



CV

Personal data:-

Name : SAMEH SARWAT AHMED
Date of Birth : March, 28th 1975
Gender : Male
Marital status : Married
Religion : Muslim
Place of birth : Riyadh, Saudi Arabia
Address : Mahmud Al Badri Street Nasr City – Cairo – Egypt

Career Objective:-

I seek a job opportunity in administrative field that would enhance my skills and add to my experience.

Education:-

Qualification: Bachelor of Legal Rights (Ain Shams University) Cairo - Egypt
Secondary school: El-Deryah Secondary School 1990 Saudi Arabia-AL-Riyadh
Date of graduation: May 1999

Experience Work:-

Period	:	From September 2012 – Till July 2017
Position	:	Legal counsel and administrative
Company	:	Qatar Banking and Business Administration secondary Intendant School for boys in Qatar

Responsibilities:-

- ❖ Work to support the development and implementation of the overall strategy for the management of the school.
- ❖ Prepare and submit periodic reports to the Director -General on various business management.
- ❖ Business Administration and Legal Affairs activities at the school.
- ❖ Building relationships with law firms, which in turn provide the necessary legal support to the school in the management of its operations.
- ❖ Do a review and finalization of contracts and agreements of the school.
- ❖ Provide guidance in reviewing major contracts for the school and financial management .
- ❖ Develop legal strategies and policies for the management of the school to help reduce labor lawsuits, and to overcome the differences and problems with external parties.
- ❖ Contribute to the solution of disputes and matters relating to teachers and students when needed.
- ❖ Monitor government laws and regulations that affect the operation of the school management and presented to senior management to discuss and make recommendations necessary legal.
- ❖ Contribute to the preparation of employment contracts and contracts for maintenance, cleaning and follow-up in terms of Ermstraeat provide the necessary documents to complete the data on monthly payments.

Period	:	From January 2011 - Till September 2012.
Position	:	Procurement Coordinator and Document Controller
Company	:	AL-Rabban Trading & Contracting Co. - Qatar

Responsibilities:-

- ❖ Manage Document Control staff members in Main Office & all project sites.
- ❖ Receiving and recording of documents / drawings/ mock-up samples & sample boards from suppliers and Subcontractors.
- ❖ Maintain and update the incoming and outgoing correspondence / documents / drawings / materials submittals in DC programmer.
- ❖ Scan and link the documents and drawings of all projects.
- ❖ Distributing documents to all sites, Discipline Engineers / Project Managers.
- ❖ Preparing necessary inters office / contractors correspondence in regard to projects.
- ❖ Co-ordinate with suppliers and Subcontractors for necessary information and prepare management information reports.
- ❖ Ensure compliance of document change control process with regulatory ISO requirements, company procedures and contract manufacturer recommendations.
- ❖ Administer the EDM system for document change control and manage integrity of data.
- ❖ Ensure integrity of item master and bill of materials in the EDM and ERP system.
- ❖ Manage the device history record review and approval process including transactions in ERP system.
- ❖ Ensure integrity and quality of all paper records and electronic records stored or maintained in Document Control Section and in all project sites.
- ❖ Processing action plan in Document Control Section in line with the company action plan submitted by the Development Department.
- ❖ Coordination with the Engineering Department in all the queries received from contractors, subcontractors and suppliers.
- ❖ Prepares and submit monthly activity reports to the CEO.
- ❖ Maintain procurement filing system & samples.
- ❖ Prepares competitive bid forms and working with the Contracts Department to develop contracts.

Period	:	From January 2009 - Till December 2011.
Position	:	Procurement Coordinator and Document Controller
Company	:	AL-Jaber Trading & Contracting Co. - Qatar

Responsibilities:-

- ❖ Manage Document Control staff members in Main Office & all project sites.
- ❖ Receiving and recording of documents / drawings/ mock-up samples & sample boards from suppliers and Subcontractors.
- ❖ Maintain and update the incoming and outgoing correspondence / documents / drawings / materials submittals in DC programmer.
- ❖ Scan and link the documents and drawings of all projects.
- ❖ Distributing documents to all sites, Discipline Engineers / Project Managers.
- ❖ Preparing necessary inters office / contractors correspondence in regard to projects.
- ❖ Co-ordinate with suppliers and Subcontractors for necessary information and prepare management information reports.
- ❖ Ensure compliance of document change control process with regulatory ISO requirements, company procedures and contract manufacturer recommendations.
- ❖ Administer the EDM system for document change control and manage integrity of data.
- ❖ Ensure integrity of item master and bill of materials in the EDM and ERP system.
- ❖ Manage the device history record review and approval process including transactions in ERP system.
- ❖ Ensure integrity and quality of all paper records and electronic records stored or maintained in Document Control Section and in all project sites.
- ❖ Processing action plan in Document Control Section in line with the company action plan submitted by the Development Department.
- ❖ Coordination with the Engineering Department in all the queries received from contractors, subcontractors and suppliers.
- ❖ Prepares and submit monthly activity reports to the CEO.

