



Objectives:

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

Personal Information:

Name: Hany Ahmed Hafez Awad

Date of Birth: April 2nd, 1980

Contact Info: Cell +201003332757

E-mail: hany.Ahmed80@hotmail.com

Material status: Married

Address: Shbeen El qnater, Qalyoubia, Egypt.

Educational Degree: B.S.C of Tourism and Hotels (Tourism Studies department)

Graduation Degree: Good since May, 2002

Other Courses:

1- Computer Network Courses:

- ICDL since 2006
- MS office since 2006 (word, excel, power point & outlook)
- MCP (Microsoft certified Pro) since 2003.

Resume

2- Management Skills & Courses:

- Enhanced internet skills
- MIS (Management Information system).
- Archiving system management course IBM FileNet & Aconex DMS.
- Comptia CIDA + (self-study)
- PMP (Project Management) since 2013 Attendance and studying Preparing for exam in December 2016.

Language Skills:

Arabic: Mother tongue

English: excellent (Reading, writing, listening & talking)

Work History:

1- Oriental for industrial development and Touristic constructions (owns Rixos Hotel at Sharm El-sheikh)

- IT Help desk from 2003 till 2005
- IT Manager from April 2005 till May 2007

2- Radamis for Hotels & touristic Resorts. (Owns Tirana Aqua Park Hotel & 4 Hotels under construction)

- IT manager from May 2007 Till Jun 2008
- IT& ASST executive Manager from Jun 2008 Till December 2009

3- MIS MGR Managing Information system & Assistant Projects Manager from Jan 2010 till July 2015, major responsibilities included:

- **Managing Director of information Technology and IT systems.**
- Assists in the development of project proposals, cost estimates and budgets, timelines and schedules.
- Follows-up on pre-installation activities, e.g., confirming delivery dates of equipment and software.
- Prepares reports for Project Managers on status of all services provided for specific technology projects.

Resume

- Coordinates and assists in the development of electronic and written materials for projects management proposals, presentations, and status updates
- act as liaison between districts and contractors involved in project implementation and assures that all contracted work is satisfactorily completed according to specifications;
- Assists in the coordination of all personnel: vendors, contractors, etc., necessary to complete the project;
- Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software (MS Project) in performing work assignments.
- Managing Aconex system & SharePoint (Document Management system & Workflow)

**4- Document Control Manager & Project IT Manager at SAPAC
(Saudi pan Kingdom)**

From August 2015 till April 2016

- Responsible for overall coordination of controlled documentation within the company Projects regarding project Management information system standard and ISO Standard.
- Performs the Document Control function within the validated Master Control system.
- Coordinates and chairs Change Control Board meetings.
- Orders external standards and maintains tracking system.
- Assist in supporting external audits, coordinating activities in backroom and ensuring timely response to Documentation requests for auditors
- Supports user requests for documentation and trains users in Master Control.
- Supports change management of labeling and ensures accurate completion of Labeling Verification form.
- Maintains quality records per applicable SOPs.
- Investigates and responds to corrective actions related to Document Control, system and External Standards.
- Responsible for coordinating document change orders (DCO), facilitates review, approval, and retention of Risk
- Other duties may be assigned as deemed necessary by the supervise.
- Developing Document control system (internal processing) For **Sudair** industrial city phase 2, **Jazan** Industrial city Phase 2, **Almadinah** Housing Project Phase 2 & Expansion of **Jeddah** industrial city Phase 3.

**1- Radamis for Hotels & touristic Resorts. (Owns Tirana Aqua Park
Hotel & 4 Hotels under construction) from May 2016 Till now
Asset Executive Manager & Information system Manager**

Hany Ahmed Hafez

Email: Hany.ahmed80@hotmail.com

Resume

Thx for your concern

All requested documents available upon request

**Best regards
Hany Ahmed**