

Holds a B. Sc. in Communication & Electronics Engineering and has over 20 years' experience, including 3 years as Procurement Engineer, 10 years as Tendering & Projects Engineer and Projects Coordinator at several Power Plants and projects & 3 years as Marketing & Business Developer in Egypt and Saudi Arabia, In addition to 2 years as Overseas Office Manager in UAE and KSA.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 20/09/1983
Gender : Male
Marital Status : Single
Residence : Helwan

EDUCATION

: B. Sc. in Communication & Electronics Engineering, Zagazig University, 2005

LANGUAGES

Arabic : Native Language
English : Fluent

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

: OSHA General Industry Safety & Health standards (29 CFR 1910).
: OSHA Construction Industry Safety & Health standards (29 CFR 1926).
: Writing and Management Winning Proposals for Engineering Projects in AUC.
: Microsoft Office Word 2007 in New Horizons.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Nov. 2023 till now
Employer : [EGYPTROL](#) – ([POWERPRO](#) UAE Representative office) & ([ENERGYSERV](#) Saudi Arabia Representative office)
Job title : Overseas Office Manager

Job Description and Responsibilities	: <u>Project Support & Execution:</u> • Assist in pricing and preparing quotations for overseas projects. • Oversee all phases of project execution, from contract signing and mobilization to project close-out. • Monitor progress, budgets, deliverables, and ensure timely invoicing and payment collection. • Coordinate employee travel, including flight bookings, accommodation, and return arrangements upon project completion. • Ensure proper handover and closure of all project-related tasks. <u>Office Administration:</u> • Oversee daily operations of the overseas office to ensure efficiency and productivity. • Manage office supplies, equipment, and facilities maintenance. • Ensure compliance with local laws and company policies. <u>Staff Management:</u> • Supervise local staff, including hiring, training, scheduling, and performance evaluations. • Foster a positive and productive work environment. • Serve as a liaison between local staff and headquarters. <u>Communication & Coordination:</u> • Maintain regular communication with the head office to report updates and align on objectives. • Coordinate logistics and support for visiting staff or executives. • Act as the main point of contact for local stakeholders, partners, and vendors. <u>Financial Oversight:</u> • Monitor and manage the office's budget and expenses. • Handle basic bookkeeping, invoicing, and petty cash. • Support local financial reporting and coordinate with the finance department. <u>Logistics & Operations:</u> • Oversee shipping, import/export documentation, or project logistics if applicable. • Support supply chain coordination and local procurement. <u>Cultural & Legal Adaptation:</u> • Assist the company in navigating cultural differences and local business practices. • Ensure all business activities comply with local regulations.
Dates	: From Jan. 2021 till Nov. 2023
Employer	: EGYPTROL – (POWERPRO UAE Representative Office)
Job title	: Projects Coordinator - SEWA / Elsewedy ESP / Layyah CAPP
Job Description and Responsibilities	: <u>Role purpose:</u> • Assist project manager, teams with the coordination of resources, equipment, meetings, information and organize the project with the goal of getting them completed on time and within budget.

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures. Organizing, attending and participating in stakeholder meetings. Documenting and following up on important actions and decisions from meetings.

Responsibilities:

- Coordinate project management activities, resources, equipment and information.
- Break projects into doable actions and set timeframes.
- Liaise with clients to identify and define requirements, scope and objectives.
- Assign tasks to internal teams and assist with schedule management.
- Make sure that clients' needs are met as projects evolve.
- Help prepare budgets.
- Analyze risks and opportunities.
- Oversee project procurement management.
- Monitor project progress and handle any issues that arise.
- Act as the point of contact and communicate project status to all participants.
- Work with the Project Manager to eliminate blockers.
- Use tools to monitor working hours, plans and expenditures.
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement).
- Create and maintain comprehensive project documentation, plans and reports.

Ensure standards and requirements are met through conducting quality assurance tests.

Dates	:	From Mar. 2020 till Jan. 2021 & Jun. 2016 till Dec. 2017
Employer	:	EGYPTROL – (ENERGYSERV Saudi Arabia Representative office)
Job title	:	Marketing & Business Developer Engineer
Job Description and Responsibilities	:	<u>Role purpose:</u> • Understanding customer needs to develop customer-oriented solutions and enhance knowledge of internal processes to ensure a successful offer. • Responsible for creating awareness of and develop our company services. Communicate with target audiences and build and develop customer relationships. Help with marketing plans, advertising, direct marketing, registrations and campaigns. • Improve an organization's market position and achieve financial growth. Work with the internal team, marketing staff, and managers to increase sales opportunities and thereby maximize revenue for their organization. <u>Responsibilities:</u> • Marketing Process: - Provide technical plus application information support to sales force as well as customers. - Prepare instructional, descriptive and application literature for existing and new products & services along with competitive products' periodic reports. - Maintain pricing information on choice products & services.

