

# Ahmed Desoky

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## Administration Manager- Welfare-logistics

An experienced Administration Manager with over 20 years of leading large-scale energy projects, operations, 10 years of expertise in training and strategic business, and stakeholder relations for power projects with more than 4800 MW in size. Adept at streamlining processes, building high-performing teams, and representing companies in industry forums.

### Areas of Expertise

**HR Management • Project Management • Health & Safety Management • Supply Chain and Logistics • Training in Recruitment, Compensation, and Policies • Administrative Operations Management • Customer Relationship Management • Technology • Data Analysis and Reporting • Quality Assurance and Compliance• Strategic Partnerships and Alliances • Business Strategy • Sustainability and Corporate Social Responsibility • Market Entry Strategy •Adaptability • Networking**

## KEY OF ACHIEVEMENTS

- Streamlined processes, increasing efficiency by 15% and reducing wastage by 20%.
- Implemented systems for scheduling, purchasing, and problem-solving, decreasing errors by 25% and costs by 30%.
- Executed employee assistance programs and events, enhancing satisfaction, engagement, and well-being.
- Orchestrated hiring, vendor, customer, and stakeholder relations, ensuring seamless operations.
- Coordinated subcontracts, optimizing resource allocation and procurement efficiency.
- Attended government meetings, contributing to successful collaborations and alignment.
- Led the O&M team and EPC company, improving project efficiency and delivery by 20%.
- Operated event arrangements, ensuring seamless execution and enhancing the company's image.
- Managed work and stay permits for foreign employees, ensuring compliance with immigration regulations.

## WORK EXPERIENCE

### Administration and Logistics Manager | ARANER – Neom, |Jan 2025

- Managed communication and arrangements with the Facility Management and EPC companies, ensuring smooth operations and maintenance.
- Conducted internal audits, **resulting in a 15% improvement** in process efficiency and compliance.
- Streamlined contract negotiations and subcontracts, optimizing project execution, and **reducing disputes by 25%**.
- Orchestrated government affairs, reducing regulatory **issues and fines by 30%**.
- Monitored cash flow and registers, **increasing cash reserves by 10%**.
- Implemented cost control measures, **reducing expenses by 15%**.
- Led the O&M team, **achieving a 20% increase** in project efficiency and client satisfaction.
- Organized company events, significantly boosting employee engagement and stakeholder relationships.
- Directed work and stay permits for foreign employees, ensuring legal compliance and cross-border mobility.
- Controlled shipment traffic and clearance, **reducing delays by 25%**.
- Organized procurement processes, **reducing costs by 10%** while maintaining quality standards.
- Ensured company policies complied with local laws, **reducing legal risks and liabilities by 20%**.
- Supervised policy updates for the organization, aligning objectives with industry trends.
- Developed and maintained the company's vision and mission, creating a clear and inspiring direction.

### Administration Manager Hassan Allam Holding Company| January 2024 – New Administrative capital Egypt

- Built excellent employee experience through aculture of service and employee assistance programs for 2000 employees.
- Executed all corporate events, accommodations, transportation, and **permits – Government communication**.
- Identified and implemented automation opportunities, streamlining operations, and **reducing costs by 12%**.
- Regulated communication and arrangements with the Facility Management company, **improving service quality by 15%**.
- Revamped and automated administrative operations to boost overall efficiency.

Government and Administration Manager | Bechtel – EGYPT- West Delta Gas Development.

### Administration Manager| Archirodon| July 2021 – Dec 2023- Remaia Metro Line 4.

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### Government and Administration Manager | Bechtel – EGYPT- West Delta Gas Development Project| Apr 2016 – Jun 2021.

- **Led 7,000 employees** and ensured activities met contracts through payroll monitoring and talent recruitment.
- Ensured the activities handover schedule aligns and **permits for EGAS- And petroleum Ministry** .
- Maintained housekeeping control and observation, **improving cleanliness and safety by 15%**.
- Coordinated communications and relationships with customers, vendors, and stakeholders to strengthen partnerships.

**Site Administration Manager | General Electric | March 20015 – March 2016**

- Implemented and observed the accommodation process, ensuring comfortable living conditions.
- Successfully handled shipping processes and customs requirements, minimizing delays and associated costs.
- Resolved daily challenges proactively, minimizing disruptions and maintaining project progress.
- Managed facility maintenance, ensuring smooth project operations.
- Demonstrated effective control over accommodation and travel planning, providing a comfortable environment.

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**RELEVANT PROJECTS**

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- **Nubaria power Station – 2X750 MW Combined Cycle Power Project (Oct 2004 - Nov 2006) - 8000 personnel.**
- **Talkha Project - 750 MW Combined Cycle Power Project (Nov 2006 - Aug 2008) - 4000 personnel.**
- **Nubaria III - 2X750 MW Thermal Power Project (Aug 2008 - Jun 2010) - 4000 personnel.**
- **Elmaco Transformer Factory.**
- **Cairo West Air Base F-16 Project American corps.**

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**PROFESSIONAL EDUCATION**

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Bachelor's degree in social work, Tanta University - May 2003.

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**PROFESSIONAL TRAINING**

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- **PMP - PMI Certified:** Acquired the prestigious Project Management Professional (PMP) certification from the Project Management Institute (PMI), demonstrating mastery in project management methodologies and leadership.
- **TOT- ITC Certified:** International Training of Trainers Diploma from International Training College in England.
- **IOSH Certificate (Managing Safely):** Obtained an exceptional score in the IOSH Certificate in Managing Safely, accredited by the Institution of Occupational Safety and Health in England, highlighting a strong commitment to workplace safety and risk management.
- **Hardware Excellence:** Achieved an excellent qualification in hardware technology from the Arabic Academy for Science & Technology, displaying expertise in hardware components and systems
- **HR Specialist Excellence:** Attained an outstanding qualification as an HR specialist from a renowned training expertise and consulting center, reflecting a deep understanding of human resources practices and strategies.
- **Quality Management Expertise:** Demonstrated proficiency in quality management systems by earning an excellent degree in Quality Systems Concepts and Internal Auditing according to the international standard ISO 9001/2008, accredited by global consulting firms.
- **Quality System Documentation Mastery:** Exhibited competence in quality system documentation aligned with international standard ISO 9001/2008 through an excellent qualification from Leaders for Training and Quality Management Systems.
- **Communication Skills:** Honed effective communication skills, as evidenced by an excellent degree from Leaders for Training and Quality Management Systems, highlighting the ability to convey information effectively and foster collaboration.

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**TECHNICAL SKILLS**

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SAP, MS Office (Word, Excel, Outlook, Access, PowerPoint), Photoshop, Software maintenance, Hardware general knowledge, Job Analysis, Quality Management Systems, KPI Monitoring, Lean Operations, Policy Implementation, Cost Optimization, Employee Lifecycle Management and Vendor Contracts.

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**LANGUAGE SKILLS**

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**Arabic:** First Language – **English:** Professional working proficiency-**Spanish** limited.