



MUHAMMAD FARAG IBRAHIM

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AREAS OF EXPERTISE

- Administration Department.
- Financial and Cost Accounting
- Human Resource Management.
- Marketing& Advertising.
- Customer service.
- Fund Raising.
- Retail& credit Department banks.

EDUCATION

Bachelor's Degree in accounting in Arabic, Faculty of Commerce, Cairo University, Class May 2008.

SKILLS

Software Work Experience: Aconex, SharePoint, ERP System, g.works, Prolog & Adobe professional.

Computer Skills:

Westwood Certified

- Professional user of Microsoft Office; Word, Excel, PowerPoint and Access
- Skilled at Internet based research, IT& Out Look

Language Skills:

Berlitz Certified

- Native language Arabic.
- Excellent command of both written and spoken English, with Berlitz Certification
- Fair command of both written and spoken French.

Leadership and Communication Skills:

Dale Carnegie Certified

- Building Greater Self-Confidence.
- Good ability to handle stress and meet deadlines
- Demonstrated Leadership Skills.
- Reducing pressure and improving my Attitude.

WORK EXPERIENCE

Head Office.

Sectors Constructions.

Date: December 2021– Current.

Title: D.C & Q.A Section Head.

6th Of October LOBP – Oil & Gas Field.
Shell Lubricants Egypt.

Date: September 2018 – November 2020
Title: Sr. Document Controller.

Porto New Cairo Project, Nero Care Hospital Project, Cairo Head Office.
Projacs International.

Date: November 2016 – Till August 2018
Title: Sr. Document Controller.

ERC Refinery Project – Oil & Gas Field
GS Engineering & Construction Engineers

Date: July 2014 – Till October 2016
Title: Document Controller – Assistant Manager.

Secon Nile Towers Project
Ehaf Consulting Engineers

Date: June 2013 – June 2014
Title: Senior Document Controller and Office Administrator.

Marassi development project (Emaar Misr)
Gleeds – Multinational Construction Consultancy Services Company

Date: June 2012 – May 2013
Title: Document Control.

Up Town Cairo development project (Emaar Misr)
AAW Consulting engineer.

Date: March 2010 – May 2012
Title: Document Controller.

Responsibilities & Duties:

Ability to work as Document Controller in major projects and big authority companies and offices as a result of the Global Advisory broad experience like (Orascom, Enppi, Petrojet, Hassan Allam, SIAC, Xervon, Sites, Hill international, Turner, etc.....)

- Receiving all documents of the projects issued inside or outside the company.
- Developing manual system (filing system) for all the project documents (drawings, specifications, data sheets, vendor documents ... etc.)
- Developing manual system (filing system) for all the correspondences, reports, minutes of meetings, site queries ... etc.
- Developing database system for all the contents of document control center.
- Distributing the documents to disciplines, sites and any other departments involved.
- Transmitting documents to site and contractors.
- Expediting Receipt And Assembly Of All Vendors Documents Required For The Projects Handbooks.
- Ensure That All Technical Projects Documents In Current Approved Issues And Available At All Locations Where Operation Are Carried Out.
- Ensure That The Changes To Documents Are Reviewed And The Current Revision Status Of All Technical Documents Is Available To All Potential Users.

- Organizing the Engineering Technical Data, Drawings, Marked-Up / As Built and Correspondence.
- Keep Communication Between Different Contractors, Sub-Contractors And Projects Management.
- Feeding All The Documents Main Data To The Computer.
- Organizing And Registering The Construction Documents That Belongs To Different Projects.
- Preparation of Hand over Documents.
- Administration Punch Lists For All Project Phases Pre-Commissioning, Commissioning And Start-Up.
- Receive and store all documents in accordance with the established procedures.
- Ensures the proper follow-up of the as-built status of the documents.
- Assist personnel in the Project in locating and retrieving documents and drawings from archives, and ensure their safe return.
- Filing system for the entire project documents.
- Control system for all correspondences In and Out.
- Prepare all the paper work (Daily, Weekly, Monthly, inspection Report).

Quality Assurance Responsibilities

- Design, improve, and agreeing on in-house quality procedures.
- Providing the necessary support for processes improvement & to ensure compliance to the selected Quality Standard (ISO 9001) in all areas within the company.
- Acting as a catalyst for change and improvement in the quality system and analyzing data to find areas for growth.
- Communicating quality standards and parameters to the rest of the staff.
- Facilitating strategy Management meetings.
- Facilitating Top Management Objectives review meetings and all its necessary reports.
- Facilitating strategy yearly review and departments' objective settings meetings.
- Verification of the system effectiveness through interacting with department heads, process owners, and system developers to achieve effectiveness.
- Ensuring that the policies and goals are understood, implemented, and maintained at all levels in the Company.
- Ensuring that corrective actions for actual process and/or system deficiencies are implemented.
- Controlling system documents and records.
- Supervising the proper implementation of all Quality procedures

Direct Design House

Date: January 2009 – February 2010.

Title: Treasury Accountant.

Responsibilities:

- Prepare journal entries to record or correct transaction.
- Assure the appropriate classification and recording of financial transaction.
- Assist with general financial and statistical record keeping activities.
- Timely and accurate processing of payments.
- Update files and reconcile to general ledger.

Egypt Group for Accounting& Auditing (EGAA).

Date: January 2005 – February 2007.

Title: Accountant Trainee.

Responsibilities:

- Book keeping in accounting records according to different Accounting methods.
- Prepare the financial statements according to Egyptian Accounting standard.
- Design the accounting systems to different Projects Mainly Excel Based Sheets.
- Prepare the technical audits reports.
- Prepare the financial statements by computer.

- Prepare the payroll register and the accounting entries related of it.
- Prepare the bank reconciliation.

Basic Business Skills Acquisition (BBSA) Cairo, Egypt. August 2008 – Dec 2008.

Sponsored by the (Future Generation Foundation).

(FGF) Training Acquired:

- Enhanced Language and Computer Skills.
- Enhanced Presentation & Project Development Skills
- Enhanced Basic Business Skills including: Marketing, Sales, Banking, Accounting, Business Correspondence and Writing Report.

Human Resource Management certificate:

Date: December 2008

Training provided by Talal Abo Ghazala Training center [TAG] sponsored by future generation foundation.

Responsibilities:

- Organize and evaluate all in-house or external training (Levels 1-3).
- Regularly update job descriptions.
- Assist in implementing all staff development activities
- Assist in the induction of new employees
- Assist in managing the recruitment system
- Assist in implementing effective succession management
- Assist in implementing the performance system
- Help prepare presentations.

PROFESSIONAL & PERSONAL SKILLS

- Solid Presentation Skills.
- Effective cooperation and communication skills in multicultural environments
- Client-friendly attitude
- Good time management and organization skills
- Good team player

INTERESTS

- Internet browsing, reading and poetry.
- Music, playing karate & ping pong.
- Traveling

PERSONAL INFORMATION

- **Date of Birth:** 1/1/1987.
- **Marital Status:** Married.
- **Military Status:** Exempted.

Reference will be provided upon request