

Is graduated from High Computer & Accounting Institute and has about 16 years hands-on experience in administration, HR and accounting.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 04/03/1980  
Gender : Male  
Residence : Suez

## **EDUCATION**

: Graduated from High Computer & Accounting Institute, 2003

## **LANGUAGES**

Arabic : Native Language  
English : Very Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet  
: Accounting programs

## **TRAINING COURSES AND CERTIFICATIONS**

: Microsoft Professional courses for IT (MCITP).

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Nov. 2014 till Feb. 2017  
**Employer** : Schindler LTD  
(Part of the Schindler Group, the largest supplier of escalators and the second largest manufacturer of elevators worldwide)  
**Job title** : Technical & Field Support Department (TFS) Admin  
**Job Description** :

- Responsible for Existing Installation (EI) periodic technical inspection recording and statistics (1 year & 5 years), and reporting non-conformance to field operation department (Maintenance).
- Responsible for New Installation (NI) quality inspection records and statistics and records to field operation department (installation).
- Responsible for (TFS) monthly advance payment and settlement with Finance department.

- Submit required back office data and forms for (TFS) inspectors.
- Coordinating with proofreading for Schindler's product manual and Field Info.
- Preparing all monthly reports related to (TFS) departments.

**Dates** : From Sep. 2010 till Aug. 2012  
**Employer** : MHI (Mitsubishi Heavy Industries)  
**Project** : Abu Qir Thermal Power Plant (2x650MW)  
**Job title** : Site Administrator  
**Job Description** :

- Responsible for P.Os creating and approving from Tokyo-Japan.
- Responsible for admin. Monthly reporting to head office.
- Responsible for Egyptian staff's time sheet and payment.
- Coordination with subcontractor.
- Responsible for weekly and monthly minutes of meeting with staff and subcontractor.

**Dates** : From Feb. 2009 till Sep. 2010  
**Employer** : Rockdal Co. (Construction & Skilled Manpower Supplies)  
**Job title** : Administrator & HR

**Dates** : From Dec. 2004 till Feb. 2009  
**Employer** : DNC (Dai Nippon Construction) Japanese Company  
**Projects** :

- Upgrading of EI-Mahala EI-Kobra Water Treatment Plant (from Jan. 2007 till Feb. 2009)
- Water Supply Development in Northern Part of Sharqiya Governorate (from Dec. 2004 till Jan. 2007)

**Job title** : Administrator Assistant  
**Job Description** :

- Responsible for Daily wag labor's salary (Time sheet calculating and salary payments).
- Coordinating with monthly reports submitting to Tokyo-Japan.
- Monthly site's expenses to be prepared with Japanese accounting code.
- Shipments tracking.
- Document translation (from Arabic to English & vice versa).
- Flight booking for Japanese staff.
- Daily cars schedule arrangements.

**Dates** : From Sep. 2001 till Nov. 2004  
**Employer** : Marine Agency Office (Atlantic)  
**Job title** : Accountant