

Has about 17 years hands-on experience and excellent secretarial and administrative skills and is working as Administration Manager.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 26/01/1980
Gender : Male
Marital Status : Married
Residence : Cairo

EDUCATION

: Faculty of Education (French Department), Zagazig University, 2000

LANGUAGES

Arabic : Native Language
English : Very Good
French : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: QCS, ERP, SAP

TRAINING COURSES AND CERTIFICATIONS

- : The 6th course (Jun./Jul. 2001) in the information technology (Ministry of communications and information technology & Zagazig University).
- : English conversation group IV from SCE, School of Continuing Education (American University in Cairo) (spring 2007).
- : 30 hours safety training from OSHA (Occupational safety & Health Administration) US department of Labor.
- : S.T.S. (Safety Trained Supervisor) course in construction from CCHST (Council on Certification of Health Environmental and Safety Technologists) in construction.
- : Online courses from the Washington International Group official training website "Eduneering" in:
 - Practicing safe computing part 1 & 2.
 - Code of business conduct.
 - Self-motivation.
 - Team building – The Washington way.

- Office Safety.
 - Confidentiality Policy.
 - Confidentiality, Intellectual Property Protection and Information Security.
- : International Computer Driving License (ICDL).
- : Project Management Professional (PMP) exam preparation course at Promastar.

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From May 2008 till now
- Employer** : Allied Project Management (APM)
- Job Description** :
- Administrative Manager (from Sep. 2013 till now):
 - Supervising day-to-day operations of the staff members.
 - Hiring, training, and evaluating employees, taking corrective action when necessary.
 - Developing, reviewing, and improving administrative systems, policies, and procedures.
 - Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.
 - Setting budgets monitor spending, and processing payroll and other expenses.
 - Contract administration duties with clients, suppliers and sub-contractors.
 - Overseeing projects and tracking progress towards schedules, client's needs and company goals.
 - Preparing and following up payment certificates with clients along with site expenses.
 - Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
 - Collecting, organizing, and storing information using computers and filing systems.
 - Building new and expanding existing skills by engaging in educational opportunities.
 - Senior Administrative Specialist (from May 2008 till Sep. 2013):
 - Design and implement company's policies.
 - Prepare consultancy services contracts.
 - Following up work progress according to schedules.
 - Review contractors' payment certificates.
 - Organize company's operations and procedures.
 - Review and approve supply requisitions.
 - Anticipate needed supplies.
 - Responsible for facility management, maintenance and operations.
 - Prepare monthly reports.
 - Prepare time sheets.
 - Liaise with suppliers, other agencies, organizations and groups.
 - Supervise office staff.
 - Evaluate staff performance.
 - Define procedures for record retention.

- Managing MD calendar.
- Handling travel & events arrangements.
- Ensure effective transfer of files and records.
- Plan and implement office systems, layout and equipment procurement.

Dates : From Sep. 2006 till May 2008

Employer : Washington Group / Contrack JV

Job title : Administrative Assistant

Job Description :

- Project / Pacer Forge Facility Support under the supervision of US Army Corps of Engineers.
- Handling all secretarial works including typing, issuing letters, Memos, Faxes, RFI (Request for Information).
- Arranging meetings and appointments...etc.
- Preparing reports, Memos, letters and document transmittal forms & minutes of meetings.
- Gathering and compute various data; replies to inquires, selecting relevant data from a variety of sources.
- Handling in and out correspondence, distribution to the Engineering department and having further action if possible.
- Handling both the electronic & manual filing systems.
- Organizing the agenda for the Engineering department.
- Following up with the project's various departments & the main consultant.
- Preparing Standard Materials Submittals.
- Preparing Power Point Presentations.

Dates : From Aug. 2002 till May 2006

Employer : In Situ Design (Architects & Interior Designs)

Job title : Executive Secretary

Job Description :

- Handle all office correspondences and answering phone.
- Monitor incoming and outgoing mail and maintain and organize files.
- Perform general administrative duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Make travel arrangements, also hotels accommodation.
- Research office stationeries and supplies.
- Communicate with our international sites.
- Coordinate with In-flight services team.
- Arranging the logistics.