defence, traffic, chamber of commerce and economic department. • Maintaining good relations between site and government establishments. • Effectively handling staff issues such as completing insurance formalities for employees. • Preparing and maintaining attendance sheets for all site staff. • Coordinating with head office for increasing/decreasing staff as well as transferring foremen and laborers to other sites. • Submitting inspection request to consultants and municipality for work approvals while supervising site operations in liaison with site engineers. • Coordinating resources on project issues during weekly meeting with consultants, main contractors and sub- contractors. • Maintaining good relation while corresponding with main-office, clients, consultants and contractors. • Maintaining good relations with suppliers for receiving materials in good condition and on time. • Responsible for collecting prices for items and suppliers. • Preparing limited purchase orders for requisitions to main-office for approval and forwarding to suppliers. • Giving on-site petty cash and making payments for all sub contracts on completion of quantity estimation. • Resolve administrative problems by analyzing information; identifying and communication solutions. • Solving General PRO issues. • Communications to CNIA – general issues.

Dates : From Sep. 2015 till Dec. 2018
Employer : Tecnimont SPA, Abu Dhabi - UAE
Project : ADGAS – DAS Island Project
Job title : Administration / Public Relation Officer
Job Description :

- Represent the Company at locations such as the Police Station, Embassies, and Hospitals, Airport, Ministries/Municipalities & other significant departments.
- Assist in vendor relationship management.
- Organize periodic renewal of Licenses.
- Submission of correct documentation to the Ministry Of Labour for visa applications.
- Apply & obtain Visa Quotas.
- Room clearance in/out.
- Barge customs clearance (arrival/departure).
- Logistic Materials (as per LPR), material delivery to ADGAS, TCM.
- Monitor office supplies inventory and place order.
- Updating PRO files.
- Solving General PRO issues.
- Communications to CNIA – general issues.
- Arrangement of work place for new arrival (desk/computer/stationeries).
- Camp maintenance.
- Security passes files (expiration and renewal).
- Maintaining files Manpower, Accommodation.
- Permit Leave/Requesting tickets.
- Charter booking at Das.
- New arrivals office support (including issuance of PPE and uniforms).
- Attending staff request and complains.
- Prepare travel documents and make the travel arrangements. Organize company documents into updated filing systems.
- Address employees' and clients' queries (via email, phone or in-person).
- Schedule meetings and book meeting rooms.
- Supporting other teams with various administrative tasks.
- Greet and assist visitors when they arrive at the office.
- Monitor office expenditures and handle all office contracts (rent, service etc.).

Dates : From Sep. 2010 till Aug. 2015
Employer : Tecnimont SPA, Abu Dhabi - UAE
Project : Tecnimont S.P.A. is the main operating company for the Habshan-5 Process Plant project which is a part of the Integrated Gas Development (IGD5)
Job titles : Administration/Public Relation Officer / Accommodation Coordinator
Job Description :

- Arrange all logistical requirements for all employees including visitors.
- Scheduling of medical, Civil Id processing for all new staffs.
- Request Letters for obtaining Visas, Visa renewals, transfer and cancellation.
- Sound Interpersonal Skills with higher officials, client & co-workers.
- Checking Timesheets for approval and sending to each legal entities.
- Arranging special events such as meetings and achievement of goals celebration.

- Arranging air Tickets for all employees at Site.
- Keeping all Office files.
- Appointed by Administration & Logistic Manager to be in-charge during his absence.
- Replace Accountant during rotational leave.
- Arrangement of Company celebrations for milestone achievements.
- Monitor all the incoming ordered materials and counter checked from the purchase order and the delivery notes.
- Coordinating with the material coordinator for the order of the materials and updating all the purchase order received.
- Monitoring the stock supplies of and other materials and prepare LPR for the next order when below the level of stock.
- Coordinating with travel department for the flight ticket request status.
- Responsible for the flight request local / international and submit to travel department.
- Monitoring all the mobilization / demobilization plan of staff and vendors.
- Reporting to Administration and Logistics Manager all day to day activities.
- Answer telephones and transfer to appropriate.
- Meet and greet clients and visitors.
- Create and modify documents using Microsoft Office.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing system.
- Research, price, and purchase office furniture and supplies.
- Coordinate and maintain records for staff office space, phones, parking, and office keys.
- Setup and coordinate meetings and conferences.
- Maintain and distribute staff weekly schedules.

Dates	:	From Feb. 2006 till Aug. 2010
Employer	:	Eastern Bechtel Co. Ltd, Abu Dhabi - UAE
Project	:	IGD3 Project ranks as the biggest investment ever undertaken in Abu Dhabi's onshore gas sector. The integrated gas recycling programmer will significantly enhance the emirates position in the liquefied petroleum gas (LPG) market, drive new petrochemical development at Ruwais and address falling reservoir pressure in onshore oil fields.
Job titles	:	HR Support / Document Controller
Job Description	:	<ul style="list-style-type: none"> • Managing the relationship between the company and the required governmental authorities, agencies and municipalities. • Submission of correct documentation to the ministry of Manpower for visa applications. • Follow-up on Labor Cards, Access Cards, Emirates Identification Cards, residence visa and government health card renewal. • Submission of correct documentation to the Ministry of Labor for visa applications. • Arrange medical tests, passports, memos, promotional draws and fine resolution. • Handled administrative and operational functions like arranging security passes for visits to sites, maintaining detailed files for existing, new

employees in the organization, labor contract and customs clearing documentations.

