

Holds a Bachelor of Commerce (Accounting) and has about 23 years hands-on experience, including 11 years working as Site Administrator, Document Controller and HR Officer.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 06/10/1976
Gender : Male
Marital Status : Married

EDUCATION

: Bachelor of Commerce (Accounting), Al-Azhar University, 2002

LANGUAGES

Arabic : Native Language
English : Fluent

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: Accounting programs
: Project planning and control using Oracle Primavera P6 ver. 8.1 & 8.2

TRAINING COURSES AND CERTIFICATIONS

: OSHA General Industry Safety & Health (29 CFR 1910), American University in Cairo (May 2009).
: OSHA Construction Industry Safety & Health (29 CFR 1926), American University in Cairo (May 2009).
: English Course from American University in Cairo.
: Certificate of Training of Excel Fundamental Course by Egypt Engineering Services S.A.E. (EGYPTROL).
: MS Windows, from Information Systems Institute.
: MS Excel & MS Word, from Information Systems Institute.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Mar. 2017 till now
Employer : [EGYPTROL](http://www.egyptrol.com)
Projects : • Combined Cycle Power Generation Package, KSA

- Job title** : • Youth Power Station Project, Governorate of Ismailia
: Site Administrator & Document Controller
- Job Description** : • As Site Administrator:
Responsible for providing administrative support as well as ensure effective project management logistics, travel, hotel and execution of project meetings.
Further Responsibilities:
- Prepare the Weekly Progress Report.
 - Prepare the transmittals for our documents submission.
 - Managing and review the documents and I make sure that forms are in accordance with the desired required from consultant.
 - Managing and rent the accommodation for projects employees.
 - Managing and arranging the transportation for all employees at site.
 - Managing and purchase all of stationery and kitchen pantry for site use.
 - Prepare purchase requisition, invoice and petty cash voucher to submit to head office.
 - Managing all travel reservations, hotels, transportation, gate pass, exit permit for the guests.
 - Other duties as per instruction by the Project Manager.
- As Document Controller:
According to that I'm maintain proper filing and update the logs constantly, receipt the documentation, distribution, filing, and maintaining the site document databases, which facilitate indexing, cross-referencing and reporting, and developing and maintaining the register.
Further Responsibilities:
- Registering all incoming and outgoing correspondences, Drawings & technical submittals.
 - Maintaining a register of all incoming and outgoing mail, stamping and recording of mail before circulating for distribution to the Project Manager as per the Project Procedures.
 - Maintaining all files within the Filing Department.
 - Keeping all files in a tidy condition.
 - Update drawings in accordance with Drawing Register.
 - Electronic-transmission of documents.
 - Successful closeout and handover of documentation as required by line manager.
 - Regular periodic backup (electronic copy) of project documents.
 - Finally, computer records are accurate, carefully maintained, and readily accessible.
- Dates** : From Dec. 2014 till Dec. 2015
- Employer** : Air Liquide Global E&C Solution Company - Doha, Qatar
- Projects** : • PETCHEM (RLW8-1) Project - (RLIC) Ras Laffan Industrial
• N2 Reliability Project - (MIC) Mesaieed Industrial City
- Job title** : Site Administrator & Document Controller
- Job Description** : • As Site Administrator:
Responsible for providing administrative support as well as ensure effective project management logistics, travel, hotel and execution of project meetings.
Further Responsibilities:

