

MohamedAntar



PROJECT COORDINATOR / EXECUTIVE SECRETARY/ Document Controller

PROFILE

I have been working in Saudi Arabia for the past 15 years, during this time I have been associated with reputable multinational companies and got the opportunity to be closely involved in the implementation of many projects as a consultant for Saudi Aramco pumping station 1, 2, 3 and 4, SABIC, the Saudi Electricity Company, the Royal Commission for Jubail and Yanbu, the Civil Aviation Authority (GACA), a consultant for the Jeddah Municipality, the National Water Company and other major projects in the Kingdom of Saudi Arabia. This is to explore the possibility of placement in your esteemed organization for the position of Project Coordinator/Executive Secretary/Document Controller Keeper to achieve organizational goals by carrying out the job in a professional manner.

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antar



PROFESSIONAL EXPERIENCE

2006-May 2019 Muhammad Ali Turki Mott MacDonald Engineering Consulting MTMM - Saudi & British Official Technical Office (Engineering management -

- Assisting to my managers with all types of routine office work and with latest technologies through computer applications. My experience with managerial relevant jobs to work with the managers has given me the confidence to participate in any working environment and to co-ordinate with the managers in every field of their requirement.
 - Responsible for Saudi Aramco projects, acknowledging the request for quotations (**RFQ**), Purchase Orders (**PO**), sending the quotations, shop-drawings, and sending requests for the gate possesses for surveyors & installation crew, arranging third party inspection, delivery, installation & commissioning as per the schedule. Follow up for signed **MDD** and **ASN** from the end user, to get the payment by ERS system.
 - Assist and support Site Office to fulfill the requirements of QHSE Department, Procurement Department, Cost Control Department, Admin & HR Department, Finance Department, Internal Audit and Head Office.
 - Using ERP System to create MRs, Tracking POs, Logging incoming Material and Daily Attendance.
 - Supervising and helping the work of office juniors (Document Controller, Secretary, Time Keeper, Store Keeper and Office Boy) and assigning and checking the following work from them.
 - Prepare and submit monthly time sheet of staff and workers to the head office.
 - Follow up with Administration Department for the vacation settlement, Air Ticket and Exit re-entries of staff and workers.
 - Prepare and submit Daily Report, Weekly Report and Monthly Report.
 - To keep the log of Payment Certificate to the Client and subcontractors.
 - Monitoring inventory, office stock and ordering supplies as necessary.
- To monitor the record

EDUCATION

Higher institute of qualitative studies

Bachelor's degree Management information Systems

Diploma in Public Administration -Modern Training Academy -Saudi

KEY SKILLS

- A high level of self-motivation.
- High Team work capability.
- Hard worker, High Commitment and Good sense of humor.
- Google e-marketing certificate
- Business Administration Diploma
- Quality Management Certificate
- High efficiency IT background.
- Good command of English language (written and spoken).
- The ability to complete work to a high standard within tight deadlines.
- The ability and willingness to learn new skills as necessary.

AWARDS

- ISO 9001 for the use of administrative models.
- Principles of the AutoCAD.
- MS windows & proxy server & MS Office.
- Graphics / Photoshop CS Designing.
- Business Administration Diploma
- Emirates Foundation Group Training
- Quality Management System 4/2020
- ISO9001:2015 (Requirements & Implementation).
- Safety Management System ISO 45001-2018 course.
- Google Marketing Skills Course 2020.

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PROJECT COORDINATOR / EXECUTIVE SECRETARY/ Document Controller

2006-May 2019 Muhammad Ali Turki Mott MacDonald Engineering Consulting MTMM - Saudi & British Official Technical Office (Engineering management -

- **From 2012-2015:**

- Supervising and helping the work of office juniors (Document Controller, Secretary, Time Keeper, Store Keeper and Office Boy) and assigning and checking the following work from them.
- Prepare and submit monthly time sheet of staff and workers to the head office.
- Follow up with Administration Department for the vacation settlement, Air Ticket and Exit re-entries of staff and workers.
- Prepare and submit Daily Report, Weekly Report and Monthly Report.
- To keep the log of Payment Certificate to the Client and subcontractors.
- Monitoring inventory, office stock and ordering supplies as necessary.
- To monitor the record of all incoming materials.
- Coordinating with Engineering and Production department to ensure timely delivery as per the site requirement.
- Business related correspondence with customers and acknowledging the Purchase Orders, payments.
- Booking Air tickets, Travel arrangements and hotel reservation and arranging conferences and meetings.
- Maintaining highly secure, confidential, systematic filing system.
- Follow up of shipments with freight forwarders and suppliers, ensuring the shipments delivered on time.
- Negotiation with Transportation Companies for the best rate & transportation of goods.
- Internal coordination between Projects Department and other departments.
- Track and maintain subcontractor and supplier records / requirements

