

**Mohamed Mahmoud Swidan****Business Support Services Manager****(Administration/Human Resources/Document Control/Operation Management)****Egypt****Mob:** +2 01000 1432 60**Email:** [mr.mohamed.swidan@hotmail.com](mailto:mr.mohamed.swidan@hotmail.com)**LinkedIn:** <https://www.linkedin.com/in/mohamed-m-475194229>**Summary:**

- A highly organized and detail oriented with over **16+** years of experience providing thorough and skillful facilities operation, administrative, Human Resources and Documentation support business to **C Level Top Management**.
- Dedicated and focused; able to prioritize and complete multiple tasks, manage large-scale resources and follow through to achieve project goals.
- An independent and self-motivated professional with excellent research, communications and writing skills, able to grow positive relationships with clients and colleagues at all organizational levels.

**Education:****B.Sc.** Commerce 2007, Faculty of Commerce, Alexandria University, Egypt.

Major: Financial, Customs and Business Administration Studies.

**Trainings:**

- Quality Management System **QMS**, Auditor /Lead Auditor Training Course (**ISO 9001:2008**) – Updated to **2015**.
- **Management Training** through **AECOM** University (Leadership, Time Management, Team Building, etc.).
- **Human Resources Management**.
- **Business Writing Skills**.
- **Effective Communication Skills**.
- **Fluent** Conversational **English** at **AMIDEAST**.
- **Bentley Project Wise** (Data Base Management System).
- **Document Management System EDMS**.
- **ICDL** course at Armed Forces Institute.
- **Customs Business Administration** Training from the Central Management of Customs Organizing and Training – Ministry of Finance.
- Quality Management System **QMS**, Quality and/or Environmental Management Systems Auditing Training Course (**ISO 19011:2002**) – Updated to **2018**.
- Occupational Health and Safety Assessment Series (**OHSAS 18001:2007**).
- **Fire Warden** Training at **QISC - Qatar**.
- **First Aid Training** at **QISC - Qatar**.
- Safety Online Courses through **AECOM** University (Drive safety, Defensive Driving Skills, Portable Fire Extinguishers, Evacuation plans, etc.)
- Incomplete **MBA** Self Study.

**Skills:****Computer Skills:**

- Good drive of **MS Office** (Word, Excel and Outlook)
- **Documentum Systems and Data Base Systems**.
- **Bentley Project Wise Data Base**.
- **Oracle Aconex Construction Project Management Software**.
- General knowledge about **Mac systems**.

**Language Skills:**



- Arabic [Mother tongue].
- English [Excellent command of speaking, reading and writing].


- References and supporting documents are available upon request.
- Availability: Immediately.
- Valid Driving license.



**Work Experience**

**Work Experiences:**

Company	About the Company	Period	Position	Responsibilities
<b>Apex Naval Engineering and Contracting</b>    <ul style="list-style-type: none"> <li>• <b>Project:</b> Ain Sokhna Port Development – Basins Dredging Project</li> <li>• <b>Client:</b> Ministry of Transportation</li> </ul>	Marine Dredging and Mega Structures	November 2022 to Present	Business Support Services Manager	<ul style="list-style-type: none"> <li>• Report to: Sr. Projects Director – CEO.</li> <li>• Establish Numbering and Coding (Codification) System for the newly established company.</li> <li>• Manage DC team in Head Office and projects' sites.</li> <li>• Responsible of establishing Processes and Procedures for Organizational Development, Charts and Plans.</li> <li>• Creating and Monitoring policies, procedures and plans for the HR and Administration Departments.</li> <li>• Creating Quality Plans and applying QMS on the newly started project.</li> <li>• Follow up non-technical sites' operation.</li> <li>• Operations of Administrative Management including facilities management.</li> <li>• Manpower Monitoring.</li> <li>• Fleet Management.</li> <li>• Issuing internal and external correspondents.</li> <li>• Maintaining and initiative project administration data.</li> <li>• Create, monitor and operate HR management systems including Organizational Development and charts.</li> <li>• Recruitment and Talent Acquisition.</li> </ul>
<b>Taj Misr Development</b>  	Real Estate and Construction Development Company	August 2022 to October 2022  <u><b>Reason of Leaving:</b></u> Receiving better offer and position.	Document Control Manager	<ul style="list-style-type: none"> <li>• Report to: Projects Director and Engineering Technical Office Manager.</li> <li>• Establish Numbering and Coding System for the newly established company.</li> <li>• Manage DC team in Head Office and projects' sites and departments (MEP, Structures, Architecture).</li> <li>• Initiate and update project files on Server ERP System.</li> <li>• Maintain the filing system for Internal and External Audits.</li> </ul>