- Participate to provide long-term pricing policy to maximize profits to maintain customer satisfaction.
- Monitor product sales to analyze pricing plus promotional requirements.
- Collect and maintain competitive information to present complete market evaluation for specific products & services.
- Participate to develop and introduce new products & services' process.
- Investigate plus develop positions in current and new application areas.
- Suggest suitable product & service use to consulting engineers as well as contractors.
- Prepare, maintain and update documents and sales tools for using product presentations along with technical training seminars.
- Identify opportunities and execute marketing campaigns to place DA's products & services in market place.
- Business Development Process:
 - Analyze current and past financial data, such as sales reports, and provide strategies to cut costs and increase revenue.
 - Perform market research to identify new opportunities and engage with executives to establish strategies for pursuing those new opportunities.
 - Create and improve proposals for our existing and new clients.
 - Prepare the company budget and continually track expenses, as well as make sure we're on track to hit revenue targets.
 - Provide training and mentoring to members of the business development team.
 - Develop and deliver pitches for potential investors.
 - Network with investors and other business partners to generate new leads.
 - Travel to destinations to best facilitate transactions or training.

Dates	: From Dec. 2017 till Mar. 2020
Employer	: EGYPTROL – (ENERGYSERV Saudi Arabia Representative Office)
Job title	: Project Coordinator – SEC / Altoukhi / Conversation of Hail CCPP
Job Description and Responsibilities	: <u>Role purpose:</u> • Assist project manager, teams with the coordination of resources, equipment, meetings, information and organize the project with the goal of getting them completed on time and within budget. • Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures. Organizing, attending and participating in stakeholder meetings. Documenting and following up on important actions and decisions from meetings. <u>Responsibilities:</u> • Coordinate project management activities, resources, equipment and information. • Break projects into doable actions and set timeframes. • Liaise with clients to identify and define requirements, scope and objectives. • Assign tasks to internal teams and assist with schedule management. • Make sure that clients' needs are met as projects evolve.

- Help prepare budgets.
- Analyze risks and opportunities.
- Oversee project procurement management.
- Monitor project progress and handle any issues that arise.
- Act as the point of contact and communicate project status to all participants.
- Work with the Project Manager to eliminate blockers.
- Use tools to monitor working hours, plans and expenditures.
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement).
- Create and maintain comprehensive project documentation, plans and reports.
- Ensure standards and requirements are met through conducting quality assurance tests.

Dates	:	From Jun. 2015 till Jun. 2016
Employer	:	EGYPTROL
Job title	:	Marketing & Business Developer Engineer
Job Description and Responsibilities	:	<u>Role purpose:</u> • Understanding customer needs to develop customer-oriented solutions and enhance knowledge of internal processes to ensure a successful offer. • Responsible for creating awareness of and develop our company services. Communicate with target audiences and build and develop customer relationships. Help with marketing plans, advertising, direct marketing, registrations and campaigns. • Improve an organization's market position and achieve financial growth. Work with the internal team, marketing staff, and managers to increase sales opportunities and thereby maximize revenue for their organization. <u>Responsibilities:</u> • Marketing Process: - Provide technical plus application information support to sales force as well as customers. - Prepare instructional, descriptive and application literature for existing and new products & services along with competitive products' periodic reports. - Maintain pricing information on choice products & services. - Participate to provide long-term pricing policy to maximize profits to maintain customer satisfaction. - Monitor product sales to analyze pricing plus promotional requirements. - Collect and maintain competitive information to present complete market evaluation for specific products & services. - Participate to develop and introduce new products & services' process. - Investigate plus develop positions in current and new application areas. - Suggest suitable product & service use to consulting engineers as well as contractors.

- Prepare, maintain and update documents and sales tools for using product presentations along with technical training seminars.
- Identify opportunities and execute marketing campaigns to place DA's products & services in market place.
- Business Development Process:
 - Analyze current and past financial data, such as sales reports, and provide strategies to cut costs and increase revenue.
 - Perform market research to identify new opportunities and engage with executives to establish strategies for pursuing those new opportunities.
 - Create and improve proposals for our existing and new clients.
 - Prepare the company budget and continually track expenses, as well as make sure we're on track to hit revenue targets.
 - Provide training and mentoring to members of the business development team.
 - Develop and deliver pitches for potential investors.
 - Network with investors and other business partners to generate new leads.
 - Travel to destinations to best facilitate transactions or training.