- **From 2015-2019: Project Coordinator for Saudi Electricity Company**

- Project Coordinator for Saudi Electricity Company , Document Controller
- Follow-up of the project contract with the Department of Contracts (Riyadh - Dammam)
- Attend the opening of envelopes
- Follow up the completion of monthly abstracts with the concerned departments until they are disbursed.
- Follow up the approvals of the project team
- Coordinate with the Department of Protection and Communications team tests
- Preparing the appropriate halls for the testing procedures of the Saudi Electricity Company
- Coordinate with all departments regarding the project
- Follow-up with the management of contracts, including the company contract
- Follow up the Department of Rehabilitation and Emiratisation
- Follow up the team and solve the problems of employees in the workplace
- Attend meetings with electricity company coordinators regarding the project
- Write daily reports submitted to the project
- Provide vehicles specified in the contract to manage the project
- Providing all necessary tools for the work team of the electricity company
- Making strong relations with the directors of the Saudi Electricity Company (contracts - finance - rehabilitation - industrial security - public relations – management

Saadoun Al-Saadoun Engineering Consulting Company (Hr specialist from May 2019 until September 2020)

- **During my service with My Company,** I used to send Material requests to planning Department as per site Manager or Engineer instructions and requirement at site and coordinating with planning department for material request and tracking.
- Transmitting Minutes of meeting who attends the meeting.
- Maintain all logs i.e., Steel, concrete and inspection request, **NCR** (Non Conformance Report), **FCR** (Field change request) , Method of statements Log and Inspection Test Procedure (ITP) logs.
- Preparing Daily reports as per planning Department requirement.
- Latest Drawings transmitting concerned departments and collections superseded drawings from them and maintain log of drawing register.
- Assisting site manager in all kind of admin works.
- Maintaining time sheets of employees at site level.
- Maintain all site documents both hard copies and soft copies and make traceability of documents easily.
- Communicate with Client, Consultant, Subcontractors, Suppliers and Head office through Letters, Emails, Fax and Telephone.

2000-2005 Ahmed Mutawa Contracting and Foundation Company (Giza - Lebanon Square) HR specialist

Same experiences as above

S k i l l s / T r a i n i n g & C u r r e n t i n t e r e s t
<ul style="list-style-type: none"> • 9001 for the use of administrative models. • MS windows & proxy server & MS Office. • Graphics / Photoshop 2020 Designing. • Course Google e-marketing certificate • Course Business Administration Diploma • Course Quality Management Certificate • Course Safety Managements System ISO 45001-2018 • Preparation of training managers, administration offices and secretarial • Secretary of the modern • Diploma in English Level IV • Skills to deal with the public • Course ISO 9001 for the use of administrative models of MTMM • OUT LOOK - INTERNT • POWER POINT • M. Office 2020- Windows + Excel 2020-2007 • Photoshop 0.8 CS

Q u i c k R e f e r e n c e
<ul style="list-style-type: none"> • Eng. Saeed alqahtani Director of Communications Department and terminal automation Saudi Electricity Company - shqahtany@ngrid.sa - 0554491200
<ul style="list-style-type: none"> • Eng. Mohamed Bakri Director of Protection Design Department Saudi Electricity Company- 0500012401
<ul style="list-style-type: none"> • Khaled Suleiman Hashem General Manager of Ahmed Mutawa Contracting Company +0201222172510

***Sub: Application for the Post of PROJECT COORDINATOR / EXECUTIVE
SECRETARY/Document Controller***

*Total work experience in
KSA: 15 years Iqama Status:
Transferable Profession
Driving License: Valid Saudi*

*Bachelor's Degree in Higher Institute of Qualitative
Studies Sciences and Computer Consulate Availability:
Immediately*

*Nationality:
Egypt*

Dear sir ,,,

This is to explore the possibility of placement in your esteemed organization for the position of Project Coordinator/Executive Secretary/Document Controller Keeper to achieve organizational goals by carrying out the job in a professional manner.

Regarding my educational background, I have a Bachelor's Degree in Higher Institute of Qualitative Studies Sciences and Computer; Apart from this I have a diploma in public administration. I was working for Muhammad Ali Al-Turki Engineering Consulting Company and was the project coordinator.

I have been working in Saudi Arabia for the past 15 years, during this time I have been associated with reputable multinational companies and got the opportunity to be closely involved In the implementation of many projects as a consultant for Saudi Aramco pumping station 1, 2, 3 and 4, SABIC, the Saudi Electricity Company, the Royal Commission for Jubail and Yanbu, the Civil Aviation Authority (GACA), a consultant for the Jeddah Municipality, the National Water Company and other major projects in the Kingdom of Saudi Arabia.

The enclosed Curriculum Vitae summarize my qualifications, skills, Experience and achievements for your further evaluation and kind consideration. It shall be my pleasure to furnish any further information that you may require at any time.

I am looking forward to hear from

you very soon. Best regards,

Mohamed Antar