- ❖ Maintain procurement filing system & samples.
- ❖ Prepares competitive bid forms and working with the Contracts Department to develop contracts.

Period : From 2008 till 2009
Position : Human Resources officer and Executive Secretary
Company : Efta- Qatar (Electromechanically & Trading Company).

Responsibilities:-

- ❖ Review the monthly salaries for the labor against the time sheet.
- ❖ Review the contracts between the company and clients.
- ❖ Attend cases between the company and labor department.
- ❖ Update company internal rolls & regulation.

Period : From June 2003 - till January 2008
Position : Contract Manager
Company : Union-Air Company (Leading Company in AC's - Egypt)

Responsibilities:-

- ❖ Prepare the Contract Agreements.
- ❖ Review the monthly invoices in terms of general & special condition of contracts.
- ❖ Review the contracts between the company and any suppliers.
- ❖ Prepare Subcontract Agreements.

Period : From March 2001 to March 2003
Position : Private Lawyer in (Private office)

Responsibilities:-

- ❖ Interview clients and listen to the problems that they want to litigation for which
 - ❖ Open a folder documents and issues within the office
 - ❖ Prepare claims for submission and make an appointment to litigation from the writer of the meetings
 - ❖ Follow-up sessions and application-based on the provisions of the law in the proceedings
 - ❖ Work schedule to come before the judges in cases in the office
 - ❖ Provide defenses in lawsuits filed against our client based on the common law or constitutional law or criminal law or the law of workers
 - ❖ Attempt solutions to some of the issues by peaceful means available to the maximum extent possible
 - ❖ Processing trade contracts after complying with agreed terms of the parties to the contract
 - ❖ Processing of real estate contracts after complying with agreed terms of the parties to the contract
- Follow-up implementation of the provisions until the recovery rights of their respective owners

Achievements:

A- Qatar Banking and Business Administration secondary Intendant School for boys in Qatar

- 1- I have written contracts between the Qatari Central Bank, the Australian Ministry of Education, and the Qatari Ministry of Education and completed the contract to establish a secondary school for commercial education
- 2- I received the school's building from the Qatari Ministry of Education and made an organizational structure and created the documentary flow
- 3- I have made contracts for structural maintenance, supply of food, safety and security, and communicated with government institutions that train students and employees in the field of safety, security, and occupational health
- 4- I made another contract to establish a specialized school for female students and train its secretary to implement the same system for the male school

B- AL-Rabban Trading & Contracting Co. – Qatar

- 1- I Prepare a procurement plan to bring in the best prices to start building a new tower in Doha
- 2- I have terminated the permits to construct the tower in Doha
- 3- I have terminated the permits to create a residential complex

C- AL-Jaber Trading & Contracting Co. – Qatar

- 1- I cooperate with the Development Department, I activated international quality automation for the evaluation of contractors and suppliers

- 2- I developed cooperation between the sites and the procurement department to produce a comparison of quality and prices for the Qatari market in the least time and effort of procurement engineers.
- 3- I restricted all the company's assets and grouped them in one file in cooperation with the accounts and stores
- 4- I made an annual evaluation of the suppliers and contractors before the contract and during the implementation and follow-up work on the sites in cooperation with the site engineers

D- Efta- Qatar (Electromechanically & Trading Company).

- 1- I made a HR plan and list all of the company's assets and follow up on purchases

E- Union-Air Company (Leading Company in AC's - Egypt)

- 1- I reviewed the installment contracts,
- 2- followed up with the collectors,
- 3- Implemented the rulings on those who failed to pay financially.
- 4- I collected bad debts in excess of the one and a half million Egyptian pounds of defaulting clients.

Training Courses:-

- 1) Certificate of Official Contracts at May 1999.
- 2) Certification of Safety, Health & Environment for 2 days at October 2010.
- 3) Certificate of an Executive Secretariat of the Microsoft Office (20) hours at November 2011.
- 4) He Holds a Degree Of legal counsel in international arbitration of the League of Arab States at May 2012.
- 5) HR Diploma From EGYCHAM for 45 houses at February 2020

Skills:

Computer Skills:-

Expertise in Windows and Microsoft office tools namely word, excel, power point and Outlook.

Language Skills:-

- Efficient management and organizational abilities.
- Expertise in Computer skills particularly with Windows and Microsoft office tools namely word, excel, power point and Outlook.
- Efficiently working on Electronic Document Management (EDM) system.
- Efficiently working on Enterprise Resource Planning (ERP) system.
- Excellent written and communication skills in English.
- Have good problem solving skills with analytic thinking.
- Open minded to work in complex environment and projects.

Personal skills:

- Team player, Sociable, Punctual, Persuading, speaking effectively, ability to lead a team, ability to work under pressure.
- Having the ability to extend and to provide highly professional integrated system solutions.