<p><b>Archirodon NV Overseas Constructions</b></p>  <ul style="list-style-type: none"> <li>• <b>Project:</b> Ain Sokhna Port Development</li> <li>• <b>Client:</b> Ministry of Transportation</li> <li>• <b>Consultant:</b> DAR</li> </ul>	<p>Greek Multinational Mega Structures Specialists</p>	<p>December 2021 to February 2022.</p> <p><b><u>Reason of Leaving:</u></b> Location and Work Conditions.</p>	<p>Lead Document Controller</p>	<ul style="list-style-type: none"> <li>• Report to: Project Manager, Deputy PM and QA/QC Manager</li> <li>• Timely, accurately and efficiently preparation and management of documents of mega structure project.</li> <li>• Handling Correspondents, Transmittals and Submittals to/from the Consultant/Client.</li> <li>• Managing the DC team to achieve project's quality goals.</li> <li>• Attending internal and external audits.</li> <li>• Initiate and update project files on Server ERP System.</li> </ul>
<p><b>National Marine Dredging Company (NMDC)</b></p>  <ul style="list-style-type: none"> <li>• <b>Project:</b> Dual Channeling of Suez Canal</li> <li>• <b>Client:</b> Suez Canal Authority</li> </ul>	<p>Emirati Multinational Marine Dredging Mega Company</p>	<p>September 2021 to November 2021.</p> <p><b><u>Reason of Leaving:</u></b> Location and Work Conditions.</p>	<p>Site HR &amp; Administration Section Head</p>	<ul style="list-style-type: none"> <li>• Report to: Projects Operations Director, HR Manager.</li> <li>• Operations of Administrative Management.</li> <li>• Manpower Monitoring.</li> <li>• Monitoring project transportation and accommodation arrangements.</li> <li>• Facilities Management.</li> <li>• Issuing internal and external memos.</li> <li>• Maintaining and initiative project administration data</li> <li>• Initiate and update project files.</li> <li>• Meeting Minutes Keeper and responsible of following up action plans.</li> <li>• Supplying permits manpower data for PRO.</li> <li>• Responsible of preparing beverage orders for office, site and marine crafts.</li> <li>• Prepare Manpower and Vehicles Time Sheet.</li> <li>• Holding Petty Cash (100K EGP) for general expenses during operation.</li> <li>• Preparing and releasing Technical Interviews.</li> <li>• Monitor and manage site operations.</li> </ul>

<p><b>MCT for Construction and Trading Red Sea International Group</b></p>  <ul style="list-style-type: none"> <li>• <b>Projects:</b> <ol style="list-style-type: none"> <li>1. King Mariotte Lake Development</li> <li>2. Bardawil Lake Development</li> <li>3. Dabaa Project</li> <li>4. Abu Sultan SCA dredgers renovation</li> </ol> </li> <li>• <b>Client:</b> Suez Canal Authority</li> </ul>	<p>Construction of Mega Projects in Egypt – Marine Dredging Division</p>	<p>February 2021 to August 202.</p> <p><b><u>Reason of Leaving:</u></b> Project Handover to Client.</p>	<p>Act as Sites HR &amp; Administration Manager</p>	<ul style="list-style-type: none"> <li>• Report to: HR &amp; Administration Director – Deputy General Manager.</li> <li>• Start Up key player in the company's new projects.</li> <li>• Manpower plan and hiring.</li> <li>• DC &amp; Administration planning and assigning duties.</li> <li>• Managing Administration, HR and Document Control Teams.</li> <li>• Head Hunting, Talent Acquisition and Recruitment Process.</li> <li>• Responsible for MCT payroll</li> <li>• Assisting in onboarding process</li> <li>• Monitoring project transportation and accommodation arrangements</li> <li>• Issuing internal and external memos</li> <li>• Maintaining and initiative project administration data</li> <li>• Initiate and update project files</li> <li>• Have great skills in assisting employees to resolve all their concerns and take immediate action to help them</li> <li>• Managing project general services such as (catering, maintenance, stationary ... etc.).</li> <li>• Monitor and manage general sites operation.</li> </ul>
<p><b>Utopia Engineering</b></p> 	<p>Low current Engineering Company</p>	<p>April 2018 to January 2021.</p> <p><b><u>Reason of Leaving:</u></b> Business Down due to Covid Pandemic.</p>	<p>Business Support Services Manager</p>	<ul style="list-style-type: none"> <li>• Report to: <b>General Manager</b></li> <li>• Establishing Administration, Document Control and Financial Systems for the newly opened company.</li> <li>• Assisting in reporting and monitoring admin, DC and Operation duties.</li> <li>• Projects BOQ procurement responsible.</li> <li>• Reporting.</li> <li>• Communications</li> <li>• Public Relations.</li> <li>• Hiring casual labors for specific jobs and tasks.</li> <li>• Talent Acquisition and Payroll.</li> </ul>

