

# ESLAM YAHIA KHALED AWAD

Material coordinator

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#5 Area, El Manakh, Port Said, Egypt | Cell: (+20) 100-2802-895 | Email: [Mohamed\\_yahia29@yahoo.com](mailto:Mohamed_yahia29@yahoo.com)  
Date of birth: 01/08/1985

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## PROFESSIONAL SUMMARY

Over 15 years of rich experience in supply chain and management of materials, warehouse, stores, expediting, spare parts, and client servicing. I have worked on petrochemicals, food industry and oil and gas plants projects. I'm always seeking sustainable development regarding my career, working with professionals and have new challenges.

## SKILLS

- Leadership experience
- Controlling Expenses
- Attend Client Meetings
- Create Annual Reports
- Managing Databases
- Organization Strategies
- Manage Team Meetings
- Collaboration Talent
- Collaboration Teams
- Critical Thinking
- Attention to Detail

## TECHNICAL SKILLS

- Microsoft Windows/Office literacy
- Using Primavera 6
- Using the internet
- Social Media Platforms
- Adobe Photoshop
- Google Docs
- Google Sheets
- OneDrive
- SharePoint

## EDUCATION & PROFESSIONAL DEVELOPMENT

Faculty of Commerce - Suez Canal University B.Sc. of Commerce, Accounting Dep.

From 2002 to 2006.

- English speaking, writing and conversations. - Certified (ICDL).
- Work in Alfa program on Iemco group.
- Work in comic program on Iemco group.
- Work in micro soft dynamic program on Iemco group.) (Accepta) (ERP system)
- Certificated for (CMA) certificate started in 15/7/2010 at people development for training. - Iso 9001 – 2015 QMS.
- Confined space, working at height, gas test, PA, N2 awareness,) by Technip HSE team
- Work in primavera 6 at R&C globe

## WORK EXPERIENCE

Site manager (maintenance)

May 2023 – Dec. 2023

R&C GLOBE – Technip FMC - Midor refinery Egypt

- Hiring staff
- Maintaining quality control procedures
- Ensuring site safety by making safety inspections
- Problem solving
- Sourcing materials
- Checking and preparing reports for clients
- Monitoring progress of the project
- Liaising with clients or the client's representatives to update on progress
- Keeping staff motivated and focused
- Maintain and adhere to departmental budget
- Approve project plans
- Mediate on-site conflicts
- Prepare and submits bi-monthly progress reports

Material coordinator

Dec. 2022 – May 2023

ISOMEKAN Greece – Technip FMC - Midor refinery Egypt

- Isometric drawing comprehension and quantity surveying.
- Isometric follow up for pending unreleased fittings.
- Making daily reports about missing when they are needed.
- Providing and overseeing asset registers and equipment maintenance logs, includes interfacing with the Field Engineering Manager.
- Follow with site engineer progress of our teams at site.
- Follow with Technip team time schedules for receiving materials.
- Inventory and purchase of flanges used in the project.
- Giving lectures to petrojet worker about flange management with our team .

Material coordinator

Jan. 2021 – DEC. 2022

R&C GLOBE BULGARIA (Egypt branch) – Technip FMC - Midor refinery Egypt

- Make an inventory of all materials used in establishing stores.
- Inventory and purchase of electrical used in the project.
- Isometric drawings comprehension and quantity surveying.
- Make and inventory of all devices in project scope. i.e., (cooling and heating devices).
- Reviewing fire lines drawings and making an inventory of devices used in fire alarm system.
- Working with foreign suppliers regarding dates of arrival of shipments and requesting any missing materials.
- Coordination with local suppliers to supply materials at the time required according to the work plan and at the lowest prices.

Material Control & Admin accountant

Jan. 2020 – Jan. 2021

Al-Basmalah for trading and contracting – Air Liquide - Ain Soukhna

- Isometric drawing comprehension and quantity surveying.
- Pipes and fittings receiving, surveying and release according to each isometric and inspection results done by Q.C.
- Isometric follow up for pending unreleased fittings.
- Making daily reports about missing, when they are needed.
- Receiving and inspection isolation materials and ensure that it is stored in proportion to its nature according to humidity and temperature factors.
- Ensures proper labor relations and conditions of employment are maintained.
- Maintains records, prepares reports, and composes correspondence relative to the work.

