



Summary

Senior Technical data recording and secretarial specialist .

Experienced with water , sewage stations and factories cycle for mechanical and electrical projects. Well-versed in a lot of programs in including Funding schedule , Oracle , CSS , Microsoft office and drawing programs Strong background in Technical office , quality assurance , customer relations and Warehouse management In addition to working in the needs department and knowing the local market and merchants suppliers and contractors

Skill Highlights

Project management

Strong decision maker

Complex problem solver

Creative design

Innovative

Service-focused

Experience

➤ **Technical data registration specialist in the technical office of the equipment workshop – 05/01/2010 to 15/03/2014**

The Arab Contractors (Osman Ahmed Osman & Co.) , Giza :

- Responsible for correspondence and engineering drawings in the equipment workshop, semi-weekly follow-up work, and keeping documents .

➤ **Technical data registration specialist in the technical office of Alexandria & Boheara projects area – 16/03/2014 to 31/12/2020**

The Arab Contractors (Osman Ahmed Osman & Co.) , Alex :

- Responsible for correspondence, and engineering drawings in Bohera & Alexandria Projects area , and keeping documents .

➤ **Specialist Secrtary in the head sector office of 81 military factory project 01/01/2021 to 08/09/2021**

The Arab Contractors (Osman Ahmed Osman & Co.) , El Salam City :

- Responsible for correspondence and documents preservation in the project as well as coordination between project management and all departments , consultants and implementation engineers , as well as setting the meeting agenda and communication with all competent authorities .

➤ **Specialist Secrtary in the head sector office of Electromechanic department projects for water , waste water and factories 09/09/2021 to 19/09/2022**

The Arab Contractors (Osman Ahmed Osman & Co.) , Giza :

- Responsible for correspondence and documents preservation in the office as well as coordination between management and all departments , vendors , consultants and implementation engineers , and communication with all competent authorities .

➤ **Technical data registration specialist in the requirements and purchasing department of 4th line of the greater Cairo Metro 20/09/2022 to 30/11/2022**

The Arab Contractors (Osman Ahmed Osman & Co.) , Giza :

- Responsible for preparing purchase orders for the tasks required in the projects from the local market and suppliers , making tender to award the acceptable supplier with the lowest price , negotiating prices with suppliers and issuing the necessary checks for the supply after preparing the check memorandum and submitting it to the financial affairs and supply department .

Education

Bachelor of social work 2008 from the High institute of social work , Kafr El Sheikh University

Certifications

- Computer Skills (certificate): **future generation foundation , Alex .**
- Business Skills (certificate) : **future generation foundation , Alex .**
- English learning course (certificate): **future generation foundation , Alex .**
- Training course on ISO 9001 for the year 2015 (certificate) : **Technological Institute for Construction Engineering and Management - The Arab Contractors Company .**

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