

**Microsoft®**  
**CERTIFIED**  
*Systems Engineer*



**February 4, 2020**

**Attention: HR Manager**

**Dear Sir:**

I am pleased to send you my detailed updated resume to join your crew for the Position you announce about.

Salary expectation: According to Negotiation

Sincerely,

**Eng. Osama El-Sherif**

**Holding a Master of Engineering degree in Construction Management.  
(finalizing the administrative issues)  
Graduated as a civil engineer in 2000.**

**MOBILE: (KSA :00966 54 989 2419)**

**(EGYPT: (+2) 0111 70 8 9595) E-MAIL: PMP.OSAMA@YAHOO.COM**

**ADDRESS : (RIYADH., KSA) (AL HELMIA.,CAIRO.,EGYPT)**

## **OBJECTIVE**

I'm seeking a challenging career opportunity in the engineering field to practice and take benefit of what I had learned in the field of civil engineering, IT as well as the field of Construction Management in reputable companies to whet my skills and achieve my goals.

## **PERSONAL INFORMATION**

- Marital status : Married with 3 children
- Nationality : Egyptian
- Age :42 years
- Military Services :Exempted

## **EDUCATION**

- 2016 Master of Engineering** M. Eng. of construction Management from Helwan University will be finished by end of 2020 **GPA 3.7.**
- 2013 M.Sc. of construction management** finished the preparation course year GPA 3.8 (after starting the thesis -HOLD Due to the Travel to KSA- Doctor refused to continue from abroad).
- 2012 Diploma for Construction Management** at Cairo University (Finished with GPA 3.2)
- 2010 PMP Certificate** Study Course (Project Management Professional).
- 2008 Primavera Project Planner** Version 6.1 Basic and Advanced Course at Promastar).
- 2007 Expedition** (contract control software) AUC American University.
- 2003 ITP Certificate** Information Technology Professional (MCSE-CCNA) New Brunswick University - Canada.
- 2000 B.Sc. Civil Engineering Dept.** - (General Section) Shoubra Faculty of engineering –Banha Branch- Zagazig University.
- 1995 Thanawiya Amma (high School) El Motaphoqeen** AL-Thanawiya at Ain Shams, a special school for the Advanced students only.

## **WORK EXPERIENCE**

### **1.Planning and Cost Control Manager**      SEP 2014 ----- Till Now      **CURRENT WORK**

*Company: RTCC Al-Rashid Trading & Contracting Co. LTD.*

Main Contractor

Projects: A lot of Projects (KAP 2C project, KAP 4 Project, IPSO Project, SIE project, and a lot of Tendering stage time schedules)

#### RESPONSIBLE FOR:

- Leading a team of Senior and Junior Planner (around 8 to 13 team members).
- Preparing Risk Analysis for the project/s overall, and take the necessary action required to mitigate, transfer, and or avoid or finally accept the risk Impact.
- Preparing the Baseline time schedule.
- Preparing the realistic Baseline, and Modified New Baseline.
- Preparing the Project Delay Analysis report and taking the necessary action to recover any delay if any.
- Preparing Biweekly reports with complete analysis for the delay and progress status.
- Preparing the Monthly Update and reports for the consultant and owner as well.
- Preparing the Monthly and weekly report for the Consultant.
- Tracking and analysing the progress of the work.
- Preparing the E.O.T any extension of time claim or variations.
- Prepare the mitigation Plan, and recovery plan for the project in case of any delay happened.
- Making of the control procedures, and project execution plan for the project overall.
- Follow up the sites closely by site visit and communication on daily basis.

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### **2.Planning and Cost Control Manager**

DEC 2011-----SEP 2014

*Company: Living In Interiors*

Main Contractor

Projects: A lot of Projects (ADERA phase 1 and 2), Car Show Room, the Factory, and the Administration building.

#### RESPONSIBLE FOR:

- Preparing the Baseline time schedule.
- Preparing the Monthly Update.
- Preparing the Monthly and weekly report for the Consultant.
- Tracking and analysing the progress of the work.
- Preparing the E.O.T any extension of time claim or variations.
- Prepare the mitigation Plan, and recovery plan for the project in case of any delay happened.

