

Holds a Bachelor of Commerce and has about 7 years hands-on experience working as Field Control Engineer.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 05/05/1987
Gender : Male
Marital Status : Married

EDUCATION

: Bachelor of Commerce, Menoufia University, 2008

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: SISCO PC hardware and software.
: Course work in accounting and financial statements.
: Course in Motherboard maintenance.
: Microsoft Certified Educator.
: Microsoft Office Specialist (Master) 2010.
: Microsoft Office Specialist (Power Point).
: Microsoft Office Specialist (Word Expert).
: Microsoft Office Specialist (Excel Expert).
: Microsoft Office Specialist (Access).
: Installing and Configuring Windows Server 2012 (70-410).
: Administering Windows Server 2012 (70-411).
: Configuring Advanced Windows Server 2012 Services (70-412).
: Private Cloud Monitoring and Operations with System Center 2012 (70-246).
: Private Cloud Configuration and Deployment with System Center 2012 (70-247).

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Sep. 2010 till now
- Employer** : TOYO & Enppi
- Projects** :
 - Polyethylene Project (EEPE) (from Aug. 2014 till now)
 - Ethylene Project (EEPE2) (from Sep. 2010 till Jul. 2014)
- Job title** : Field Control Engineer
- Job Description** :
 - Perform data entry and prepare reports (Test packages).
 - Make Control sheet for daily progress (Piping Test packages).
 - Organizing project data, vendor info, delivery schedules, and expediting for OFF SHORE procurement.
 - Provide regular status updates to clients for the duration of a project.
 - Monitoring and recording progress for all construction activities.
 - Making weekly progress reports, and data summary & evaluation of subcontractor Monthly Invoices.
 - Prepare isometrics and P&ID for Test packages.
 - Coordinate punch list clear with piping construction team to hurry reinstatement.
 - Coordinate with subcontractor for missing material and what issued to hurry reinstatement and progress.
 - Revise invoices with PO and make request for payment for it.
 - Coordinate degreasing work (Valve cleaning), make and update control sheet for it, Field inspection report document control and Daily progress.
 - Assistant of subcontracting finalization such as back charge summary, change order summary, property damage report organizing, as built drawing documentation.
 - Maintain document control registers / documents for incoming and outgoing project documents.
 - Ensure that the latest revision and approval status of drawings is kept updated continuously.
 - Maintain documents for transmittal process for project documents.
 - Manage the electronic and hard copy filing of project related technical documentation.
 - Scanning, burn CD's, DVD's and files manipulation.
 - Filing and archiving of documentation to facilitate easy retrieval at a later date.
 - Sending of Drawing Transmittals and Submittals to sub-contractors.
 - Manage the document/drawing review process, Internal and External.
 - Registering of internal and external documents.
 - Maintain document control registers / documents for incoming and outgoing project documents.

Computer Skills & IT Knowledge:

- Obtain the certificate International Computer Driving grant of the Ministry of Communications approved by UNESCO.
- Access to Cisco course in Computer.
- Access to Course in in Motherboard maintenance certified by the Ministry of Foreign Affairs.
- Practical experience in the field of computer (Hardware - Software - networks).

- Practical ability to identify and dissolved Problems in Computer.
- Practical experience in the field of networking and work any network at any number of devices and any type networks (wired - wireless), management and repair any malfunction.
- Configure MikroTik Router OS, administration and maintenance.
- Dealing with server Isa good.
- Very good to work with Word, Excel and Power Point, Printing and coordination.
- Good to work with Access.
- Skills and experience in Computer Maintenance.