- Document Controller:
 - Prepared and maintained all documents and specifications including registration, filing, and distribution of all externally received and internally generated engineering documents, RFI (Request For information) and FCN (Field Change Notice) document.
 - Administered the document life cycle (preparation, approval, publishing, revision, retiring, archiving) for all incoming and outgoing documents.
 - Uploading of documents in Info works, manual loading and bulk loading.
 - Prepare Outgoing Transmittal to Sub-Con and Client.
 - Receive/Log/Distribute Contractor and Client's Correspondence and loading in Info works.
 - Add/Edit Info works User Account using Debase Management.
 - Prepare Field Material Requisition for office supplies using BPS.
 - Coordinate with Responsible Engineer with regard to any document issue.
 - Ensure that the incoming and outgoing documents are properly logged and distributed to a responsible person.
 - Operating office machines such as copier, scanner, wide printer, etc.
 - Managed document processes, to ensure control and availability of documentation to the upper management for smooth execution of all administrative activities of the project.
 - Organized and maintained all documents through electronic document management system and specifications include uploading / downloading, copying and printing of incoming and outgoing project documents and drawings.
 - Served as administrative liaison, provided daily administrative inclusive of daily maintenance of office, archiving and filing company documents.
 - Formatted, distributed and maintained all incoming and outgoing documents for the OGD3 project in alignment with company policies and updated all records of distributed documents showing revision and dates.
 - Oversaw maintenance of departmental records / disposal and retention of the same according to retention schedules and policies.

Dates : From Nov. 2003 till Dec. 2005
Employer : International Bechtel Co. Ltd, Egypt
Project : ELNG Project - The ELNG Project comprises of development and operation of an LNG liquefaction plant and a joint venture between Petronas and partners Egyptian General Petroleum Corporation, Egyptian Natural Gas Holding Company, BG Group and Gaz de France
Job title : Document Controller
Job Description : • Efficiently maintained registration documents, in alignment with organizational policies and updated all records of distributed documents

showing revision and dates.

- Uploading of documents in Info works, manual loading and bulk loading.
- Prepare Outgoing Transmittal to Sub-Con and Client.
- Receive/Log/Distribute Contractor and Client's Correspondence and loading in Info works.
- Add/Edit Info works User Account using Debase Management.
- Prepare Field Material Requisition for office supplies using BPS.
- Coordinate with Responsible Engineer with regard to any document issue.
- Ensure that the incoming and outgoing documents are properly logged and distributed to a responsible person.
- Operating office machines such as copier, scanner, wide printer, etc.
- Retained records of incoming/ outgoing transmittal from the client in the company's database system and distributed it to the concerned department heads.
- Collated and archived all project data including electronic copies and ascertained that they are easily accessible at all times.
- Handled the whole gamut of activities pertaining to administration, day to day office activities and operations, maintained records to ensure completeness, accuracy and timeliness.
- Administered project document control, design documentation and made sure that files are maintained accurately, including storage of documents.
- Performed regular system checks and preventive maintenance to ensure optimum system performance.
- Maintained records of electronic files pertaining to projects and made certain that all documents are saved in the latest version and are easily accessible.
- Assisted in all project closes out activities and communicated with suppliers and field personnel to resolve daily administrative problems on the project.

Dates : From Mar. 2002 till Oct. 2003
Employer : Braun's GMBH & Co. KG, Egypt
Job title : Document Controller

Dates : From May 2001 till Feb. 2002
Employer : Law Office
Job title : Secretary Assistant

Field of experience :

- Data Management – Expertise in developing and utilizing filing and retrieval systems of all kinds of written and verbal communication for reference. Effectively preparing and maintaining attendance sheets for on-site and offshore staff.
- Organizational Management – Developing specific goals and plans for prioritizing, organizing and accomplishing daily tasks on time.
- Interpersonal and Communication Skills – Excellent communicator fluent in English and Arabic and top negotiator with an ability to work under pressure in fast-paced, time-sensitive environments. Proven ability to

effectively interact with people of diverse nationalities; comfortable working in a multicultural setting.

- Public Relations Management, Administrative Management.
- Fluent in Arabic & English, reading & writing.
- Electronic Document Management System, Troubleshooting, Document Control, Invoicing.
- Excellent organizational and administrative skills for self, and supporting others.
- Available on call 24 hours a day to manage any emergency response.
- Leadership, Team Building, Motivation, Interpersonal and Communication Skills.
- Computer Related Skills (MS Office, Internet).
- Hard working, versatile, enthusiastic and a highly motivated individual.
- Strong spoken and written communication skills including the ability to interact with stakeholders at all levels with diverse backgrounds.
- Personal commitment to continually increase my knowledge and understanding of the business in this aspect. I am eager to seek guidance and listen to the opinions of others.
- Take pleasure in a Team atmosphere and comprehend the principles of good team work in achieving aims and objectives.
- Ability to remain calm and think clearly when faced with challenging situations.
- Ability to recognize the importance of good communication skills, both verbal and written.