**Sedky**

Cairo, Egypt

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**Education and Professional Certifications:**

2013 – 2015 **Master in Business Administration (MBA), ESLSCA Business School, France**

* Major: General Studies
* GPA: 3.2

2003 – 2007 **Bachelor of Law, Faculty of Law, Ain Shams University, Egypt**

* Grade: Fair
* Section: Arabic

2000 - 2003 **General Secondary Certificate, Al Kobba School, Egypt**

**Trainings and Courses:**

**Health, Safety & Environment:**

2012 & 15 **Defensive Driving**, Gulf Technical & Safety Training Centre, Egypt

2012 & 15 **First Aid & CPR**, Gulf Technical & Safety Training Centre, Egypt

2012 & 15 **Fire Fighting**, Gulf Technical & Safety Training Centre, Egypt

2014 **HS&E leadership academy,** Baker Hughes Education Centre, Egypt

2012  **HS&E Management System,** Baker Hughes Education Centre, Egypt

**Management and Soft Skills:**

2017 **Train The Trainer (TOT).** Egyptian Banking Institute, Egypt

2016 **Project Management Professional Exam Preparation Course (PMP),** RITI, Egypt

2016 **Operation Risk Awareness**, Egyptian Banking Institute “EBI”, Egypt

2013 **Team Leader Program**, Baker Hughes Education Centre, Egypt

2010 **Baker Hughes Business Code of Conduct**, Baker Hughes Education Centre, Egypt

2009 **Understanding the Foreign Corrupt Practices Act**, Baker Hughes Education Centre, Egypt

**Language and Computer Skills:**

* Arabic: Mother tongue.
* English: Excellent command of both written and spoken
* Professional user of Microsoft Office: Word, Excel, PowerPoint, Microsoft Project.
* Beginner user of SAP

**Professional Experience:**

**Egyptian Gulf Bank (EGBANK), Egypt, August 2016 – Present**

**Strategic Planning Deputy Manager, Strategic Planning Department.**

* Participating in formulating and updating bank’s strategy
* Communicate the strategy internally to make sure that every employee is pulling towards the same direction
* Assist in managing key strategic projects
* Follow up on the execution of the set strategy and milestones, highlighting deviations and identifying consequent results to senior management.
* Working on special assignments assigned to the depart

**Dar Al Mimar Group (DMG), Egypt, February 2016 – July 2016**

**Admin Section Manager, Administration department.**

* Lead and manage the administration section and ensure the effectiveness of the operations
* Prepare and manage the department OPEX & CAPEX as per the approved budgets by board
* Monitor the facility to ensure that it remains safe, secure and well-maintained
* Participate in developing the Administration department goals and objectives
* Evaluate reports, decisions and results of department in relation to the established goals
* Recommend new approaches, policies and procedures to maximise the efficiency of the dept. and the services performed
* Negotiate related contracts and draft agreements with the legal department

**Baker Hughes Inc., Egypt, June 2008 – December 2015 (currently: Baker Hughes, a GE company)**

**Facilities Coordinator, Facilities & Real Estate Department, November 14 – December 15**

* Handle all the geographical locations including buildings, workshops & operations bases
* Prepare and manage the country OPEX & CAPEX for all the facilities as per the approved budgets by board and prepare monthly, quarterly & yearly reports for all facilities
* Lead the client and the main contractor meetings and manage the communication
* Support systems, HS&E and security of the locations
* Ensure that the facilities conform to all requirements of a legal and regulatory nature
* **BHI Egypt and North Africa New HQ project was successfully achieved.** The project was contained of many activities such as renting and renovating the administrative building, building a new workshop in the 30k sq. ft. yard, finishing new laboratory for 3 P/L, implementing new IT system, designing and installing of the CCTV, buying a new furniture and relocating employees.

**Process Coordinator, Administration & Facility Department, August 12 – October 14**

* Handle all Geo-market facility related issues and matters in terms of renovation, follow up and base developments
* Recommend budgets for all facilities
* Handle all inventory count and analysis in all facilities in addition to managing all Junk tools bids
* Participate in risk assessment and ensure the company safety standards and procedures in all facilities
* Communicate and follow up on all IT- Real Estate projects
* **Competency Management Program (CMP); special assignment by VP that was successfully achieved.**

The Competency Management Program is designed to manage competence assurance at BHI, improve performance and consistency in service and product delivery, minimize risk, improve safety, and provide a platform for human capital development across the enterprise. Also to help ensure our employees have the required skills and knowledge to perform their tasks safely and consistently. My responsibilities were as follow:

* Coordinate with local, regional and enterprise management in setting up goals for Geo-market/function
* Plan, execute, monitor and support CMP implementation in areas/facilities not yet engaged with the program, or not meeting established goals
* Communicate progress and reports on monthly, quarterly & yearly bases

**Senior General Administrator, Administration Department, July 10 – July 12**

* Handle all the administrative duties in terms of the Geo-market Facilities audit, tools count and inventory analysis
* Coordinate the company transportation requirements
* Manage and coordinate all the governmental administrative work

**General Administrator, Administration Department, June 08 – June 10**

* Issue the permits for the engineers and dangerous tools, i.e. radioactive material and explosives
* Company Transportation; Managing and coordinating with the P/L’s for moving (crew and tools) from/to the rigs, sites and workshops
* Handle the company’s vehicles documents in terms of license renewal, insurance and maintenance

**United International Company, Egypt, June 2006 – May 2008**

**Sales Trainer, January 2008 – May 2008 (full time basis)**

* Train and educate the sales executives about the products and offerings, in addition to assisting them whenever needed to achieve their targets

**Sales Executive, June 06 – December 07 (work/study part-time basis)**

* Achieve sales target and handle marketing tasks such as personal selling and products presentation