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### **3.Senior Planner/Cost Controller**

July 2010-----November 2011

*Company: RMC Rafaat Miller Consultant*

Consultant

Projects: CFC Cairo Festival City project.

#### RESPONSIBLE FOR:

- Reviewing the Baseline time schedule.
- Reviewing the Monthly Update.
- Preparing the Monthly and weekly report for the owner.
- Tracking and analysing the progress of the work.

- Preparing the evaluation for any E.O.T extension of time claim or variations.
- Prepare the mitigation Plan for the contractor if any delay happens throughh manoeuvres of the activities, and relations.

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#### 4.Senior Planner/Cost Controller

May 2008 ----- June 2010

*Company: Buro Happold*

Consultant

Project: KINGDOM OF SAUDI ARABIA, MINISTRY OF FOREIGN AFFAIRS  
CHANCELLERY, CONSULATE AND STAFF RESIDENCE NEW SAUDI EMBASSY, CAIRO  
(100,000,000 US\$)

RESPONSIBLE FOR:

- Responsible of the reviewing the update of the program of the overall project
- Tracking of the progress of the project subprograms and the overall as well.
- Checking the validity of any claims before the beginning of evaluation of them and check the client needs first, then go in evaluating and reviewing the claims.
- Reviewing the validity of the escalation for the materials, then evaluate them.
- Removing any disputation causing claims.
- Making the new contract for the physical security especially after the modification of the Saudi embassy.

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#### 5.Senior Planner/Cost Controller

October 2005----MAY2008

*Company: Samsung /Samecrete joint venture (SSJV)*

Main Contractor

Projects: The American University in Cairo

RESPONSIBLE FOR:

- Responsible of the planning of the project, Schedule of the Project overall and updating the schedule.
- Preparing of the claims for time and/or cost.
- Invoice study and preparation for different trades' invoices such as marble terrazzo tiles, ceramic tiles, false ceiling, painting and plastering.
- Preparing the cash flow, cash in and cash out for the project.
- Updating the time Schedule especially for parcel 1 the President House.

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#### 6.Planner/Cost Controller

June 2003-----October2005

*Company: AL YASMEIN International for Building & Construction*

Main Contractor

Projects: AL-Yasmein Village

RESPONSIBLE FOR:

- Preparing six types of reports for the owner material, invoices, depreciation, stores, and subcontractor's reports to track and show the status of the project from different aspects.
- Preparing the variation order due to customer order request.
- Monitoring and controlling the total cost of the project, making of cost study, cost estimation, and cost analysis.

- Preparing the sub-contractors' and main contractors' invoices for the whole items and overall the total project with the quantity surveying and measuring from the site or with the help of computer for al yasmein Village Project.

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**7. Employee/Team Leader**

October 2002-----June2003

*Company: Millennium Corporation (virtual business simulation company) in the Information Technology Professional (ITP track)*

Projects: 7 projects related to IT and reducing the gap between it and the business.

*Details are stated later about this course in another section of this CV\**

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**8.Site/Technical Office Engineer**

July 2000-----October 2002

*Company: Misr Sons Development (MSD) Hassan Allam Sons*

**Main Contractor**

In MSD I work in two different projects and the main office as well.

Projects: Beverly Hills

**RESPONSIBLE FOR:**

- Responsible of the Beverly Hills Buildings as a site engineer I was responsible about more than 15 building consisting of ground and four typical floor story building.
- I was responsible about the lot with its surrounding area and landscape between and exterior to them.
- The retaining wall surrounding the whole sector of the site and the lot area.

**Media Production City**

**Main Contractor**

**RESPONSIBLE FOR:**

- Responsible about the façade of the foot bridge TOC, and the admin building supervising the work of EGYBEL
- Responsible of the Quality Control and Quality Management of the whole site with the help of senior engineer in the Mubarak Studio Complex (MSC) in the Media Production City (MPC).
- Responsibilities include monitoring, designing, and supervising the façade of the admin building in the Media Production City (MPC).

