

Hamdi Elmoursi

- Sr Technical Writer, Translator (Arabic/English)
 - Sr Office Manager, Executive Personal Administrative Assistant/Secretary
- Mob & WhatsApp: +966 50 301 1663 IMO & WhatsApp: +966 50 215 5390
Email & Teams: hamdi.elmoursi@gmail.com Skype: Hamdi.Elmoursi
Profile: <https://www.linkedin.com/in/hamdi-elmoursi-six-sigma-tqm-iso-osha-852481b8/>



PROFESSIONAL SKILLS

- Codes of Conduct & Business Conduct
- Foreign Corrupt Practices Act (FCPA)
- Ethical Decision Making
- Keep sensitive files, materials, & actions confidential
- Priorities Organization, Conflicts Troubleshooting, & Problem Solving
- Correspondences, Reports, & Presentations
- Meeting Agenda & Minutes
- Tenders, Contracts, & Sub-contracts
- Quotations, Invoices, & Expenses
- Logistics, Resources, & Procurement
- Mobilization, Facilities & Inventory
- Office Management
- Document Management
- Project Management
- Quality Management
- Time Management
- Negotiation & Persuasion
- Workflow Monitor & Follow up
- Translation & Interpreting
- Proofreading, Editing, & Auditing
- Textual Criticism & Transcription
- Linguistics, Grammar & Terminology
- Literature & Cultural Intelligence
- Intercultural Communication
- Style & tone accurate transfer within languages

LANGUAGE SKILLS

- Arabic - Native
- English - Professional
- French - Beginner

COMPUTER SKILLS

- Cyber Safety & Security
- CAT Tools Knowledge
- Microsoft (Teams, Outlook, Word, Excel, & PowerPoint).
- Business Software & Applications Good Competency
- EDMS & Self-Independent Methods of Documents Archiving.
- Internet Browsing & Research
- Good Speed Typing

PROFESSIONAL EXPERIENCE

	<i>Saudi Arabian Parsons Ltd.</i>	Riyadh, KSA
Dec 2020 Present	Sr Technical Writer & Executive Assistant	
Apr 2020 Dec 2020	Sr Translator & Admin Assistant	
	<i>PM Group Architecture & Planning</i>	Riyadh, KSA
Feb 2019 Apr 2020	PMO Translator	
	<i>China Railway Construction Co. Ltd. Saudi Branch</i>	Riyadh, KSA
Feb 2018 Feb 2019	Translator of Saudi Branch "Regional Office"	
	<i>Proger S.P.A. Engineering & Management</i>	Riyadh, KSA
Sep 2014 Dec 2017	Translator & Executive Secretary to PD	
	<i>SysTech Control System Technology Co.</i>	Riyadh, KSA
Jul 2012 Aug 2014	Translator & Executive Assistant to GM	
	<i>Specialized Contracting Co.</i>	Riyadh, KSA
Dec 2010 Jun 2012	Translator & Personal Assistant to CEO	
	<i>King Saud University, College of Engineering</i>	Riyadh, KSA
Dec 2009 Nov 2010	Translator & Academic Secretary to VD	
	<i>Shumool Real Estate Co.</i>	Riyadh, KSA
Jun 2009 Nov 2009	Translator & Personal Assistant to CEO	
	<i>Al-Thinayyan Holding Group Co.</i>	Riyadh, KSA
	Translator, Executive Secretary, & HR Manager	
Nov 2007 May 2009	Translator, Secretary, & HR Officer	
Apr 2005 Oct 2007		
	<i>Nile Contracting Co.</i>	Mansoura, Egypt
Jul 1999 Mar 2005	Branch Office Translator & Secretary	

MAJOR PROJECTS

	<i>Client: Royal Commission for Riyadh City (RCRC)</i>	Riyadh, KSA
Dec 2020 Present	Assisting the Client to Manage and Deliver the Construction of King Salman Park & its Assets	PMO
	<i>Client: Crown Prince Private Affairs (CPPA)</i>	Riyadh, KSA
Apr 2020 Dec 2020	Capital Projects (Confidential)	PMO
	<i>Client: Ministry of Health (MOH)</i>	Riyadh, KSA
Feb 2019 Apr 2020	Assisting the Client to Manage the Construction of Eleven Hospitals and Medical Towers	PMO

REFERENCES

Innes Campbell
 Saudi Arabian Parsons Ltd. (SAPL)
 Commercial Director (RCRC Project)
innes.campbell@yahoo.co.uk
 +966 54 887 3775

Nicholas Firbank
 Saudi Arabian Parsons Ltd. (SAPL)
 Senior Project Manager (CPPA Projects)
nickfirbank@hotmail.com
 +966 55 504 4236

