Abdelrahman Mohammed Mostafa Mansour

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Profile Info

Highly organized and dependable Project Secretary with strong experience in administrative coordination and document control within fast-paced project environments. Proficient in Microsoft Office and familiar with CRM tools, with a proven ability to manage documentation, support communication between departments, and maintain accurate records. Known for working efficiently under pressure, meeting tight deadlines, and handling multiple tasks with a high level of accuracy and professionalism. Committed to ensuring smooth day-to-day operations and providing reliable support to project teams and senior management.

Personal Details

- Date of Birth   : 09/07/1994
- Nationality   : Egyptian
- Driving Licence : Valid Egyptian Driving License Valid Saudi Driving License

Education

- **Nile Higher Institute for Commercial Sciences and Computer Technology, Mansoura**   MAY 2018
  Bachelor's Degree in Management Information Systems
  Very Good

Experience

- **Saudi Services for Electrical and Mechanical Works (SSEM)**   May 2023 - May 2025
  Project Secretary / Administrative Secretary
  • Overseeing the organization and management of all project-related documentation in coordination with various departments.
  • Managing accurate data entry and tracking for scaffolding materials using Microsoft Excel, including quantities, specifications, and return logs.
  • Coordinating with engineering, procurement, and site teams to ensure timely communication and efficient document flow.
  • Reviewing, formatting, and updating documents to comply with company standards and client requirements.
  • Preparing reports, meeting minutes, and internal/external correspondence using Microsoft Office tools.
  • Maintaining organized filing systems and assisting in scheduling and general administrative tasks.
  • Familiar with CRM systems and experienced in supporting project operations through effective communication and documentation management.

- **B.Tech Company**   January 2021 - March 2023
  Credit Expert and Data Entry Specialist
  Managed the registration of products and customers requesting installment plans.
  • Provided guidance to customers on available installment options and helped them understand the

terms.
 • Assessed customers' eligibility for installment based on their financial status.
 • Calculated the maximum installment amounts customers could afford based on product prices and their income.
 • Maintained accurate records of customer data and installment transactions in the company system.

- **Rifaat Allam Company**   May 2018 - December 2020
  General Secretary
  • Organized and maintained physical and digital filing systems for easy document retrieval.
  • Scheduled meetings, managed calendars, and coordinated appointments for management.
  • Drafted, typed, and formatted official letters, reports, and internal communications.
  • Handled incoming phone calls, greeted visitors, and directed inquiries to the appropriate departments.
  • Managed incoming and outgoing correspondence and ensured timely document flow.
  • Prepared required documents and materials for meetings and company presentations.
  • Assisted in administrative tasks including data entry, office supply management, and internal coordination.
  • Supported sales and operations teams by maintaining organized records and facilitating communication.

Skills

•Administrative Support: Strong ability to handle daily office operations, scheduling, and executive support tasks.

•Document Control: Experienced in organizing, managing, and archiving project documentation for easy retrieval and compliance.

•Data Entry & Record Management: Skilled in accurate and efficient data entry, database updates, and record keeping.

•Scaffolding Documentation: Familiar with managing technical documents related to scaffolding in construction projects.

•Microsoft Excel (Advanced): Proficient in functions like VLOOKUP, HLOOKUP, INDEX, MATCH, IF statements, PivotTables, and PivotCharts.

•Time Management: Able to prioritize tasks and meet tight deadlines in fast-paced project environments.

•Team Collaboration: Effective team player with experience in coordinating between departments to ensure smooth workflow.

•Attention to Detail: High level of accuracy in handling sensitive documents, reports, and communications.

•Data Analysis & Reporting: Capable of generating clear, organized reports and dashboards to support management decisions.

•Customer & Internal Communication: Excellent verbal and written communication skills for both internal coordination and external client interactions.

•Meeting Coordination: Skilled in preparing agendas, taking meeting minutes, and following up on action items.

•Data Validation & Cleaning: Experienced in ensuring data accuracy through validation and cleaning techniques in Excel.

•Document Formatting & Presentation: Proficient in creating professional, well-structured documents using Microsoft Word and PowerPoint.

•Office Tools & CRM Systems: Competent in using Microsoft Office Suite and familiar with CRM systems to manage tasks and track communications.

Projects

- **Project: Medical Data Aggregator Application Year: 2018**
  Description: Developed a mobile application that aggregates comprehensive data related to hospitals, pharmacies, and medications. By entering the name of a drug or location, users can instantly access all relevant information.
  Skills Used: Mobile app development, data aggregation, programming languages (e.g., Java, Swift, Python), database management, problem-solving, and user interface design.

Languages

- Arabic: Native
- English: Good

Certificates

- Scaffolding Supervisor Certification
  Future Vision Centre for Advanced Training (Valid: July 2024 – July 2025)
   • Operational Safety & Health Authorization (OSHAuthorized)
  Valid: March 2023 – March 2026
   • SMAT Certified Scaffolder Supervisor
  SMAT for Inspection Co. (Valid: July 2023 – July 2024)
   • OSHA (Occupational Safety & Health Administration)
  Arab International – 2022
   • Certificate of Appreciation
  METITO & PÖYRY – Jubail 1 Million Project
  Recognized for contribution to achieving 12 million safe man-hours without lost-time injury.
   • Web Development
  Russian Cultural Center – 2018
   • ICDL (International Computer Driving License)
  2015

Reference

- **References available upon request. - ""**