AHMED A. KHYRAT

Access Control Specialist

OBJECTIVE

Secure a responsible career opportunity to fully utilize my computer and software developing skills in a company that provide the environment to do amazing things to significant contribution to its success.

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📍 Alexandria, Egypt.

LANGUAGES

Arabic :   Native
English :   Professional

WORK EXPERIENCE

Technip Energies – Assiut Project (2022 – Current Date)
Badging Office Coordinator
Tasks :
- Follow up all badge office tasks and duties.
- Maintain records of all the project manpower with the basic documentation
- Provide reports to the project management regarding access control systems data.
- Updating the different access control systems that are being used on site (BOSCH – XpressEntry – BioStar).
- Keep a record of the blacklist and make sure they are updated on the access control systems
- Manage the Power BI Reports for security inputs.
- Manage the Daily reporting process for all badging office activities constantly.
- Manage and maintain Satellite Comms devices.
- To manage all my job description tasks (very long list), I've created a software to be cosidered as HUB to all the access control system that are used on site. With the capability of exporting updating report for the 3 ACS and also reports regarding (working hours , Gates Log , Avg. Working hours, etc…). Moreover, the software is being used to issue the different types of site badges and many features that helps the manangment to get quick, accurate and detailed reports.

Technip Energies – MIDOR Project (2020 - 2022)
Security Supervisor
Tasks :
- Security patrols, incident reporting and evaluating check points.
- Keep track of all the transportation of the expats In/Out the country.
- Maintain the documents of all expats and make sure that it is updated.
- Notify the HR regarding the expirty date of the work visas for expats.
- Present On Site (POS) daily report for the locals and expats employees.
- Daily reporting (Inbound flights – Outbound flights – Relatives Status – Transportations/Residance – updating contact Information- …etc)
- Created a database to manage all the tasks with access to all the security team to update and export all the reports.

Egyptian Ministry of Interior (2009 – 2018)
Police Officer
Tasks :
- Worked at the State Security Investigation till 2011, Home land Security till 2018.

Egyptian Ministry of Interior (2006 – 2009)
Police Officer
- Worked at Bab-Sharq police station (Alexandria).

EDUCATION

- **Primary, Preparatory & Secondary School (1989 - 2002)**
  El-Nasr Boys School (E.B.S) (English Language School) Alex., Egypt.

- **Bachelor of Laws and Diploma in Police Sciences (2002 - 2006)**
  Police Academy, Cairo, Egypt (Graduated with credit).

SKILLS

General Skills :
- Strong relationship building skills, including the ability to create and maintain relationships with various Clients (Internal and External).
- Good Time Management Skills.
- Well organised and able to multi-task.
- Excellent written and documentation skills.
- Very strong communication /negotiation skills.
- Firm, able to enforce security policies and procedures.
- Strong understanding of User Access Management.
- Ability to work under pressure.
- Attention to detail.
- Demonstrated commitment to continuous learning.

Computer Skills :
- English & Arabic Touch Typing.
- Internet: Excellent.
- Microsoft: Excellent (Access - Excel – Word – Outlook – Power Point – SharePoint – Power BI)
- Operating Systems: Windows & Mac OS.

Programing Skill :
- Mobile Application Developer.
- Web Development.
- Microsoft Access Developer (VBA).
- MySQL Database Developer.
- programing Languages:
  - Python, VBA, JavaScript, SQL, CSS, HTML

TRAINNING COURCES

- Criminal Investigation.
- Basic training for State Security Investigation officers.
- Anti-terrorism Program, Bureau of Diplomatic Security, U.S Department of States.
- NEBOSH (International general certificate in occupational health and safety) with credit.
- Microsoft Access (VBA – networking - network security - Linking MS Access with Excel & Outlook).
- SQL (PostgreSQL , MySQL).
- Mobile Apps Development (React Native).
- Web Development (HTML - CSS -JavaScript - Python - React).

INTERESTS

- Traveling : I've been to Spain, Greece, Netherlands, Italy and the United States.
- Movies and TV Shows.
- Classic Music.
- Sports : Football, Pool and Table Tennis.