

Position: Coordinator

Mobile No. 67610170

Email: - Ibrahimelawady31@gmail.com



OBJECTIVE

To employ my administrative skills in administrative field in any construction and maintenance project and to forward my career for better prospects. Having knowledge of Project coordinator, I have confident to excel in any given task in my future career.

PERSONAL DATA

Name: Ibrahim Mustafa Elawady Hassan

Date of Birth: 5th November, 1984

Place of birth: Egypt

Nationality: Egyptian

Marital Status: Married

Address: ALMANGAF.

Telephone: 00965 67610170

EDUCATION

Academic Qualification

B.SC in Business Administration in Commerce.

June 2007, Cairo University

Graduation in Administration.

LANGUAGES KNOWN:

To Write: Arabic (Mother Tongue) & English

To Speak: English & Arabic

ACCREDITED Description:

- 4 years' Experience in Administrative field as coordinator in Saudi Arabia in Riyadh.
- 12 Years in Administrative Coordinator experience in Kuwait.
- ICDL certificate for Microsoft office.
- Diploma in accounting computer.
- Knowledge of Access package in computer.
- Having Kuwaiti Driving License.

EXPERIENCES & PREVIOUS POSTS:

- **Company: Afras Trading & Contracting Company**

Period: 24/06/2009 to 14/07/2013

Position: Project Coordinator

Duties & Achievements: Reporting daily activities report of manpower, vehicle, gate pass , attendance, petty cash and invoices .

- **Company: KCCEC Engineering & Contracting Company**

Period: 1/12/2013 to 26/12/2018.

Present Job: Project coordinator duly assigned of preparing reports of Invoices, salary, Gate pass and Vehicle Equipment Preparing the Contractor papers for approval by the Ministry.

Duties & Achievements: OIL & GAS Work.

Preparing reports of Gate pass entry, Invoice, Equipment Coordination between all subcontractors in project. Achieve approvals from contractor follow up all project's activities.

- **Company: JTC Logistics Transport & Stevedoring Company**

Period: 14/01/2019 till Date.

REPRESENTATIVE CUSTOM

Position: REPRESENTATIVE MEW.

Duties & Achievements: LOGISTIC WORK .

Reporting daily activities report of approval from custom for inspection cargo, and make gate pass for vehicles, follow up with JTC Custom Bonds Warehouse.

DECLARATION:

I hereby declare that the above furnished information is true and correct to the best of my knowledge and ability

Place:

Date :

Ibrahim Mustafa