- Prepare monthly timesheet for drivers, workers and staff at site.
- Managing and purchase all of stationery and kitchen pantry for site use.
- Arranging the transportation for all employees at site.
- Prepare purchase requisition, invoice and petty cash voucher to submit to head office.
- Managing all travel reservations, hotels, transportation, gate pass, exit permit for the guests.
- Other duties as per instruction by the Project Manager.
- As Document Controller:
According to that I'm maintain proper filing and update the logs constantly, receipt the documentation, distribution, filing, and maintaining the site document databases, which facilitate indexing, cross-referencing and reporting, and developing and maintaining the register.
Further Responsibilities:
 - Registering all incoming and outgoing correspondences, Drawings & technical submittals.
 - Maintaining a register of all incoming and outgoing mail, stamping and recording of mail before circulating for distribution to the Project Manager as per the Project Communication Procedures.
 - Maintaining all files within the Filing Department.
 - Keeping all files in a tidy condition.
 - Update drawings in accordance with Drawing Register.
 - Electronic-transmission of documents.
 - Successful closeout and handover of documentation as required by line manager.
 - Regular periodic backup (electronic copy) of project documents.
 - Finally, computer records are accurate, carefully maintained, and readily accessible.
- As an Accountant:
 - According to that I am handling the petty cash and all expenses and preparing the invoices.

Dates : From Aug. 2009 till Dec. 2014

Employer : Qatar Electro Mechanical Group Al-Mana - Doha, Qatar

Projects :

- Viva Bahariya Towers 11 & 17 - Pearl Qatar
- Business Park Hotel Facilities - Doha City
- Shahaniya School - Al Shayahiya City
- Horse Breeding Farm - Al Zubara City
- WGS (Western Green Spine) - Qatar Foundation

Job title : Site Administrator, Document Controller & HR Officer

Job Description :

- As Site Administrator:
According to that I follow-up all administration works at the project, and coordinate between all departments within the project and main office.
Further Responsibilities:
 - Arranging Gate Pass for all employees at site and visitors.
 - Arranging the transportation for all employees at site.
- As Document Controller:
According to that I'm maintain proper filing and update the logs constantly, receipt the documentation, distribution, filing, and maintaining the site document databases, which facilitate indexing,

cross-referencing and reporting, and developing and maintaining the register.

Further Responsibilities:

- Registering all incoming and outgoing correspondences, Drawings & technical submittals.
 - Maintaining a register of all incoming and outgoing mail, stamping and recording of mail before circulating for distribution to the Project Manager as per the Project Communication Procedures.
 - Maintaining all files within the Filing Department.
 - Keeping all files in a tidy condition.
 - Update drawings in accordance with Drawing Register.
 - Electronic-transmission of documents.
 - Successful closeout and handover of documentation as required by line manager.
 - Regular periodic backup (electronic copy) of project documents.
 - Finally, computer records are accurate, carefully maintained, and readily accessible.
- As HR Officer:
 - According to that I follow-up correspondence of employees at site, also working on a follow-up of employees and solve their problems and try to meet their demands, monitor and update leave, absences, sickness record at site, and I make all HR forms to submit it to head office.
 - As an Accountant:
 - According to that I handle the petty cash, and salary distribution for all workers at site.
 - As Time Keeper:
 - According to that I supervise timekeeping activities on site, prepare attendance reports, prepare monthly time sheet.

Dates : From Oct. 1997 till Jun. 2009

Employer : Syed Etman Contracting Company - Cairo, Egypt

Projects :

- Almaza Military Airport, Cairo, Governorate, Egypt
- Shoubra El-Kheima City, Qalyubia Governorate
- Faisal City, Giza Governorate, Egypt
- Mit Ghamr, Dakahlia Governorate, Egypt
- El Mataria City, Cairo Governorate, Egypt

Job title : Project in charge (infrastructure projects)

Job Description :

- I was working at Construction Company and public infrastructure for more than 10 years.
- Through my work in Egypt in the infrastructure projects I'm following the steps to implement the work and I try to overcome difficulties that might Hinder or Impede the course of action which helps to complete the Project on time and this project is the installation of water lines and drainage public and that in most parts of Cairo and some other provinces.
- My responsibilities are supervision and implementation of several projects in several governorates in Egypt, whether water lines or sewer lines from the beginning of a drilling stage and then installing pipes and delivered to the engineer's then backfilling and remove the waste resulting from drilling.