

Holds a Bachelor in Social Work and has over 13 years hands-on experience working in administration field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 18/09/1975
Gender : Male
Marital Status : Married

EDUCATION

: Bachelor in Social Work, Alexandria University, 1998

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Access, Power Point), Internet

TRAINING COURSES AND CERTIFICATIONS

: OSHA Construction industry safety & health standards (29 CFR1926) (Dec. 2004).
: Elementary English course (Feb. 2005).
: Intermediate English course (Aug. 2005).
: WINDOWS XP (Feb. 2006).
: OSHA Construction (Nov. 2008).
: Bechtel/PGESCo contract workshop (CTR241 negotiations) (Jun. 2009).
: OSHA Construction industry safety & health standards (29 CFR1926) (Dec. 2009).
: Risk assessment and control of work (Feb. 2010).
: Integrated Solution Program (Jul. 2012).
: First Aid Course (Oct. 2013).
: Communication Skills (Apr. 2017).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Apr. 2016 till now
Employer : PGESCO Head Office
Job title : DEPUTY PUBLIC RELATIONS MANAGER
Job Description :

- Client public relations.
- Issuing security approvals for the visiting delegations of the company.
- Issuing visas for company engineers traveling to different places.
- Receiving visiting delegations of the company, booking their places of residence and arranging the program of the official and recreational visit.
- To carry out all acts of ratifications and documentation in the real estate interest (Authentication) and the Ministry of Investment.

Dates : From Dec. 2014 till Apr. 2016
Employer : PGESCO Iraq Branch Office
Job title : IRAQ BRANCH ADMINISTRATION AND PUBLIC RELATIONS MANAGER
Job Description :

- Republic of Iraq Ministry of Electricity has awarded to PGESCO three contracts for power plants to provide engineering consultancy services for the following projects:
 - Wassit Thermal Power Plant Phase I (4x330MW) & II (2x610MW).
 - Wassit Site Engineering & Consultancy Services.
 - Ministry Support Office.
 - Al Anbar 1642MW Combined Cycle Power Plant.
 - Salah Al-Din Thermal Power Plant (2x630MW).
- For PGESCO Baghdad Branch Office:
 - Internal Memos.
 - Client Public relation.
 - Transportation (Drivers & Cars).
 - Petty Cash Settlement.
 - Mail coordination between Cairo, Baghdad and Wassit job site.
 - All Supplies and Maintenance.
 - Coordination of all offshore PGESCO Employees Ticket reservation (from and to Cairo and Iraq) including destination transportation.
 - Iraq Business trips accommodation arrangement.
 - Food & Beverage.
 - Safety & Security Coordination with Cairo Office.
- Wassit Site Office & Guest House:
 - All Supplies for office and guest house.
 - Additional Tasks:
 - Public Relation:
 - Maintain public relation with the client DGEPP.
 - Maintain general public relation in addition to governmental entities in Iraq to facilitate and support business administration.
 - Purchasing:
 - Prepare, coordinate and process purchasing materials for all branch, Wassit site and guest houses including Cairo office approval.
 - Others:
 - Coordinate Iraqi employees' contracts with PGESCO in Baghdad.

- Coordinate visa for new comers with DGEPP public relation Dpt. until providing resident visa.
- Coordination for vacation leave schedule for all PGESCO Iraq employees.

Dates : From Aug. 2013 till Nov. 2014
Employer : PGESCO
Project : Suez Thermal Plant (1x650MW)
Job title : Office Admin III
Job Description :

- Organization of all PGESCO transportation on site and coordination with Cairo Office for all transportation issues and with hire car company for expatriate vehicles.
- Maintenance of PGESCO vehicles and periodic inspection of vehicles with safety engineer to ensure all are roadworthy.
- Participate in weekly safety talks with drivers.
- Maintenance and cleaning of office facilities.
- Coordinate with Cairo Office to order & receive office supplies.
- Organization of site-based high level meetings including catering.
- Organize other site based celebrations.
- Arrange lunch for visitors at site.
- Arrange local hotel accommodation and transportation for visitors.
- Assist expatriates for lease of local accommodation as required.
- Assist expatriate families to settle down in the new location as required.
- Interface with local government and service organizations as needed.
- Coordination with Cairo office H.R. dept. for incoming and outgoing PGESCO staff.
- Coordinate PGESCO employees insurance company medical personnel visits to site.

Dates : From Nov. 2010 till Jul. 2013
Employer : PGESCO
Project : Abu Qir Thermal Plant (2x650MW)
Job title : Office Admin III
Job Description :

- Organization of all PGESCO transportation on site and coordination with Cairo office for all transportation issues and with hire car company for expatriate vehicles.
- Maintenance of PGESCO vehicles and periodic inspection of vehicles with safety engineer to ensure all are roadworthy.
- Participate in weekly safety talks with drivers.
- Maintenance and cleaning of office facilities.
- Coordinate with Cairo Office to order & receive office supplies.
- Organization of site-based high level meetings including catering.
- Organize other site based celebrations.
- Arrange lunch for visitors at site.
- Arrange local hotel accommodation and transportation for visitors.
- Assist expatriates for lease of local accommodation as required.
- Assist expatriate families to settle down in the new location as required.
- Interface with local government and service organizations as needed.
- Coordination with Cairo office H.R. dept. for incoming and outgoing

PGESCO staff.

- Coordinate PGESCO employees insurance company medical personnel visits to site.

Dates : From Jan. 2008 till Oct. 2010
Employer : PGESCO
Projects : El Atf & Sidi Krir Combined Cycle Power Stations (2x750MW)
Job title : Office Admin II
Job Description :

- Organization of all PGESCO transportation on site and coordination with Cairo Office for all transportation issues and with hire car company for expatriate vehicles.
- Maintenance of PGESCO vehicles and periodic inspection of vehicles with safety engineer to ensure all are roadworthy.
- Participate in weekly safety talks with drivers.
- Maintenance and cleaning of office facilities.
- Coordinate with Cairo Office to order & receive office supplies.
- Organization of site-based high level meetings including catering.
- Organize other site based celebrations.
- Arrange lunch for visitors at site.
- Arrange local hotel accommodation and transportation for visitors.
- Assist expatriates for lease of local accommodation as required.
- Assist expatriate families to settle down in the new location as required.
- Interface with local government and service organizations as needed.
- Coordination with Cairo office H.R. dept. for incoming and outgoing PGESCO staff.
- Coordinate PGESCO employees insurance company medical personnel visits to site.

Dates : From May 2004 till Dec. 2007
Employer : PGESCO
Project : Nubarria 1 & 2 Combined Cycle Power Station (2x750MW)
Job title : Office Admin I
Job Description :

- Organization of all PGESCO transportation on site and coordination with Cairo Office for all transportation issues and with hire car company for expatriate vehicles.
- Maintenance of PGESCO vehicles and periodic inspection of vehicles with safety engineer to ensure all are roadworthy.
- Participate in weekly safety talks with drivers.
- Maintenance and cleaning of office facilities.
- Coordinate with Cairo Office to order & receive office supplies.
- Organization of site-based high level meetings including catering.
- Organize other site based celebrations.
- Arrange lunch for visitors at site.
- Arrange local hotel accommodation and transportation for visitors.
- Assist expatriates for lease of local accommodation as required.
- Assist expatriate families to settle down in the new location as required.
- Interface with local government and service organizations as needed.
- Coordination with Cairo office H.R. dept. for incoming and outgoing PGESCO staff.

- Coordinate PGESCo employees insurance company medical personnel visits to site.