Hebatt

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### Travel Coordinator / Counselor

Administration …Resources … Office Management

***Professional Profile***

Dynamic, Intelligent ,Organized, and resourceful professional with extensive experience in a variety of office environments and proven ability to work well with others in fast – paced working conditions. A quick study who seeks and enjoys new challenges and excels at exceeding established objectives .Highly flexible and masterful in reacting quickly and effectively to corporate changes. Possess excellent communications skills both verbal and written. Motivated, goal – oriented, and committed to a job well done with professional excellence.

About 11 years’ experience:

In the field of Personnel and Administration / Human Resources Department.

In the field of Quality Assurance / Quality control Department.

***Skilled in:***

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| * Administrative skills
 | * Strong follow – Through
 | * Alpha / Numeric Filing
 | * Flexibility
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| * Travel Arrangements
 | * Leader ship & Motivation
 | * Effective Coordinator
 | * Supervisor
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| * Multiline phones
 | * Management abilities
 | * Organizational Skills
 | * Data Entry
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| * Ability to relocate
 | * Confidential Correspondence
 | * Problem Analysis
 | * Special Events
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## **PROFESSIONAL EXPERIENCE**

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| --- | --- | --- | --- |
| **Company Name** | **Designation** | **Place of Work** | **Period** |
| **SEGAS**UNION FENOSA | Travel Coordinator | ELNG , Damietta , Egypt | December 07 till date |
| **SOCOIN**UNION FENOSA | Personal / Administrative Assistant | ELNG Project, Damietta, Egypt | August 06 till November 07 |
| **PGESCo**. | Personal / Administrative Assistant | Talkha Power Generation Plant , Mansoura , Egypt | March 05 till August 06 |
| **Dodsal Pte. Ltd.** | Administrative Assistant | Dubai , UAE | November 04 till Feb.05 |
| **KBR & JGC &TR** | Secretary / Data Entry Operator | ELNG Project, Damietta, Egypt | June 04 till November 04 |
| **Dodsal Pte. Ltd.** | Secretary / Data Entry Operator | ELNG Project, Damietta, Egypt | April 03 till May 04 |

## **Present Company Profile:-**

*SEGAS UNION FENOSA, EGYPT:*

* **SEGAS "Spanish Egyptian Gas Company" is a company established in 2001 in Damietta port free zone, under the investment law. The purpose of the company is to own and operate the first liquefied natural gas plant in Egypt**. The plant processing and liquefying natural gas for export to Spain and other international Markets.

Period: December 07 till date
Worked as: Travel coordinator
Company: SEGAS UNION FENOSA

Job description::

* Fulfill the Company local / abroad travel requirements which help HR Division to meet its objectives.
* Fulfill the employees Travel requirements according to the HR policy to guarantee accurate and timely travel arrangements.
* To acquire services agreements with third parties (travel agencies and Hotels) according to the company standards to facilitates travel arrangements.
* To analyze travel /Visa requests and generate timely reports to ensure proper control according to the HR policy.
* Monitor and maintain the HR Polices according to the Company direction and the Management instructions.
* Assist the HR General Services to apply company procedures and support a progressive work flow.
* Assist the Company’s Social Committee to enhance the Social Activities in the company and create a better Social environment to the employees and their families in line with the approved Budget for Social Activities.

## **Company Profile:-**

*SOCOIN (SOLUZIONA) UNIONFENOSA, EGYPT:*

* **SOCOIN (SOLUZIONA) was constituted at the beginning of the year 2000. UNION FENOSA had to undertake significant professional services to restructure and modernize its managementprocesses.** By creating SOLUZIONA, UNION FENOSA combined these professional services to form a comprehensive offer, grouping together all the companies that operate in the business areas of engineering, quality and environment, telecommunications and consultancy.

Period : August 06 till November 07

Worked as : Personal / Administrative Assistant

Project : ELNG Project, Damietta, Egypt

Job description::

* Prepare Monitor and Filling Outgoing Correspondence letters and Transmittals.
* Monitor Filling Incoming Correspondence Letters
* Prepare Client Proposals & Invoices.
* Prepare presentations.
* Arrange Meetings.
* Monitor Filling Test Pack Transmittals.
* Translate Contracts.

