

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.