

AMR MOHAMED EL-SAYED KHALIL

PERSONAL INFORMATION:

Date of Birth: 03/02/1996

Marital Status: Married

Nationality: Egyptian

Residence: Egypt – Al-Sharqia Governorate

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CAREER OBJECTIVE

Results-driven professional with extensive experience in technical office operations, cost control, and quantity surveying. Skilled at optimizing project documentation, analyzing contractor pricing, and ensuring on-time, cost-effective delivery. Seeking to contribute my expertise to a forward-thinking organization.

EDUCATION:

Bachelor of Computer Science

Al-Obour High Institute of Engineering, Al-Obour – Egypt
(2015 - 2019)

High School Diploma

Abu Hammad High School, Abu Hammad – Egypt
(2011 - 2014) – Grade: 86%

PROFESSIONAL EXPERIENCE:

DOCUMENT COORDINATOR AND COST CONTROLLER (DATA ENTRY)

Company: Orascom Roads and Bridges

Duration: 01/06/2018 - 10/08/2020

Location: Cairo, Egypt

Key Responsibilities:

- Coordinated and archived project documents including contracts and extracts.
- Quantified subcontractor quantities, ensuring accurate project cost management.
- Extracted and processed inspection requests, liaising with consultants for approvals.
- Analyzed contractor pricing, identifying and implementing applicable deductions.

SITE NETWORK ENGINEER

Company: Orascom Roads and Bridges

Duration: 16/09/2020 - 24/08/2021

Location: Cairo, Egypt

Key Responsibilities:

- Developed and maintained network infrastructure for company headquarters.
- Provided software maintenance and updates for all company devices.

PROGRAMMING TRAINING

Company: createivo

Duration: 12/10/2021 - 03/07/2022

Location: Mansoura city

DOCUMENT COORDINATOR AND COST CONTROLLER (DATA ENTRY)

Company: Hassan Allam Roads and Bridges

Duration: 28/08/2022 - Present

Location: Arish, Egypt

Key Responsibilities:

- Managed project documentation, including contracts and extracts, ensuring accuracy and compliance.
- Performed subcontractor quantity take-offs, aiding in effective cost control.
- Processed and tracked inspection requests, coordinating with consultants to meet project deadlines.
- Conducted thorough price analysis for contractors, enforcing deductions where necessary.

TECHNICAL SKILLS

- **Software:** Microsoft Office Suite (Excel Advanced, Word, PowerPoint), AutoCAD, ERP systems.
- **Specialized:** Quantity surveying, cost control, document management systems.
- **IT Skills:** Basic networking, troubleshooting, software installation.

COMMUNICATION SKILLS:

- **Active listening:** Paying close attention without interrupting the speaker.
- **Clear expression:** Using simple and direct language.
- **Body language:** Such as facial expressions, tone of voice, and gestures.
- **Asking questions:** To ensure you have correctly understood the topic.
- **Empathy:** Trying to understand the other person's perspective and feelings

LEADERSHIP SKILLS:

- **Decision-making:** Choosing appropriate solutions quickly and wisely.
- **Team motivation:** Encouraging others to give their best.
- **Planning and organization:** Setting goals and creating steps to achieve them.
- **Problem-solving:** Tackling challenges in creative ways.
- **Leading by example:** Being a role model in behavior and work

INTERESTS:

Traveling
Sports
Reading