

Khaled Saeed Badr El-dien

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Objectives

To obtain a challenging position in a dynamic and competitive environment that will integrate my educational knowledge, and interpersonal skills with the opportunity of professional growth based on performance.

PERSONAL DATA

Date of birth :**15/6/1991**

Martial status: **single**

Nationality: **Egyptian**

Residency :**Egypt**

Military service

Exempted.

Education & Courses.

**B.sc of Information System year 2012.
New Cairo Acadmy, Cairo, Egypt.**

Specialization: Computer Science.

Accumulated Grade: GOOD.

Graduation Project: SW. Web design for flight air company using tools.(SQL-Visual studio)

Grade : Very Good.

**-Certified International Computer License
Course content (MS OFFICE PROFESSIONAL (WORD-EXCEL2
ACCESS-POWER POINT-OUTLOOK) and INTERNET.**

Work experience

1- Customer Service representative in Etisalat:

➤ **From October 2012 till September 2013**

Work responsibilities:

- Receive all customer complains and working to solve it .**
- Reply customer inquires and provides him with full details about all services .**
- Explain to the customer method of payment and all Service required .**
- Responsible for adjusting and complete customer data required to start plus in his service .**

2- Document Controller in SBG (Saudi Ben laden Group Cairo Office :

➤ From Jan 2014 till JUL2016

Projects:

- King Saud university
(Riyadh,Jeddah,Hasa&Madinah)
- King Abdallah Abdelazez for Police stations
(KAP3)
- AbrajKudai

Work responsibilities:

- Send the approved drawings to site and the rejected to sub-contractor to rectif coordinator's comments.
- Received the coded shop drawings from consultant.
- Insert all previous data Drawings,Material,RFIs and all correspondences to a primavera PCM
- Follow up the drawings under coordination and consultant review.

3- Document Controller in Filopateer For Engineering & Supplies

→FROM SEPT 2016 TILL SEPT 2018

Projects:

HOLIDAY INN – MAADI

1- typical floors 4-9	project	-	135
2- Reception area	project	-	136
3- Pool area	project	-	136
4- Admin area	project	-	181
5- Mock-up rooms	project	-	808

Work responsibilities:

- 1 - Manage and track company documents.
- 2- Scan, image, organize and maintain documents, adhering to the company's document lifecycle procedures,
- 3-Archive inactive records in accordance with the records retention schedule.
- 4- Control the retrieval of documents.
- 5- Requests for Inspection (IR),
- 6- Requests for Information (RFI),
- 7- Letters, LOG
- 8- Materials approval,
- 9- Inspection of materials (MIR)
- 10-Subcontractorsapproval,
- 11- Create new templates.
- 12-Sometimes help project managers develop and maintain documents such as meeting minutes, drawings, specifications,
- 13- Periodically, I might be responsible for training employees on records management procedures and policies, which include documentation, retention, retrieval, destruction and disaster recovery. They also assist with .file migrations and audits, and perform administrative tasks as needed

4- Document Controller in AMG (AL AMAR Consulting Group S.A)

→FROM SEPT 2018 TILL JULY 2020

Projects

**Avaris Residential Compound
(Manazel)**

- 1 - Manage and track company documents.**
- 2- Scan, image, organize and maintain documents, adhering to the company's document lifecycle procedures,**
- 3-Archive inactive records in accordance with the records retention schedule.**
- 4- Control the retrieval of documents.**
- 5- Requests for Inspection (IR),**
- 6- Requests for Information (RFI),**
- 7- Letters, LOG**
- 8- Materials approval,**
- 9- Inspection of materials (MIR)**
- 10-Sometimes help project managers develop and maintain documents such as meeting minutes, drawings, specifications,**
- 11- Periodically, I might be responsible for training employees on records management procedures and policies, which include documentation, retention, retrieval, destruction and disaster recovery. They also assist with file migrations and audits, and perform administrative tasks as needed**

5- Director of Administrative Affairs and Licensing in MC (Misr Consult prof. Dr.Mokhtar Seddeik)

→FROM SEPT 2020 TILL NOW

1- Participate in setting the main objectives of the company and participate in their formulation.

2- Preparing sub-plans and executive programs for administrative affairs in order to achieve the main objectives of the company.

3-Participate in the meetings to which he is invited and express an opinion on the results and decisions.

4-Archiving, issuing and approving all decisions issued by the senior management.

5- Supervising the development of a special system for classifying and numbering all records, documents and official documents.

6-Responsible for announcing / informing all employees of administrative decisions after their approval.

7- Presiding and managing the periodic meetings of the Directorate of Administrative Affairs and assisting in issuing appropriate decisions based on the facts presented.

8-Implementation of approved quality plans for administrative affairs.

9-Participate in the formulation and preparation of administrative affairs procedures in coordination with the rest of the departments.

10- Review and audit procedures, forms, records and instructions for the quality system for administrative affairs before being approved by the Director General.

11-Studying the complaints received about the company, in partnership with all concerned departments and sections.

12-Verifying that all administrative instructions are actually followed and imposing penalties on violators.

13-Applying public relations policies and procedures that enhance the company's reputation at home and abroad.

14-Monitoring the use and maintenance of equipment, means of transportation, communication and other administrative services.

15- Full responsibility for the car maintenance campaign and dealing with traffic authorities and everything that follows this matter.

16- Full responsibility for preparing and rehabilitating service buildings, and taking the necessary preventive and remedial measures to preserve these buildings.

17- He is fully responsible for the security and preservation of the company's contents from theft and has the right to issue instructions and decisions that enable him to do so.

18-Training individuals working in administrative affairs on their work and transferring his expertise to them.

19- Submitting weekly, fortnightly, monthly, semi-annual and annual reports to the senior management and discussing these reports in the periodic meetings of the managers.

20- Verify that all administrative instructions are actually followed and impose penalties on violators.

21- Responsible for distributing and equipping the workplaces of new employees in cooperation with the rest of the departments.

22- Supervising the securing of workplace needs with the necessary stationery.

23-Supervising everything related to agricultural and cleaning works and directing orders in this regard.

25- Follow up on securing transportation for all tasks for all departments during and outside official working hours.

26- Evaluation of proposals for the development of administrative procedures that deal with administrative services in the company.

Languages

English: **good writing & speaking**

Arabic: **Mother language**

Computer Experience:

Operatin
Systems and

- **Windows Application**
- **Installation, Configuration and Upgrading**

Hardware Skills.

- **SW application trouble shooting.**

Microsoft
Applications

- **Microsoft Office 2007 (word – excel – access – PowerPoint outlook), Installation and using**
- **Internet Fundamentals**

General Specifications

- **Self-motivation in assigned positions.**
- **Eager to learn and gain knowledge**
- **Very good communication & negotiation skills**

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