


AHMED A. KHYRAT


Access Control Specialist




OBJECTIVE

Seeking a challenging career opportunity to leverage my expertise as a police officer as well as my computer and software development within a dynamic company that fosters innovation, enabling me to make meaningful contributions to its overall success.

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 Alexandria, Egypt.

LANGUAGES

Arabic : Native

English : Professional

For more information, Please Scan



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

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.

Work Experience:

Technip Energies – Assiut Project (2022 – Current Date)

Badging Office & Access Control Superintendent

Tasks :

- Oversee all responsibilities and operations within the badge office, ensuring efficient and effective task completion.
- Maintain thorough and organized records of project manpower, including essential documentation.
- Generate and deliver detailed reports to project management, encompassing data from access control systems.
- Regularly update and manage various access control systems utilized on site, including BOSCH, XpressEntry, and BioStar.
- Monitor and update the blacklist within the access control systems, ensuring accuracy and completeness.
- Utilize Power BI to manage and analyze security data, producing comprehensive reports to inform decision-making.
- Implement and maintain a streamlined daily reporting process for all badge office activities, ensuring timely and accurate information flow.
- Developed a proprietary software as a centralized HUB for managing all tasks outlined in the job description. The software integrates and facilitates reporting for the site's access control systems, including functions such as exporting and updating reports for the three ACS, monitoring working hours, gates logs, average working hours, and more. Additionally, the software is utilized for issuing various types of site badges and provides management with quick, precise, and detailed reports.

Technip Energies – MIDOR Project (2020 - 2022)

Security Supervisor

Tasks :

- Conducted security patrols, documented incidents, and assessed checkpoints to ensure the safety and security of the designated area.
- Monitored and recorded all expatriate transportation to and from the country, maintaining accurate and up-to-date records.
- Managed expatriate documentation, ensuring that all records were current and compliant with relevant regulations.
- Notified the HR department of impending work visa expirations for expatriate employees, facilitating timely renewal processes.
- Produced daily On Site (POS) reports detailing the activities and status of both local and expatriate employees.
- Compiled and submitted daily reports on inbound and outbound flights, status of relatives, transportation/residence arrangements, and updated contact information, among other pertinent details.
- Developed a comprehensive database to centralize and manage all security-related tasks, providing the security team with access to update and export reports as needed.

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).

Training :

- 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).