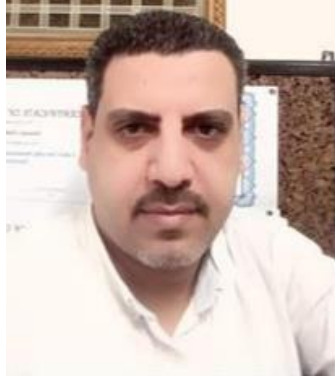


Hassan Abdel Monim Abdel Azim



CAREER OBJECTIVE:

Seeking a challenging role where I can apply my years of experience in Administrative & Field Management as well as the skills in Human Resources Coordination (Recruitment) acquired with Multinational Organization & Local company.

PERSONAL INFORMATION

- Place of birth: Cairo
- Date of Birth: 10th Sep.1982
- Nationality: Egyptian
- Marital Status: Married
- Military Status: Exempted.
- Contact No: +01002437342
- Address: OSIM - Giza

EDUCATION

Faculty of Commercial (Account).

WORK EXPERIENCE

From 2003 to 2008 (supervisor) at La Poire shops on the run

August 2008 Catering Services Coordinator (supervisor) at ExxonMobil Company

TRAINING AND COURSES TRAINER (LPS, SPSA, LPO, JSA, LS, NLS).

Septamember2018 till now IMS and IMPACT (Manager) facilities

General Position Description:

- Coordinate the delivery of Camp and Catering services, Grounds-keeping, Non Process Building cleaning and minor Earthworks and Road Maintenance tasks within the upstream operations. Includes services for HGCP, as well as Komo Airfield and occasional support to remote sites or assisting with project and contingency operations.

KEY RESPONSIBILITIES

Pre-Startup

- Adopt safe and environmentally compliant work procedures and practices.
- Assist in establishing of Camp and Catering contract, procedures and work methods at HGCP.
- Assist in establishing Non process building cleaning and landscaping contracts, procedures and work methods at HGCP, Komo Airfield and any identified remote sites.

- Establish the capability and contract for road maintenance services. Establish a work program for both onsite and any external, infield roads requiring maintenance.
- Establish priorities and work methods for landscaping of upstream sites.
- Establish a system of KPI's and controls to monitor contractor performance.
- Train and monitor 3rd party contractors performance in the safe and efficient use of all machinery, food preparation equipment, cleaning products and facilities.
- Establish menu plans and accommodation booking systems in consultation with the contractor.
- Develop interfaces with Procurement and suppliers on the ordering and delivery of facility services by contractors.
- Ensure all equipment and facilities are serviceable, in place and ready to operate at Startup.
- Where joint or shared arrangements with EMDC or EPC groups are in place, administer the cost and service sharing arrangements and close out effectively when complete.

Post-Startup

- Supervise and lead the safe performance of staff and contractors performing Facility Services functions.
- Ensure control and accountability for all consumable resources, from order through to end use. Ensure performance of ration reconciliations. Report and assist in investigating any discrepancies or losses.
- Ensure service levels are maintained for Facility services functions, with clearly promulgated service levels and procedures for support such as catering, room utilization and cleaning services.
- Monitor ration and consumable usage. Plan and place orders for replenishment of bulk stores. Identify and report any unusual fuel consumption.
- Ensure all equipment is serviceable, clean and maintained. Coordinate maintenance activities through the Maintenance department as required.
- Manage accounts with suppliers, and distributors. Maintain compliant, accurate records of all deliveries, bills and accounts.
- Ensure the safe handling of rations and food products by all employees & contractors. Ensure compliance with procedures. Update and continuously improve procedures where required.
- Review camp numbers and occupancy schedules, using PTS as a planning tool.
- Ensure full and complete reporting of group activities, including routine KPI's and Metrics, as well as other reports as required.

Execution

- Responsible for the day to day execution of work by the work team (Facility Services contractors).
- Guides and controls company activities to meet production priorities, achieve or exceed safety, cost saving, schedule and quality objectives.
- Coordinate services for specific project or contingency support activities.
- Responsible for overseeing the compliance, operational performance and cost of logistics contractors.
- Specialist input at meetings: Logistics team meetings, Facility Toolbox

meetings, Planning Meetings, Contractor meetings and workshops.

Compliance

- Ensures Facility Services teams comply with all applicable ExxonMobil OIMS standards.
- Ensure ExxonMobil's management of change process is adhered to.
- Liaise closely with Operations group on Facility service support tasks and issues.
- Liaise closely with Contracts and Procurement Group in the management of Fuel Contractors and Suppliers.

Best Practices

- Implementation of Logistics Best Practice implementation Facility Services operations.
- Participate in the continuous improvement of Facility Service support, ensuring close integration with stakeholders and other functions (eg: O&M, Procurement, Security).
- Identification and implementation of contractor performance improvement opportunities.

Cost Control

- Utilize company benchmarking and market analysis to ensure safest and most effective use of Logistics funding for services.
- Forecast future Facility Service requirements to assist in budget development and assuring regular supply.

SHE

- Communicates job safety requirements to ensure that subordinates understand the work objectives, safety, health, environmental and security concerns associated with Fuel handling and distribution.
- Demonstrates proactive use of the safety management and loss prevention tools.
- Ensure safe work within own group and area: demonstrate safety leadership.

QUALIFICATIONS

- Food handling, food safety and catering / camp supervision qualifications.
- IT systems- ERP / Microsoft Word Apps to Intermediate standard.
- Training or leadership qualifications or certifications.
- Road and facility maintenance qualifications (Civil works)
- Safety leadership qualifications or certifications.

COMPETENCIES

- Highest standard of Safety, Health, Environment aptitude and cultivates the same in others.
- Cultural sensitivity.
- Understanding of the Production Logistics models for Facility Services support, and their application in the upstream field environment.
- Work in extreme and remote environments.
- Ability to interface professionally with contractors, suppliers and end users of Facility Service support.
- Can build good relationship with others, while achieving objectives. Fosters co-operation with other teams, and 3rd parties.

Key Performance Indicators:

- SSHE record of area including individual contractor records.
- LPS metrics.
- Controls record.
- Number of LPOs.
- Customer satisfaction results.
- Performance metrics.
- Cost savings/value add initiatives.

Required Qualifications/Competencies:

- Sound coordination abilities.
- Communication skills and interacting with others.
- Adaptability to changing priorities and time constraints.
- Safety, Security and Controls awareness.
- Monitoring contractors and vendors.
- Working knowledge of Real Estate and or Facility Management disciplines.
- Knowledge of property related regulatory requirements and ExxonMobil expectations including OIMS and CIMS requirements.

➤ **Skills:**

capable of extracting information from raw data and performing analysis to the extent of fulfilling the objectives of the survey. Well informed of the market needs and trends though dealing with various kinds of respondents and interviewers. I have complete management of every aspect of conducting a survey from start to finish while meeting the requirement stipulated & maintaining and deadlines.

LANGUAGES

- Arabic-Mather Tongue.
- English-Medium.

TRAINING AND COURSES

TRAINER

Negotiation Skills, Communication Skills, Team & Work Groups, Planning & Controlling, Problem Solving and Decision Making, Safety Training (LPS, SPSA, LPO, JSA, LS, NLS).

COMPUTER SKILLS

Excellent skills of Internet researching.
MS Office MS Windows.

ADDITIONAL SKILLS

- Knowledge and Experience in show management skills.
- Knowledge and Experience in work basics.
- Good interpersonal & Communication Skills in both English and Arabic language.
- Self, motivated, Dynamic, and able to develop and set up team and operation in organization .

INTERESTS

- Reading, Net surfing,