Ahmed Salih Jamal
 PM Group Architecture & Planning
 Project Controls Manager (MOH Projects)
ahmedrocksan@gmail.com
 +966 53 673 3167

Mohamed Galal Shaaban
 China Railway Construction Co. (CRCC)
 Commercial Manager (KAP5 Project)
mohamedgalalio2019@gmail.com
 +966 56 390 7585

Osama Abdulaziz Eltantawy
 Proger S.P.A. Engineering & Management
 Program Director (KAP3 Project)
usama022007@yahoo.com
 +966 50 457 0192

PERSONAL INFORMATION

Name: Hamdi Elsayed M. Elmoursi
 Nationality: Egyptian
 DOB.: Dec 06, 1980
 POB.: Kuwait
 MS: Married, with 2-kids
 RP/Iqama Profession: Translator
 RP/Iqama Status: Transferable
 DL? Yes, I have a valid driving license
 Own Car? Yes, I have a car

Feb 2018	<i>Client: Ministry of Interior (MOI) - KAP5 Program</i>	Riyadh, KSA
Jan 2019	Executing the Program for Construction of 241 no. of Projects, Design and Build Facilities	Main Contractor
Sep 2014	<i>Client: Ministry of Interior (MOI) - KAP3 Program</i>	Riyadh, KSA
Dec 2017	Managing the Program for Construction of 610 no. of Projects, Design and Build Facilities	PMC
Jul 2012	<i>Client: Ministry of Education (MOE) - Universities</i>	Riyadh, KSA
Aug 2014	Executing the Project of Infrastructure Technology Services (MEP, WTP, STP, etc.)	Main Contractor
Dec 2010	<i>Client: Ministry of Finance (MOF) - KAFD Project</i>	Riyadh, KSA
Jun 2012	Executing Two Parcels (1.10 & 1.11) Construction in King Abdullah Financial District Project	Sub-contractor

QUALIFICATIONS & TRAINING CERTIFICATES

Sep 1998	<i>Mansoura University</i>	Mansoura, Egypt
May 2002	BA, English Language & Literature	
2020	<i>Parsons Learning</i>	Riyadh, KSA
2021		
Mar 2021	2020 Annual Security Awareness Training	
Mar 2021	2020 Integrity Training	
Mar 2021	Security Emergencies	
Oct 2020	Anti-Corruption and Foreign Corrupt Practices Act (FCPA) Training	
2016	<i>International Academy for Safety Professionals</i>	Riyadh, KSA
2017		
Mar 2017	Six Sigma Black Belt Overview	
Mar 2017	Six Sigma Green Belt Overview	
Mar 2017	Six Sigma Awareness	
May 2016	Total Quality Management (TQM)	
May 2016	ISO 9001:2015 Internal Auditor	
2016	<i>International Association of Safety Professionals</i>	Riyadh, KSA
Apr 2016	Job Hazard Analysis	
Apr 2016	30 Hour - General Industry	
Mar 2016	30 Hour - Construction	
Mar 2016	Occupational Safety and Health Advanced Diploma	

Hamdi Elmoursi

• Sr Technical Writer, Translator (Arabic/English)
• Sr Office Manager, Executive Personal Administrative Assistant/Secretary
Mob & WhatsApp: +966 50 301 1663 IMO & WhatsApp: +966 50 215 5390
Email & Teams: hamdi.elmoursi@gmail.com Skype: Hamdi.Elmoursi
Profile: <https://www.linkedin.com/in/hamdi-elmoursi-six-sigma-tqm-iso-osha-852481b8/>



July 27, 2021

**To: HR Recruitment/Hiring/Talent Acquisition Team
AI-Mutawa Holding**

RE: Application for “Projects Coordinator” Job Vacancy in Dammam, Saudi Arabia

REF: <https://almutawa.com.sa/Jobsapp/index.php?title=Projects%20Coordinator%20%20-%20307-2>

Dear **Lady/Gentleman**,
Good day to you,

I hope this message finds you great and safe.

In the same regard above, per the hiring advertisement on **AI-Mutawa's** careers portal, I am excited to apply for the subject job opening, such an opportunity that gives me all the honor and pleasure of joining **AI-Mutawa's high-caliber teamwork**. **As a highly adaptable Professional Senior Technical Writer, Translator, Office Manager, Executive Personal Administrative Assistant/Secretary, with over 15-year career expertise in Riyadh, SA (open to travel and relocate globally)**, I do believe that I can support and participate in **AI-Mutawa's** targeted aims, obligations, and commitments through my qualifications, capabilities, and skills, on mega projects I carried out within robust global and local firms, from consulting, management, engineering, construction, contracting, real estate, to education, I have acquired a rich experience and developed a range of skills, by which I was able to produce a wide variety of works include but not limited to the following:

