

Holds a Bachelor of Social Service and has experience as Document Controller / Material Controller / Equipment Controller.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 19/03/1984
Gender : Male
Marital Status : Single
Residence : Nasr City, Cairo

EDUCATION

: Bachelor of Social Service, Institute of Social Service, Cairo, 2005

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: English courses at Sye Center.
: SAP (material management) online course.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : For 1 year
Employer : GS E&C
Project : ERC REFINERY PROJECT, MOSTOROD
Job title : DOCUMENT CONTROLLER & MATERIAL CONTROLLER & EQUIPMENT CONTROLLER
Job Description :

- ISSUE MATERIAL FROM MAIN WAREHOUSE TO SITE.
- FOLLOW UP MATERIAL NEEDS WITH AREA MANAGERS (sru-vdu-hcu) & STORE KEEPERS.
- MONITOR STOCK FOR GAS CYLINDER AND MAKE REQUEST FROM SUPPLIER & DEALING WITH PURCHASING DEPARTMENT FOR STORE NEEDS.

- MONITOR EQUIPMENT (CRANES – FORKLIFT – TRAILER – PACK UP) AND ARRANGE MOVEMENTS AND FOLLOW UP ATTENDANCE AND DO TIME SHEET FOR OPERATORS.
- ARRANGE WITH EQUIPMENT COMPANIES FOR ANY URGENT CIRCUMSTANCES.
- HANDLE DATA FOR MATERIAL & GAS CYLINDER.

Dates : For 1 year

Employer : Montillon Grand Horizon Beach Resort Hurghada (Cairo Central Reservation Office)

Job title : Hotel Reservation Agent

Job Description :

- Handle confirmation / amendment / cancellation / released reference to hotel rates and policies.
- Work on micros Fidelio hotel management system.
- Processes reserving by mail, telephone.
- Trace payment with touristic companies and individuals.
- Knowing the type of rooms available as well as their location and layout.
- Help develop room revenue.
- Help in marketing by telesales & and e-marketing by email & design offers by Photoshop.
- Harmonize collaboration with sales department for promoting offers.