## **Company Profile:-**

*PGESCo, (Bechtel Group), EGYPT*

* **PGESCo. (Power Generation Engineering and Services Company) is a joint stock company incorporated in Egypt on March 18, 1993, engaged principally in engineering, procurement, and project & construction management services for power generating stations.  Companypartners include the Ministry of Electricity & Energy of Egypt, Bechtel Corporation of the USA and the Commercial International Bank of Egypt (CIB).**

Period : March 05 till August 06.

Worked as : Administrative Assistant in Personnel & Administration Department.

Project : Talkha Power Generation Plant, Mansoura, Egypt.

Job description:

* Responsible for all secretarial duties
* Typing English and Arabic
* Handling all incoming and outgoing correspondence.
* Arrange appointments and meetings; takes minutes; and maintains agenda.
* All the administrator duties. (time sheets, transportation, accommodation, meals, preparing the list of the manpower, ….. etc),
* Provide administrative support to the Company's management and administrative operations.
* Coordinate between the entire site office’s departments and other sites.
* Maintain an organized filing and follow-up systems for all correspondence.

## **Company Profile:-**

*DODSAL PTE LTD, Dubai, UAE*

* **A Multinational Engineering & Construction** Company based in Dubai excelling in the field of Oil & Gas, Petrochemicals and other process plants construction.

Period :November 04 till February 05.

Worked as :Administrative Assistant, Accounting Department.

Job description:

* Handling all incoming and outgoing correspondence.
* Responsible for all secretarial duties
* Arrange appointments and meetings; takes minutes; and maintains agenda.
* Provide administrative support to the Company's accounting department.

## **Company Profile:-**

*DLC, DAMIETTA, EGYPT*

* **A Joint Venture of Kellogg Brown& Root, Japanese Gasoline Co**. &**Tecnicas Reunidas as Spanish Egyptian Gas Co. SEGAS, inside Damietta Port, Egypt**

Period :June 04 till November 04.

Worked as : Secretary / Data Entry Operator in Quality Assurance /Quality control
department

 Project : ELNG Project, Damietta, Egypt

Job description::

* Operate a computer program called TOSTR (TURNOVER SYSTEM TRACKING AND REPORTING)
* Control of all department documents.
* Control of all mechanical piping, electrical, instrumentation QC forms updates.
* Control of all construction / commissioning punch lists.
* Arrange & review mechanical completion package prior for draft notice & in charge of all T.O.S.T.R dossiers.
* Review & Arrange mechanically completed / accepted systems in the dossiers (completion certificates, test packs, civil, mechanical, electrical, instrumentation certificates) prior to handover to client.
* Preparing formal & transmittal letters.
* Update the list of documents.
* Ensure that all documents &records that they require are numbered.
* Update the list of documents they are handling &maintaining.

## **Company Profile:-**

*DODSAL PTE LTD, EGYPT BRANCH, DAMIETTA, EGYPT*

* **A Multinational Engineering & Construction** Company based in Dubai excelling in the field of Oil & Gas, Petrochemicals and other process plants construction.

Period : April 03till May 04.

Worked as : secretary / Data Entry Operator in Personnel & Administration Department.

 Project : ELNG Project, Damietta, Egypt

Initially I have been posted in P & A main office to monitoring all employees’ attendance / manpower allotment area wise / department wise as per Project Manager / Construction Manager / Site requirement.

Job description::

* Maintaining and processing of employees personal details
* Entering Daily Attendance of Staff & Workers.
* Preparing weekly / Monthly Reports of the Manpower Status.
* Preparing Daily absent Report.
* Preparing Area / Foreman wise Report.
* Prepare database, maintain and keep it record, following instructions of the Engineer or dept in-charge.
* Pay Roll.
* Able to work on multiple databases of various disciplines as instructed.
* Fully conversant with the operation of MS office system
* Fully knowledge on preparation of various formats to support database.

**PROFESSIONAL DEVELOPMENT**

Professional Diploma in Fairs & Ticketing (2015)

Customer Service (2015)

Microsoft Office Master Certificate (2012)

TOEFL, Courses in Problem Solving (2011)

Internal Auditing/Professional Business & Report Writing (2010)

Email Writing Etiquette, Effective Communication Skills (2009)

**CERTIFICATION & EDUCATION**

Bachelor of Commerce / Accounting

Mansoura University (1999)

**COMPUTER SKILLS:**

SAP: Excellent

Microsoft Word: Excellent

Excel: Excellent
Power point: Excellent

Microsoft access: Good
Computer knowledge: Excellent
Outlook: Excellent
Professional Internet user

**LANGUAGES:**

EnglishFluent written and spoken

Arabic: Mother tongue