

Has over 31 years hands-on experience working in administration, HR & financial field.

PERSONAL DATA

Nationality : Egyptian
Gender : Male

EDUCATION

: ASSOCIATED SPECIALIST IN BUSINESS (ASB), Studies by correspondence Business Management to American University

LANGUAGES

Arabic : Native Language
English : Excellent
Italian : Very Good

COMPUTER SKILLS

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

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From 2014 till now
Employer : BASMET AMAL CHARITY FIRM
Job Description :

- TO DO HELP FOR THE DIFFRENT DEPARTMENTS.
- DO THE NECESSARY HELP FOR NUMBER OF FAMILIES IN REGULAR WAY (MONTHLY).

Dates : From 2006 till 2014
Employer : RESALAH CHARITY FIRM
Job Description : TO DELIVER THE MEDICINE TO THE PATIENT AND PICK THEM TO THE HOSPITAL IN ANY EMERGENCY CASE.

Dates : From Jan. 1997 till Jul. 2006
Employer : CIMI MONTOBI (TECHNINT GROUP)
Projects :

- Cairo North Project (from Dec. 2004 till Jul. 2006)
- East Port Said Project (from May 2001 till Dec. 2004)
- Suez Gulf Project (from Dec. 1999 till May 2001)
- Ayoun Mousa Power Plant (from Jan. 1997 till Dec. 1999)

Job title : Site Administration Manager

- Job Description** : • Administration:
- Safety Coordination & Safety Administration:
 - Mobilization of both site and camp.
 - Induction training to all new employees.
 - Following all the safety activities at site.
 - Safety investigation to all safety accidents.
 - Purchasing all personal protective equipments.
 - Attending al safety meetings and write safety items.
 - Resend it to the subcontractors to correct all safety violations.
 - Safety reports to the client, safety technical reports, list of safety items.
 - Check out dangers resources (electric sources, heights, welding area, cutting or grinding machines, etc.).
 - Necessary action for careless workers.
 - Human Resources:
 - Receiving the claims for workers from the site executive manager or site manager and then call the selected workers from my C.V. files and then open new file with new code number and new file with the documents (labor office card, soc., ins card, soc., i.d. copy, criminal certificate, etc.).
 - Dealing with labor office, police, & social insurance departments to submit the periodically documents... even to open the new official file for the (site or company) and monthly reports.
 - Controlling time keeping: counting the total working hours effect from time cards to daily, weekly & monthly reports to transfer all these data from the time sheets program to the pay roll program to know the exact amount to be paid for each worker\employee.
 - Preparing the monthly payroll sheets.
 - Issuing the residence and work permit for expatriates.
 - Controlling the Security: Arranging 24 hours 7 days control and distributing the shifts around the site area.
 - Controlling the Transportation: Accordingly to the next city's map (or the location of our workers accommodation) to decide to use either micro or big buses and to fix the bus's way through the city.
 - Controlling the Camp:
 - Effect from renting the flats, buildings... etc. - or fixing the porta cabins in the Camp's area with all needed services like electric, telephone, water..... etc.
 - And after distributing the workers either by nationality (or/and) position.
 - Preparing a table for each building/flat including the empty beds.
 - And controlling the restaurants (Indian, Turkish, Arabic.... etc.), controlling cleaners of rooms & dry clean etc.
 - Financial:
 - Make Estimation for the site expenses including the salaries for all expatriates, employees & workers with coordination with site manager for work Items to recognize the assignment or releasing workers.
 - Making Ledger (Libro Cassa, Bordereau) according to the cost codes for invoices, vouchers & work items... to show the available balance in the cash box.

- Create Price list & updating data by the coordinations with stores manager.
- Making pay roll according to the time sheets including the regular hours and all the transactions in basic salary, increment & deduction even by increase, over time bonus etc., or absence, sick, leave, penalty, etc.
- Distribute the salaries in groups for all the group leaders (piping, welders, fitters, employees, etc. with the pay slip sheets and after that, closing the salaries with comparing the paid money and the received pay slips.
- Cost Coding: Insert all these expenses inside the ledger (Libro Cassa) under the cost codes for employees, workers, social insurance, salary tax..... etc.
- Controlling the Stores and purchasers: All the procedures belonging to the stores starting from material request, purchase order, Delivery note, and material received.

Dates : From Jan. 1996 till Jan. 1997
Employer : IEMSA IMPIANTI COMPANY
Project : American University Project, Cairo
Job title : Administration Manager

Dates : From Jan. 1995 till Jan. 1996
Employer : A.B.B. COMPANY
Projects :

- Proctor & Gamble (ARIEL), 6th Oct.
- Mercedes (E.G.A.), 6th Oct.

Job title : Administration Manager

Dates : From Feb. 1986 till Jul. 1994
Employer : SAUDI BIN LADIN GROUP
Projects :

- Riyadh Power Plant (KSA)
- Housing (KSA)
- U.P.S. (KSA)
- UP Grading (KSA)
- Gizan Power Plant (KSA)
- El-Haram Air Condition (KSA)
- El-Safa Palace (KSA)

Job title : Administrator

Further experiences :

- EL MUBARAKIA MARINE (Kuwait & Qatar): Administration & Financial Manager.
- GEMMO SPA (Egypt) (from 2007 till 2008): Branch Administration & Financial Manager.