



Mostafa Agour

0578081985 | mostafaagour27@gmail.com

Summary

I have been working in the technical office since May 2023, where I am responsible for preparing and updating project schedules and monitoring actual work progress. I am capable of preparing official correspondence and technical reports in collaboration with consultants, owners, and subcontractors, reflecting my strong communication and organizational skills.

Experience

- **Marai Rashid Al Shardi Architectural Contracting Company - Maintenance and Operations Department,**
An employee in the technical office 5/2023 - Till now
Preparing and updating project schedules and monitoring actual work progress
Preparing official correspondence and technical reports with the consultant, owner, and subcontractors
Preparing monthly contractor settlements and payment certificates and reconciling them with the work completed
- Manger of reservation department Altawi reade mix concrete and cement products 10/2022 - 5/2023
- I work as reservations department employee at Altawi reade mix concrete and cement products 7/2022 - 10/2022
- I owned clothing printing factory 2020 - 2022
- worked as a salesman in Bianco's ready-made clothes stores 2017 - 2020

Education

- **Tanta University** 2014
Bachelor's degree in physical education
Good
- Completed an English course 2016
- Obtained an ICDL course 2016

Skills

- Communication skills
- Computer skills
- Work under pressure
- Ability to learn
- Making Technical reports
- Providing administration support

Languages

- Native language: Arabic
- Good in English

Personal Details

- Date of Birth : 27/7/1992
- Marital Status : Single
- Nationality : Egyptian