Duties, responsibilities, and accomplishments:

- Keep the classified actions, documents, and materials, well secured, and safely accessed, followed up, monitored, used, or retrieved.
- Act as the first point of contact on behalf of Executives, Committees, and Boards of Directors, dealing with correspondence (memoranda, letters, phone calls, regular and electronic mails, etc.).
- Answer telephone and electronic inquiries and relay telephone calls and messages.
- Greet visitors, ascertain the nature of business, and direct visitors to the Employer or appropriate person.
- Remind the Executives, Committees, and Boards of Directors of important tasks and deadlines.
- Prepare and co-ordinate the preparation and submission of summary briefs and reports to Executives, Committees, and Boards of Directors.
- Prepare agendas and make arrangements for Committee, Board, and other meetings.
- Manage diaries and organizing meetings and appointments, often controlling access to the Employer's.
- Record and prepare minutes of meetings.
- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports, and related material from machine dictation and handwritten copy.
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations.
- Schedule and confirm appointments and meetings of the Employer.
- Conduct research, compile data, and prepare papers for consideration and presentation by Executives, Committees, and Boards of Directors.
- Type, compile, and analyze incoming and outgoing correspondence (memoranda, submissions, presentations, reports, etc.).

- Meet with individuals, special interest groups, and others on behalf of Executives, Committees, and Boards of Directors to discuss issues and assess and recommend various courses of action.
- Liaise with departmental and corporate officials and with other organizations and associations on behalf of Executives, Committees, and Boards of Directors.
- Establish and co-ordinate administrative policies and procedures for Officials, Committees, and Boards of Directors.
- Oversee and co-ordinate office administrative procedures and review, evaluate and implement new procedures.
- Establish work priorities, delegate work to support staff, and ensure deadlines are met and procedures are followed.
- Conduct analyses and oversee administrative operations related to budgeting, contracting, and project planning and management processes.
- Assist in preparation of operating budget and maintain inventory and budgetary controls.
- Assemble data and prepare periodic and special reports, manuals, and correspondence.
- May supervise records management technicians and related staff.
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation.
- Plan, order, coordinate, and maintain inventory for office services, such as accommodation, relocations, equipment, supplies, forms, disposal of assets, parking, maintenance, and security services.
- Set up and maintain manual and computerized information filing systems.
- Arrange travel schedules and make reservations.
- May compile data, statistics, and other information to support research activities.
- May supervise and train office staff in procedures and in use of current software.
- Perform translation and interpreting for a wide variety of areas (technical, legal, financial, business, IT, etc.).
- Translate a variety of written material such as correspondence, reports, legal documents, technical specifications, and textbooks from one language to another, maintaining the content, context, and style of the original material to the greatest extent possible.
- Translate documents and other materials following established rules pertaining to factors (word meanings, sentence structure, grammar, and punctuation) with great accuracy and appropriate speed.
- Proofread and perform routine editorial functions, including formatting and style sheet verification, copy editing, and some production planning.
- Localize software and accompanying technical documents to adapt them to another language and culture.
- Revise and correct translated material.
- Identify the terminology used in a field of activity.
- Conduct terminological research on a given subject or in response to inquiries for the preparation of glossaries, terminology banks, technological files, dictionaries, and resource center, and add to terminological databases.
- Manage, update, and circulate linguistic information collected from terminological databases.
- Transfer style, tone, and cultural elements accurately from language to another.
- Use dictionaries and other sources to determine the meanings of words and phrases and to establish their closest equivalent in the target language.
- Keep in touch with the author/sender of the document, to resolve issues related to the translation with the purpose to produce documents of high quality.
- Forward all translated documents to relevant employees for review, amend in line with reviewer feedback/edits, prepare progress reports on translation pending/completed jobs, and forward to relevant employees.
- Ensure compliance of all assigned documents with their required presentation, correct use of paragraph headings and numbering, referencing of illustrative and tabular matter, and applicable bibliographic styles.
- Work directly with senior technical editors or authors/requestors to review copy, illustrations, and other materials submitted for inclusion in assigned documents.
- Recommend improvements for accuracy of expression, style, clarity, consistency, and grammatical construction.
- Provide consultative services to translators, interpreters, and technical writers preparing legal, scientific, or other documents that require specialized terminologies.
- May train and supervise other translators.
- Miscellaneous tasks to support Executives, Committees, and Boards of Directors, which vary according to the sector and the competent person's remit.
- Perform other related duties as assigned by the Management.

The enclosed CV provides more information about the long-journey career (employers, job titles, periods, and locations), major projects, professional qualifications/training certificates, skills, references, and personal information.

Regards and best wishes
Hamdi Elmoursi