Dates : From Sep. 2011 till Jun. 2015

Employer : [EGYPTROL](#) - ([POWERSERV](#) Construction Arm)

Job title : Tendering & Projects Engineer

Job Description and Responsibilities : Role purpose:

- Understanding customer needs and develop customer-oriented solutions and enhance knowledge of internal processes to ensure a successful service.
- Responsible for ensuring contract compliance for procurement and supplier contracts. Monitoring the tender submission process (Commercial & Technical) for formatting, completeness, consistency, and compliance. Assisting in the management of data related to the tendering process.
- Maintains project schedule by monitoring project progress, coordinating activities, and resolving problems. Controls project plan by reviewing design, specifications, and plan, scheduling changes, and recommending actions. Controls project costs by approving expenditures and administering contractor contracts.

Responsibilities:

- Tendering Process:
 - Manage associated cost preparation responsibilities.
 - Obtain factored / sub supplier costs where necessary.
 - Prepare technical & commercial proposals.
 - Attend clarification meetings with Client when required.
 - Ensure that tenders meet company commercial guidelines and have the necessary sign off in accordance with the delegation of authority guidelines.
 - Take responsibility for all associated handover documentation in the event of an order.
 - Participate in and actively support company initiatives.
 - Be familiar with the general specifications and market requirements.

- Keep updated with the risks and hazards within the activities and processes of the role and procedures, practices and measures in place to mitigate the risks.
- Project Process:
 - Preparing, scheduling, coordinating, and monitoring assigned engineering projects.
 - Formulating project parameters and assigning responsibilities to the most capable employees and monitoring the project team.
 - Interacting with clients, interpreting their needs and requirements, and representing them in the field.
 - Performing quality control tasks on budgets, schedules, plans, and personnel performance and reporting on the project's status.
 - Cooperating and communicating with the Project Manager and other project participants and collaborating with Senior Engineers to create more efficient project methods and to maintain the project's profitability.
 - Reviewing the engineering tasks and initiating the necessary corrective actions.
 - Developing specifications for the project's needed equipment.
 - Creating frameworks to measure the project's metrics and data collection.
 - Establishing field test methods and methods for monitoring the quality of those tests.
 - Ensuring the project's compliance with the applicable codes, practices, policies, performance standards, and specifications.

Dates : From Jun. 2009 till Sep. 2011

Employer : [EGYPTROL](#) – Seconded to TPSC (Toshiba Plant Systems & Services)

Projects : Sidi Krir and El-Atf 750MW Combined Cycle Power Stations

Job title : Procurement Engineer

Job Description and Responsibilities : Role purpose:

- Receiving bill of quantities, full specifications and drawings for requested material in two sites from technical persons in electrical and mechanical departments.
- Chase vendors and suppliers to submit us with quotations and issuing the Purchase order for material after check specifications.
- Follow up the delivery phase and handover process between the suppliers and site material controller.
- Follow up payment instruction with vendors and suppliers.

Responsibilities:

- Purchasing process:
 - Receive quantities and specification for required material in two sites.
 - Make bill of quantities then choose which vendors we can ask to provide us with quotations.
 - Chase vendor to submit us with quotations quickly with catalogs and certificates.
 - Quotations revising after received and make negotiation for delivery time, price, terms, conditions, payment terms and transportation cost.
 - Take approval for technical specifications from technical person-

- who asked for material before.
- Sending Purchase order with confirm delivery date after technical person approval and final confirmation with vendor.
- Following up vendor to deliver material in mentioned date and ask him to send packing list before deliver material then inform our site with exactly delivery date.
- Take confirmation from material controller for quantities and specifications.
- Payment process:
 - Instruct vendors to send original invoices.
 - After receiving original invoices from suppliers revise payment terms, completed delivery, sale tax.
 - Take approval for invoice pay from site manger then send to following person.
- Providing feedback to my Managers:
 - Make site procurement status list for all shipments contain all data about every shipment.
 - Sending procurement list to managers twice every week after update.
 - Make payment list contain all shipment payment status and sending to mangers twice every week.
- Maintain procurement database:
 - Maintain supplier, costing and pricing databases.
 - Develop and maintain purchasing orders and payment database.
 - Assist to resolve disputes over back charges, delays, warranties and similar.
 - Participate in meetings to provide information on assigned vendors/suppliers/resolve problems.
 - Provide market intelligence and business updates to support procurement activities.

