

Osama Mahmoud AbdullMagid



Contact

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Languages

- Arabic – Mother Tongue.
- English – Fluent (Conversation, Reading, Writing and Translation)
- French – Basic Skills.

Skill Highlights

- ☐ Project management
- ☐ Strong decision maker
- ☐ Complex problem solver
- ☐ Mail Preparation and sorting

Software Skills

- ☐ Operating System (Windows and MacOS)
- ☐ Office suites (Microsoft Office, G Suite)
- ☐ Presentation software (PowerPoint, Keynote)
- ☐ Spreadsheets (Excel, Google Spreadsheets, etc.)

Summary: Site Manager and Admin. With over 10 years of successful experience in Managing and Administration at Oil Field Services. Recognized consistently for performance excellence and contributions to success in Oil Field industry. Strengths in Site Managing and Administration requirements.

Experience

Site Manager and Admin - 01/2012 Up To now

Riza Petroleum Services Co., Cairo, Egypt.

- Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Maintained excellent attendance record, consistently arriving to work on time.
- Leading Staff at daily and weekly meeting.
- Preparing documents and reports what's required by the client.

Admin and Asst. Site Manager – 11/2008 To 04/2010

Mabruk Oil Operation – Total energy CO. - Bergin Oil Services Co. Tripoli, Libya

- Assisted executive leaders in decision-making procedures by creating daily reports to advise leaders on corrective actions and process improvements.
- Managed agendas and calendars, boosting productivity and improving organizational initiatives.
- Managed payroll, transactions, invoicing and budgeting to decrease financial inconsistencies.
- Interpreted management directives to define and document administrative staff processes.
- Adapted to workflow changes and implemented continuous process improvements to overcome obstacles.
- Helped employees with day-to-day work and complex problems by applying motivational and analytical strategies.

Education

Bachelor Degree Of: Computer Information Systems -2008.

Certifications

- Apr.2010 (Admin and Asst. Site Manager from TOTAL Oil Libya.)
- Apr.2010 (Admin and Asst. Site Manager from Bergin Oil Services Co. Libya.)
- Nov.2015 (Advanced First Aid Course from ARGAS Co.
- Apr.2017 (References from G.T (Geofizyka Torun) as a Site Manager or (Party Chief) For Riza Co).
- Feb.2019 (References from G.T (Geofizyka Torun) as a Site Manager or (Party Chief) For Riza Co).
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- All of the above projects with Riza Service Co. was with concessions owner companies like (Apache,eni,Khalda, Agiba,Edison,Petro Farah , Vegas ..etc)
- All references available on request.