- Develops budget recommendations for operating expenditures and/or capital outlay, personal services, equipment and materials, and maintains revenue as high as possible.
- Organizing travel and accommodation for staff and customers.
- Making all time sheet for all staff and coordinate with banks

Material coordinator

Jan. 2018 – Jan. 2019

Al-Basmalah for trading and contracting – CAIRO oil extraction and refinery – 10<sup>th</sup> Of Ramadan

- Isometric drawing comprehension and quantity surveying.
- Pipes and fittings receiving, surveying and release according to each isometric and inspection results done by Q.C.
- Isometric follow up for pending unreleased fittings.
- Making daily reports about missing when they are needed.
- Receiving and inspection isolation materials and ensure that it is stored in proportion to its nature, according to humidity and temperature factors.
- Ensures proper labor relations and conditions of employment are maintained.
- Maintains records, prepares reports, and composes correspondence relative to the work.
- Develops budget recommendations for operating expenditures and/or capital outlay, personal services, equipment, and materials, and maintains revenue as high as possible.

Material coordinator

May. 2017 – Jan. 2018

Al-Basmalah for trading and contracting – ARMA – Port Said Workshop

- Isometric drawing comprehension and quantity surveying.
- Pipes and fittings receiving, surveying and release according to each isometric and inspection results done by Q.C.
- Isometric follow up for pending unreleased fittings.
- Awareness of all pipes & fittings specifications forged, threaded, and flanged ASTM & DIN.
- Making daily reports about missing when they are needed.

Material coordinator

2013 – 2017

Al-Basmalah for trading and contracting – TCI SANMAR – Port Said

- Isometric drawing comprehension and quantity surveying.
- Pipes and fittings receiving, surveying and release according to each isometric and inspection results done by Q.C.
- Isometric follow up for pending unreleased fittings.
- Awareness of all pipes & fittings specifications forged, threaded, and flanged ASTM & DIN.
- Making daily reports about missing when they are needed.
- Coordinates with quality control personnel, ensuring timely receiving inspection of materials
- Coordinates receipt of incoming materials. Checks materials received against vendor shipping documents and purchase orders for accuracy.
- Providing and overseeing asset registers and equipment maintenance logs, includes interfacing with the Field Engineering Manager.

Owner of import clothes

H.H Company for import

2010-2018

- Import clothes from Istanbul to Egypt and selling it retail and wholesale throughout the country
- Managing two retail stores in portsaid and qantra
- Managing accounts of more than 20 clients across the country
- Managing accounts of more than 3 Suppliers in Istanbul
- Export 2 time to south Africa and managing this process from transportation and negation with the client.

Planning Manager  
IEMCO Group – Port Said

2009– 2010

- Prepare efficient training programs for all planning processes and manage inventory level for all components and finished products and ensure compliance to all business requirements.
- Assist all new product development and improvement in all existing products.
- Ensure optimal inventory level at all times.
- Assist to obtain and manage all orders and deliveries for all external processes and prepare reports to be presented to management and manage demand and supply of all materials.

Material controller and planner  
IEMCO Group – Port Said

2008 – 2009

A critical input for material requirements planning is BILL OF MATERIALS works backward from a production plan for finished goods, which is converted into a list of requirements for the subassemblies, component parts, and raw materials that are needed to produce the final product within the established schedule.

Storekeeper  
IEMCO Group – Port Said

2007 – 2008

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelve supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

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**REFERENCES**

Available Upon Request

Athens, 20<sup>th</sup> December 2023

TO WHOM IT MAY CONCERN

Our Ref.: 108.03.012.20  
Subject: Experience certificate for Mr. Islam yahia

Dear Sirs,

We are pleased to confirm that Mr. Islam yahia, was worked with us as material control manager at period Dec. 2022 – May 2023

Mr. YAHIA was part of the Isomekan's team that undertook the completion at the New Midor Expansion project in Alexandria Egypt from DEC 2022 to MAY 2023.