<p><b>AECOM Middle East – Doha, Qatar</b></p>  <p><b><u>Infrastructures – Transportation Project</u></b></p> <ul style="list-style-type: none"> <li>• <b>Project:</b> New Orbital Highway and Truck Route (P023: Al Majd Road)</li> <li>• <b>Client:</b> ASHGHAL (PWA: Public Works Authority)</li> <li>• <b>PMC:</b> KBR</li> <li>• <b>Supervision Consultant:</b> AECOM</li> <li>• <b>Contractor:</b> HLG, JV, Al Jaber</li> <li>• <b>Designer:</b> Mott McDonald</li> </ul>	<p>Engineering Design Build Supervision Consultant Mega Structures Construction</p>	<p>February 2015 to April 2018.</p> <p><b><u>Reason of Leaving:</u></b> Project Handover to Client.</p>	<p>Senior Executive Administrative Assistant/DC Team Lead</p>	<ul style="list-style-type: none"> <li>• Report to: <b>Senior Resident Engineer + Business Services Manager.</b></li> <li>• Reporting and monitoring all administrative duties.</li> <li>• Meeting Scheduling.</li> <li>• Drafting Letters.</li> <li>• Office Materials Consumption and maintenance.</li> <li>• Man Power.</li> <li>• Vehicles Control.</li> <li>• Communications and Problems Solving (within business lines and external).</li> <li>• Monitor and manage general site operation.</li> <li>• Events and training Organizer.</li> <li>• Managing the document control team.</li> <li>• Maintain project files on EDMS and ERP system.</li> <li>• Public Relations.</li> </ul>
<p><b>Lecico Egypt for Ceramics – Lecico Lebanon Group</b></p>  <p><b><u>Plants:</u></b></p> <ol style="list-style-type: none"> <li>1. Lecico Egypt</li> <li>2. European Ceramics.</li> <li>3. International Ceramics.</li> <li>4. Ceramics Industries.</li> </ol>	<p>Ceramics Tiles Sanitary Ware Production Manufactory</p>	<p>From August 2008 to December 2012.</p> <p><b><u>Reason of Leaving:</u></b> Restarting the Family Business (Prima).</p>	<p>Administration Manager for Sanitary Ware Division Plants.</p>	<ul style="list-style-type: none"> <li>• Report to: <b>Plant Manager + Division Director + Administration Manager + HR Manager.</b></li> <li>• Administration responsibilities.</li> <li>• Monitoring plans progress.</li> <li>• Reporting.</li> <li>• Communications.</li> <li>• Event's Organizer.</li> <li>• Evaluation.</li> <li>• Bonuses calculations.</li> <li>• Safety.</li> <li>• Document Control</li> <li>• Selecting labors for specific tasks.</li> <li>• Monitor and manage general plants' operation and process.</li> </ul>

<b>Prima for Industrial Services</b>  	Trading Manufacturing Supplying, Import and Export Spare Parts Chemicals Raw materials Industrial Services	<ul style="list-style-type: none"> <li>• July 2000 to July 2008.</li> <li>• December 2012 to January 2015.</li> <li>• March 2022 to July 2022.</li> </ul>	General Manager Executive Assistant	<ul style="list-style-type: none"> <li>• Report to: <b>General Manager (Owner) – Family Business</b></li> <li>• Accounting</li> <li>• Administration &amp; Document Control</li> <li>• Communications</li> <li>• Procurement</li> <li>• Sales and Marketing</li> <li>• Manufacturing progress</li> <li>• Customs Releases</li> <li>• Safety</li> <li>• Public Relations</li> <li>• Hiring casual labors for Specific jobs/projects.</li> <li>• Supervise and monitor works activities and operation for active projects.</li> <li>• Facilities Management.</li> <li>• Projects Operation Supervision.</li> <li>• Head Hunting and Benefits.</li> </ul>
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**I Hope my Qualifications meet your Requirements**