**Training**

- Training for the four year in Arab contractors and other companies such as B6 Company in many Different Projects such as Meridian and the hospital of Kasr EL-Ainy buildings.

**LANGUAGE**

Arabic : Mother tongue.

English : Excellent (Read/ Write / Speak) **Fluent Speaking**

German : Intermediate more than basic.

French : Basic (studying is Ongoing).

**COMPUTER SKILLS**

- Primavera P6 primavera project planner program with Certificate from Promastar.
- Ms Project 2007.

- Expedition 8.5 with Certificate from AUC the American University.
- MS Office 2010 bundle (Mastering Excel, Word, Access, and Power point).
- Visio 2003 and any other windows application or custom software.
- Mastering surfing the net for the work seek or education
- AutoCAD 2010.

### **BUSINESS SKILLS**

- Ability to Work Under pressure.
- Planning and organizing skills.
- Ability to work team member as well as a team leader.
- Meeting the deadlines.
- Communication skills (ability to communicate at all levels).
- Analyses skills.
- Negotiable skills using win/win strategy.

### **ITP PROGRAM COURSES AND PROJECTS\***

Information Technology Professional Program (ITP)-Microsoft /Cisco stream- This is a fully funded program offered by the Canadian Software Human Resource Council (SHRC) and sponsored by the University of New Brunswick. It is a twelve – month, project –based, real life business simulation. The simulated learning environment, Millennium Corporation, is to allow participants to be involved in a virtual company as both employees and managers, during the whole year through all seven projects.

IN ADDITION TO THE MICROSOFT/ CISCO STREAM ITP TRACK ALSO INCLUDED

- |   |   |
|---|---|
| 1. ITP – 001 Organizational development                   | 12. ITP – 012 Web design                                |
| 2. ITP – 002 Organizational behavior                      | 13. ITP – 014 Project control with Microsoft            |
| 3. ITP – 003 Managing and maintaining your PC             | Excel   |
| 4. ITP – 004 Time management                              | 14. ITP – 016 Database design with Microsoft            |
| 5. ITP – 005 Business writing and presentation            | Access  |
| 6. ITP – 006 Project planning with Microsoft project 2000 | 15. ITP – 017 Ethics and technology in a network world  |
| 7. ITP – 007 Managing and leading change                  | 16. ITP – 018 Managing culture diversity                |
| 8. ITP – 008 Conflict resolution                          | 17. ITP – 019 Business process re-engineering           |
| 9. ITP – 009 Career planning                              | 18. ITP – 021 Learning Unix with Linux                  |
| 10. ITP – 010 Team building and communications            | 19. ITP – 022 Business problem –solving and negotiation |
| 11. ITP – 011 Leadership skills                           | 20. ITP – 023 Project procurement management            |
|   | 21. ITP – 024 Project quality management.               |

### **CERTIFICATE**

Exam 70-210 Windows 2000 Professional

Exam 70-215 Windows 2000 Server

Exam 70-216 Windows 2000 Network Infrastructure

Exam 70-217 Windows 2000 Directory Service Infrastructure

Exam 70-219 Designing Windows 2000 Directory Services Infrastructure

Exam 70-227 Administering Internet Security and Acceleration Server 2000 (ISA)

Exam 70-228 Administering Microsoft SQL Server 2000.

### **VOLUNTEER EXPERIENCE**

1. One of the board members of the Resala Training Center (RTC), I am working with Resala Training Centre (RTC) helping them in preparing the IT material in different courses such as AutoCAD 2002 2D & 3D.
2. One of the regular blood donors in National Blood Transfusion Center (NBTC) a regular blood donor for the children (every three month).
3. One of the Holy Quran Recitation in El- Hosary Mosque The writer is one of the recitation who study and teach the holy Quran in el Hosary mosque branches.
4. One of the Learner, Speaker for the EEA at Riyadh.