We remain at your disposal should you require any further information.

His passport details are:

**Name:** ISLAM YAHIA KHALED.  
**Date of Birth:** 01/08/1985  
**Place of Birth:** PORT SAID  
**Nationality:** Egyptian  
**Passport No.:** A36015391  
**Date of issue:** 16/12/2023  
**Date of expiry:** 15/12/2030

Best regards,



Tasos Neslihanidis  
General Manager

M: +306944446629

E: [nesli@flange-manager.com](mailto:nesli@flange-manager.com)



FROM:

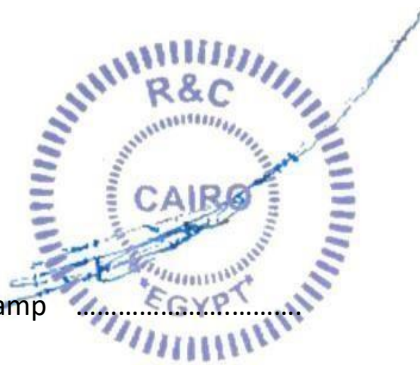
R&C Egypt Branch  
6 ElSheikh Mohamed AbdAllah Deraz  
Nasr City, Cairo  
Registration # 567-546-268  
E-mail: [info@rc-globe.com](mailto:info@rc-globe.com)

TO:

Whom it may concern

This is to confirm that Islam Yehia Khaled Awad Elembaby has been working with R&C Globe Branch Egypt at the position of Material control manager from Jan 2021 to Dec 2022 and Site maintenance manager for the period from 1st of May 2023 till 30th of Dec 2023. This certificate is issued upon the request of the employee.

Signature and stamp .....



**R&C Globe Branch Egypt**

**R AND C**

Nasr City, Cairo

Address: 6 ElSheikh Mohamed AbdAllah Deraz



DATE : 1/2/2019

TAX CARD: 232-936-544 (Maadi)

Commercial record: 54924

TO: Whomsoever It May Concern

This is to confirm that Islam Yahia Khaled Awad Elembaby has been working with AL-BASMALAH as material control and material control manager as the following sentence mentioned as following sentence:

sn	project	period	Position
1	Tci senmar (pvc 2) Egypt port said	Feb 2013 to march 2017	Material control
2	Arma oil industry (port said workshop)	May. 2017 – Jan. 2018	Material control
3	CAIRO oil extraction and refinery – 10th Of Ramadan	Jan. 2018 – Jan. 2019	Material control
4	Air Liquide - Ain Soukhna	Jan. 2020 – Jan. 2021	Material control manager and admin

This certificate is issued upon the request of the employee.

Signature and stamp





المكو  
للإستشارة  
ش.م.م

## شهادة خبرة

تشهد شركة المكو للإستشارة بأن

السيد / إسلام يحيى خالد عوض

قد عمل لدى الشركة في الفترة من ٢٠٠٦/١٠/١ حتى ٢٠١٠/٧/١ وذلك بالوظائف التالية :-

إدارة التخطيط والمتابعة

• مدير تخطيط ومناجعة مصانع بورسعيد

إدارة المالية والمحاسبة

• مدير مناجعة حسابات موارد

• مسئول متابعة حسابات المشتريين

وتشيد به الشركة بالكفاءة والالتزام بتعليمات العمل وحسن السير والسلوك وقد أخلى طرفه وأعطيت له هذه الشهادة بناءً على طلبه دون أدنى مسؤولية على الشركة

متمنين له كل النجاح في مساعيه المستقبلية.

تحرير في بورسعيد : ٢٠١٠-١٠-١٧

شركة المكو  
إدارة الموارد البشرية  
استاذة / منى جمال عبد الناصر





# Certificate of Completion

This is to certify that

**Eslam Yahia Khaled Awad**

has successfully participated in

**CMA Part 1**

**Financial Planning, Performance, and Control**

**From July 15<sup>th</sup> 2010 Till November 5<sup>th</sup>, 2010**

**'110 Hours'**

Trainer

Managing Director

S. El Mostafa

