**PERSONAL INFORMATION:**

* Name : Ahmed Said Ibrahim Mohamed Al-Banna
* Address : ElBheira - Kafr El Dawar - Egypt
* Date of birth : 10/05/1989
* Marital status : Single
* Military service : Exemption
* Mobile : 01153685977
* E-mail : [ahmedbanna1988@gmail.com](mailto:ahmedbanna1988@gmail.com)

**EDUCATION DATA:**

* Bachelor of Science in Computer Science from Mansoura University, Egypt. May 2012 (Pass)

**COURSES:**

* Certificate of Oracle (Aconex) Application Training
* ICDL
* English level 18
* Oracle Developer (SQL / PLSQL / Built Internet Apps)

**SKILLS:**

* Computer: Very Good

(Windows upto version no.10 – Microsoft Office upto version 2021)

* Internet: Very Good (E-mail Search)

**COMMITTED TO EXCELLENCY:**

* Hard worker.
* Team works spirit.
* Excellent communication skills.
* Time management, planning and highly organization skills.

**EXPERIENCE:**

* 2017 up to date : Alexandria Construction Company – TMG, Egypt.

Position: Document Controller & Executive Secretary

* 2015 to 2016: **SCS Company**, Saudi Arabia.

Position: Executive Secretary

* 2014 to 2015: Saudi Consulting Services Co.(SaudConsult)

Worked in **Ministry of Transportation**, Saudi Arabia.

Position: Secretary

* 08/2012 to 04/2014: **Saudi Consulting Services Co. (SaudConsult)**, Saudi Arabia.

Position: Data Entry / Secretary

***Responsibilities:***

* Archiving all Documents of projects in **(ACONEX).**
* Document proficiency with large-scale Document Control Management Software **(ACONEX)** to maintain safe and secured working environment within document control.
* High skills in Documents and Electronic Files Organization & Archiving.
* High skills in Writing Reports, Minutes of Meetings and Correspondences.
* High skills in time management and the management agenda (timings and tasks).
* Skills in dealing with the differences and conflicting opinions and deal with critical situations.
* High skills in the use of the program for determining the outlook and arrange appointments & e-mail addresses to work and the practical organization today by the necessary tasks and requirements.
* Information Technology, Communication Skills.
* Advanced Internet Skills to Use in Work Environment.
* Keep records for any submittals received from the contractor(s).
* Answer of telephone call and responding for any queries from the client or contractor’s representatives.
* Preparing letters to the client and contractors which are drafted by the project manager.
* Calling and arranging weekly internal meeting requested by PM.
* Maintaining index of all filing system for easy retrieval and upto date.
* Responsible for proper distribution of incoming, outgoing mail & for necessary follow-up.
* Making all kind of charts and diagrams which explain actual situation for each project, according to the actual schedule, which have already been done during the month.
* Typing all Tender Documents, Specifications & BOQs related to all project.
* Typing all letters between the Consultant, Contractor and the Client.
* Making Organization Charts for all projects.
* Making Annual Balance related to any project.
* Typing Weekly Reports and Minutes of Meetings
* Keeping and filing all papers related to projects in organized way.
* Send and receive letters of concerned Authorities.
* Maintaining all Official Records, Updating the database, and assisting to the General Manager.
* Prepare quotations, faxes, and taking care until submission and follow-up the matter for approval with clients.
* Prepare the Renewal Notices, Memos, Circulars.

**LANGUAGE:**

* Arabic Native (Mother language)
* English Very Good