

# Youssef Magdy Shalaby

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<b>Objective</b>	Seeking a challenging and rewarding role as a Senior Equipment Administrator and Cost Controller where I can leverage my expertise in cost reduction, process optimization, and strategic procurement to drive operational efficiency and financial success.
<b>Skills &amp; Abilities</b>	My proven expertise in cost reduction, strategic procurement, and process optimization, coupled with my strong analytical and negotiation skills, make me a valuable asset to any team seeking to improve operational efficiency and financial performance.
<b>Experience</b>	<p><b>JV CCC &amp; HAC from February-2024 – Till Present</b> <b>Senior Plant Machinery and Vehicles Administrator, Marassi Projects</b></p> <p>Implemented a new cost tracking system that led to a 50% reduction in unplanned maintenance costs, while also achieving significant reductions in equipment rental costs (50%), fuel consumption (60%), and budget inaccuracies (70%). Additionally, I identified and eliminated waste streams, resulting in an 80% cost savings. My responsibilities also included budget management, cost analysis, vendor negotiations, inventory management, ensuring compliance with financial regulations, and overseeing vehicle license renewal and insurance claims.</p> <p><b>JV CCC &amp; HAC from July-2018 – To January-2024</b> <b>Senior Plant Administrator, Alamein Projects</b></p> <p>Implemented and managed a comprehensive equipment and fleet management system.</p> <p>This included:</p> <ul style="list-style-type: none"><li>▪ <b>Fuel Consumption Optimization:</b> Accurately tracked, analyzed, and optimized fuel consumption for both vehicles and equipment, leading to significant cost savings.</li><li>▪ <b>Inventory and Asset Management:</b> Created and maintained detailed inventory and asset lists for joint venture, hired, and owned equipment, ensuring accurate tracking and utilization.</li><li>▪ <b>Cost Control and Negotiation:</b> Negotiated favorable hire rates, collected quotations, and prepared comparative analyses to minimize costs.</li><li>▪ <b>Equipment Maintenance and Calibration:</b> Ensured compliance with equipment calibration standards and monitored equipment availability and utilization to optimize performance.</li><li>▪ <b>Financial Reporting and Analysis:</b> Prepared detailed reports on fuel consumption, equipment back charges, hired time sheets, manpower utilization, and project-related financial metrics.</li></ul>

- **Strategic Planning and Cost Reduction:** Formulated long-term plans to improve departmental efficiency and reduce downtime. Identified and implemented cost-saving initiatives, such as optimizing equipment usage and negotiating favorable terms with suppliers.
- **Safety and Compliance:** Adhered to company safety standards and ensured compliance with health, safety, and environmental management system requirements.

**El Sewedy Electric PSP from Oct-2016 – To June-2018**

**Senior Equipment Administrator, Beni Suef 4800 MW combined cycle Power Plant**

Overseeing department quality and safety, managing equipment and fuel costs, and ensuring efficient equipment utilization.

My key responsibilities included:

- **Cost Management:** Conducting monthly equipment and fuel back charges, calculating equipment running costs, and tracking equipment utilization.
- **Equipment Maintenance:** Following up on equipment requests, expired certificates, and operator licenses, ensuring compliance with safety standards.
- **Operational Efficiency:** Monitoring daily equipment and vehicle utilization, fuel distribution, and equipment back charges.
- **Administrative Tasks:** Recording equipment and vehicle history, collecting quotations, preparing manpower reports, and following up on meeting minutes.
- **ERP System Management:** Working effectively with the ERP system to streamline administrative processes.

**Consolidated Contractors Company from Jan-2010 – To Oct-2016**

**Assistant Plant Administrator, Nile Cornish Project**

Optimizing plant operations and controlling costs.

My core responsibilities included:

- **Maintenance Planning and Scheduling:** Planned maintenance schedules for project equipment, ensuring optimal equipment life and performance.
- **Cost Management and Reporting:** Prepared monthly and annual reports on plant operating costs, capital requirements, performance forecasts, and cost standards. Managed financial statements and tracked key performance indicators (KPIs).
- **Inventory Management:** Conducted cycle counts for plant materials and managed spare parts, tires, and consumables budgets.
- **Data Analysis and Reporting:** Prepared reports on plant utilization (bar charts), fuel consumption (including CO2 emissions), equipment running costs, and equipment downtime.