Dates : From Aug. 2008 till May 2009

Employer : SIEMENS

Project : Shoubra El-Kheima Power Station DCS converting project (Unit 2, Unit 4)

Job title : Procurement Engineer

Job Description and Responsibilities : Role purpose:

- Receiving bill of quantities, full specifications and drawings for requested material in two sites from technical persons in electrical and mechanical departments.
- Chase vendors and suppliers to submit us with quotations and issuing the Purchase order for material after check specifications.
- Follow up the delivery phase and handover process between the suppliers and site material controller.
- Follow up payment instruction with vendors and suppliers.

Responsibilities:

- Purchasing process:
 - Receive quantities & specification for required material in site.
 - Make bill of quantities then choose which vendors we can ask to provide us with quotations. Chase vendor to submit us with quotations quickly with catalogs and certificates.

- Quotations revising after received and make negotiation for delivery time, price, terms, conditions, payment terms and transportation cost.
- Take approval for technical specifications from technical person who asked for material before.
- Sending Purchase order with confirm delivery date after technical person approval and final confirmation with vendor.
- Following up vendor to deliver material in mentioned date and ask him to send packing list before deliver material then inform our site with exactly delivery date.
- Take confirmation from material controller for quantities and specifications.
- Payment process:
 - Instruct vendors to send original invoices.
 - After receiving original invoices from suppliers revise payment terms, completed delivery, sale tax.
 - Take approval for invoice pay from site manger then send to following person.
- Providing feedback to my Managers:
 - Make site procurement status list for all shipments contain all data about every shipment.
 - Sending procurement list to managers twice every week after update.
 - Make payment list contain all shipment payment status and sending to mangers twice every week.
- Maintain procurement database:
 - Maintain supplier, costing and pricing databases.
 - Develop and maintain purchasing orders and payment database.
 - Assist to resolve disputes over back charges, delays, warranties and similar.
 - Participate in meetings to provide information on assigned vendors/suppliers/resolve problems.
 - Provide market intelligence and business updates to support procurement activities.

Dates : From Jan. 2008 till Aug. 2008
Employer : ECEI Egypt, Gisir El Suez, Cairo
Job title : Marketing / Tendering Engineer
Job Description : Role purpose:

- Understanding customer needs and develop customer-oriented solutions and enhance knowledge of internal processes to ensure a successful service.
- Responsible for creating awareness of and develop our company services. Communicate with target audiences and build and develop customer relationships. Help with marketing plans, advertising, direct marketing, registrations and campaigns.
- Responsible for ensuring contract compliance for procurement and supplier contracts. Monitoring the tender submission process (Commercial & Technical) for formatting, completeness, consistency, and compliance. Assisting in the management of data related to the tendering process.

Responsibilities:

- Marketing Process:
 - Provide technical plus application information support to sales force as well as customers.
 - Prepare instructional, descriptive and application literature for existing and new products & services along with competitive products' periodic reports.
 - Maintain pricing information on choice products & services.
 - Participate to provide long-term pricing policy to maximize profits to maintain customer satisfaction.
 - Monitor product sales to analyze pricing plus promotional requirements.
 - Collect and maintain competitive information to present complete market evaluation for specific products & services.
 - Participate to develop and introduce new products & services' process.
 - Investigate plus develop positions in current and new application areas.
 - Suggest suitable product & service use to consulting engineers as well as contractors.
 - Prepare, maintain and update documents and sales tools for using product presentations along with technical training seminars.
 - Identify opportunities and execute marketing campaigns to place DA's products & services in market place.
- Tendering Process:
 - Manage associated cost preparation responsibilities.
 - Obtain factored / sub supplier costs where necessary.
 - Prepare technical & commercial proposals.
 - Attend clarification meetings with Client when required.
 - Ensure that tenders meet company commercial guidelines and have the necessary sign off in accordance with the delegation of authority guidelines.
 - Take responsibility for all associated handover documentation in the event of an order.
 - Participate in and actively support company initiatives.
 - Be familiar with the general specifications and market requirements.
 - Keep updated with the risks and hazards within the activities and processes of the role and procedures, practices and measures in place to mitigate the risks.

Dates : From Jul. 2005 till Jan. 2008
Employer : Egyptian Air Forces
Project : Military Service
Job title : Military Investigation Officer
Job Description : Conducting the activities of the military investigator on a limited scale as well as administrative and office work. In addition to IT duties and data entry.