

Holds a B. Sc. in Veterinary Medicine and has over 36 years hands-on experience in administration and accounting.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 23/12/1956  
Gender : Male  
Marital Status : Married  
Residence : Nasr City, Cairo

## EDUCATION

: B. Sc. in Veterinary Medicine, Cairo University, 1981

## LANGUAGES

Arabic : Native Language  
English : Good

## COMPUTER SKILLS

: Windows, MS Office, Internet

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Nov. 2009 till now  
**Employer** : Consortium of Toshiba Plant Systems and Services Corporation and Toyota Tsusho Corporation  
**Project** : EL-ATF Combined Cycle 750MW Power Plant  
**Job title** : Administration & Financial Manager  
**Job Description** :

- Negotiating, finalizing and managing the Project electrical, water & Telecommunication services contract.
- Negotiating the project labor supply contracts.
- Negotiating the Project control insurance and its final rates in addition to its Accounting and final settlement.
- Management and cost control for the Projects local purchasing operations.
- Establishing, management and cost control of the local staff and labor pay roll systems.
- Managing the project custom clearance system including the import, export and final settlements with the customs Authorities for the project equipment and material.

- Establishing and managing the daily staff and site requirements.
- Managing Project relations with the various Government Authorities including the Police organizations, the traffic office, labor office, social insurance office and others.
- Managing the Project expatriate camp affairs and security.
- Managing expatriate affairs such as work permits, internal and international travel, health arrangements, family housing, transportation and others.
- Accounting bank book and cash book and reconciliation:
  - Handling in & out cash money at the site office.
  - Booking monthly bank & cash book.
  - Signed approved from site management.

**Dates** : From Oct. 2002 till Jun. 2009

**Employer** : Vinci Bilfinger + Berger Orascom JV

**Project** : Naga Hammadi New Barrage

**Job title** : Project Administrative Assistance, Cashier & Accountant

**Job Description** :

- Cash book:
  - Handling in & out cash money at the site office.
  - Booking in excel sheets monthly cash book.
  - Signed approved from site management.
- Back charges:
  - Employer local & international land line bills.
  - Consultant local & international land line bills.
  - LOT 2, 3 & 4 Contractors item no. 4 – back charges for boarding & accommodation charges of cont. staff & labour approved from Cont. Rep., Consultant & Employer.
  - Subcontractor e.g. BAUER/ROWAD meal, tel. back charges.
- Meal tickets / camp / clubhouse / laundry:
  - Supervising meal tickets to local & expats and also settlement with the subcontractor for catering works (ABELA EYGPT).
  - Supervise camp, club house laundry works for full accommodation for expat and local staff.
- Back charges from local staff.
- Shipment report:
  - Monthly report & follow up the shipment arrival to the site.
- Preparing payment from cash, turned over to personnel officer / about 1500 workers & payment to staff at site office.

**Dates** : From Apr. 1998 till May 2002

**Employer** : Kajima Corporation (a leading Japanese Construction Company)

**Project** : Suez Canal Cable Stayed Bridge Project in Qantara

**Job title** : Administration and Financial Assistant Manager

**Job Description** :

- Negotiating, finalizing and managing the Project electrical, water & Telecommunication services contract.
- Negotiating the project labor supply contracts.
- Negotiating the Project control insurance and its final rates in addition to its Accounting and final settlement.
- Management and cost control for the Projects local purchasing operations.

- Establishing, management and cost control of the local staff and labor pay roll systems.
- Establishing and managing the daily staff and site requirements.
- Managing the project custom clearance system including the import, export and final settlements with the customs Authorities for the project equipment and material.
- Managing Project relations with the various Government Authorities including the Police organizations, the traffic office, labor office, social insurance office and others.
- Managing the Project expatriate camp affairs and security.
- Managing expatriate affairs such as work permits, internal and international travel, health arrangements, family housing, transportation and others.

**Dates** : From Oct. 1996 till Oct. 1997  
**Employer** : Tetrpharm Health Care Company  
**Job title** : Supervisor

**Dates** : From Dec. 1994 till Oct. 1996  
**Employer** : FRU-CON Construction Corporation  
**Project** : Aswan High Dam Cranes and Rehabilitation Project  
**Job title** : Project Administrator, Accountant & Cashier - later I was promoted to Assistant Financial Manager  
**Job Description** : I also assisted the close-out of Aswan operations.

**Dates** : From Jan. 1990 till Dec. 1994  
**Employer** : FRU-CON Construction Corporation  
**Project** : Alexandria at the East and West Sewage Treatment Plants (3 Contracts)  
**Job title** : Project Cashier  
**Job Description** : Prepared the Project billing and tax reconciliation's and as a Telephone Operator and Receptionist.

**Dates** : From Oct. 1986 till Dec. 1989  
**Employer** : FRU-CON Construction Corporation  
**Project** : Project for the construction of 6 Sewage pumping station and culverts (4 Contracts), Cairo  
**Job title** : Radio-Telephone-Fax and Telex Operator and Timekeeper

**Dates** : From Jul. 1983 till Sep. 1986  
**Employer** : Mina Supply Company  
**Job title** : Camp Boss for an off-shore drilling rig

**Dates** : From Apr. 1982 till Jul. 1983  
**Employer** : Egyptian Army  
**Project** : Military Service

**Dates** : From Jul. 1981 till Apr. 1982  
**Employer** : Mina Supply Company  
**Job title** : Camp Boss for an off-shore drilling rig