- **Safety and Compliance:** Ensured the safe operation of equipment by monitoring crane inspections, tracking expired certificates, and collating safety checklists.
- **Administrative Tasks:** Managed administrative tasks such as preparing vehicle monitoring reports, outstanding insurance claims lists, and various appendix forms. Maintained filing systems and ensured equipment operator safety inductions.

**Brisk Consulting for boosting business performance from June-2006 – To Dec-2009**

**Assistant Cost Controller – Ahli United Bank Branches**

Managing operational and project expenditures.

My key responsibilities included:

- **Financial Management:** Contributing to AFE submissions, managing well costs, preparing forecasts, and reviewing and approving invoices.
- **Procurement and Supply Chain:** Supporting procurement and commercial activities for drilling and completion operations, both onshore and offshore.
- **Cost Tracking and Reporting:** Building and updating AFEs, monitoring contractor and supplier spending, preparing monthly accruals, and forecasting future spending.
- **Cross-Functional Collaboration:** Working closely with drilling operations engineers to provide input for well reports and other relevant documentation.

**Education**    **Modern Academy – Maadi – Good**  
2006  
Bachelor of Commerce English Accounting section.

**Achievements**    Results-oriented Senior Equipment Administrator and Cost Controller with a proven track record of driving operational excellence and financial efficiency. Leveraging 18 years of experience in the construction and energy sectors, I have successfully implemented innovative strategies that have significantly reduced costs and optimized operations.

Key achievements include:

- Cost Reduction: Achieving a 50% reduction in equipment rental costs, 50% decrease in unplanned maintenance expenses, and 70% improvement in budget accuracy.

	<p>Process Optimization: Implementing a cutting-edge cost tracking system that streamlined operations and eliminated waste, resulting in an 80% cost savings.</p> <p>Strategic Procurement: Negotiating advantageous terms with vendors and optimizing equipment utilization to minimize costs.</p> <p>Data-Driven Decision Making: Preparing comprehensive reports on equipment performance, fuel consumption, and financial metrics to inform strategic decision-making.</p> <p>My expertise in asset cost management, and process optimization, combined with my strong analytical skills and collaborative approach, make me a valuable asset to any organization seeking to enhance operational efficiency and financial performance.</p>
<p><b>Technical Skills</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Financial Software Proficiency:</b> ERP system Oracle &amp; IBM Maximo.</li> <li>▪ <b>Equipment Management Systems:</b> Knowledge of fleet management software or other specialized tools for tracking equipment usage, maintenance, Inventory and costs</li> <li>▪ <b>Procurement Systems:</b> Experience with e-procurement platforms.</li> <li>▪ <b>Data Analysis Tools:</b> Expanding my skills in Python for more advanced data manipulation and analysis.</li> </ul>
<p><b>Soft Skills</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Cost Reduction and Analysis:</b> Proven ability to identify cost-saving opportunities, analyze financial data, and implement effective cost control measures</li> <li>▪ <b>Strategic Planning:</b> Experience in developing and executing long-term plans to optimize operations and reduce costs</li> <li>▪ <b>Negotiation:</b> Skillful negotiator with the ability to secure favorable terms with suppliers and vendors</li> <li>▪ <b>Process Improvement:</b> Expertise in identifying and implementing process improvements to enhance efficiency and reduce waste</li> <li>▪ <b>Data-Driven Decision Making:</b> Ability to use data to inform decision-making and drive continuous improvement</li> <li>▪ <b>Problem-Solving:</b> Strong problem-solving skills to address challenges related to equipment maintenance, procurement, and cost control</li> <li>▪ <b>Project Management:</b> Experience managing projects related to equipment acquisition, maintenance, and cost reduction</li> <li>▪ <b>Leadership:</b> Ability to lead and motivate teams to achieve goals and overcome challenges</li> </ul>