

Whomever it may concern

Subject: post applied under your command

Dear Sir,

I pursuit of further career prospects and to widen the horizon of my experience, I am exploring the possibilities of a challenging assignment in your organization of repute.

Herewith enclosed a copy of my curriculum vitae, contents of which will give you a comprehensive

Overview of my qualification and experience. I assure you that I shall discharge my duties to the

Satisfaction of my superiors and endeavor my every effort for the betterment of the organization.

I would therefore appreciate if you could consider my application and look forward to receive your positive response in this regard at your earliest convenience

Thanking & Regards

Bahaa Abdelmonem Omar Zedan

Bahaa Abdelmonem Omar Zedan



Phone: 00971-0508680465

Email: bahaazedan62@gmail.com

OBJECTIVE

Seeking an opportunity to use my customer service and management skills to improve customer satisfaction.

Admin Coordinator/ Hamad International Airport Jet A-1 Supply Project (JSPP) 05/2015- 01/2018

- Liaising and providing administrative support to the project team. working closely and collaborating with the client and representatives
- sourcing accommodation and facilities requirements for all members of the project team
- coordinating with the HR team to onboard new employees
- renewing visas and Work permits for new and existing project team members
- Liaising with the main office to provide updates on expenses and the project team's timecards on the ERP system
- Managing all inventory and serving as the main point contact for providing assistance with device set-up.

**Senior Security Coordinator/ PSS, OBD, Qatar Gas Co.
05/2013- 04/2015**

- Monitor and operate security systems (Fire Alarm, CCTV, Access Control-Lenel-Cardex_ Fire Works-ANPR) at the fire command center (FCC)
- Team Leader in respond to emergencies taking place in the tower as per plan procedure
- Direct security personnel as per operational requirements activating lift access and barrier access cards for the employees
- Accommodate the staff requests received on the FCC hotline
- Carry out emergency response and fire alarms exercise at quite hours and weekends
- React investigate and record incidents by generating reports on Qatargas portal
- Participate on drafting security policies, procedures, and post orders to manage daily activities
- In charge of contractor security personnel and do random checks for assure standard performance.
- Establish standards for personnel performance and customer service.
- Ensure gym facility is maintained clean, safe and orderly and kept in good working condition.
- Supervise day-to-day operations of the gym, canteen, security section and personal training sessions.
- Resolve issues and complaints pertaining to personal training from customers.
- Implement customer suggestions and recommendations to optimize training program.
- Maintain all paperwork regarding personal training schedules and procedures.
- Recruit and train Personal Trainers in their respective job duties.
- Ensure that the customers are given high quality services and assistance when needed.
- Direct security personnel as per operational requirements

- Participate on drafting security policies, procedures and post orders to manage daily activities and a random check for assure standard performance
- Investigate and solve the daily problems and report to head of general service manager
- Ensure safety procedure over all the area.
- Performs routine customer service-related activities, as appropriate to the position, such as security escort, providing directions to locations and/or services, and/or courtesy transport.
- Establish operation strategy in a team for improving the service
- Prepare data and information for making regular report data analysis.

Cam Boss, Transport & Garage Saad Hilal, Qatar

01/2010 – 05/2013

Responsibilities:

- Provide comfortable/suitable accommodation responsible for camp security, maintenance and upkeep of residential premises, mess, housekeeping, HSE
- Manage the camps where multi services (catering, housekeeping, and laundry) are provided
- Maintain a very good workers relationship within the limit.
- Daily briefing in the morning to the superior about the camp occupancy.
- Monitor and mentor the subordinates to achieve safe and comfortable stay.
- Inspects all of the camps operations daily.
- Keep and maintain an approved record of company supplied equipment
- Making necessary documents time to time/ daily basics and submit to superior end of the month.
- Prepare maintenance job requisition and follow up till job completion.
- Define logistics strategy within the organization policies and procedures and ensure effective integration of logistics operations
- Identify, mobilize resources, implement and report on special logistics operations
- Ensure effective land transport storage and handling management including regular reviews
- Ensure effective commodity management and quality control
- Manage organizations field fleet security arrangements and coordinate any evacuations
- Supervise staff as required

Admin, Qatar Petroleum Co- Ras Laffan.
06/2007 – 05/2009

Responsibilities:

- Increase daily target in Ten-days gate passes to RLC from 100 into 200.
- Managed the invoice payments via POS system credit and debit.
- Handled the daily financial report to finance department and direct supervisor.
- Handed over the general monthly reports to head office.
- Data entry of RLC traffic violations
- Increased the daily target in permanent and temporary passes.
- Increased daily target in daily and thirty days gate passes as required.
- Active receptionist in RLC passé section.

System Supervisor, Commercial bank of Qatar (CBQ)
08/2004 - 08/2006

Responsibilities:

- 1) Ensure the security control room is operationally ready and effectively managed by the contractor at all times.
 - 2) Compile and manage all statistical graphs and record related to security incidents, report, security bio data.
 - 3) Responsible for all site security compliance matters.
 - 4) Conduct security audits and make policy recommendations.
 - 5) Develop and update business continuity and disaster recovery protocols.
 - 6) Train fellow employees in security awareness and procedures.
 - 7) Defend systems against unauthorized access, modification.
 - 8) Perform vulnerability and networking scanning assessments.
 - 9) Implement security policies, application security, access control and corporate data safeguards.
 - 10) Conduct daily site inspection to verify compliance to agreed deployment plan and break schedule.
 - 11) Provide necessary training and testing to ensure security, safety, and emergency response, regulations, guidelines.
 - 12) Ensure CCTV system management is in accordance to agreed standards.
 - 13) Ensure key management by security are in accordance to agreed standards.
 - 14) Ensure access control system are operational and managed in accordance to agreed standards.
 - 15) Ensure all security inventories are regularly inspected and accounted for, ensure security ID entries by compiling and analyzing account information.
 - 16) Maintain and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions, resolving discrepancies.
 - 17) Summarize financial status by collecting information, preparing balance sheet, profit and loss, and other statements.
-

EDUCATION

Bachelor of Commerce – Department of Accounting 2002

HPA- Qualified Accountant Diploma

ADDITIONAL SKILLS

SHE Understanding.
Ethics and integrity
Teamwork/trust and empowerment
Quality/Quantity of work
Planning /Organizing
Service orientation and problem solving

Qatar & Egypt Driving license
Outlook User

Personnel information

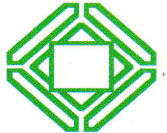
Nationality: Egyptian.
Marital status: Married.
Date of Birth: 16th Aug, 1981.



CONSOLIDATED CONTRACTORS GROUP S.A.L. (OFFSHORE) (CCC) / TEYSEER
CONTRACTING COMPANY W.L.L. J.V.

EPIC for Hamad International Airport Jet A-1 Supply Project

P.O. Box 22056, Doha-Qatar, Tel.40212444, Fax. 40212431



Ref: JSPP/ADM/17970

Date: Jan 08, 2018

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Bahaa Abdelmonem Omar Zedan** holder of Egyptian passport bearing number A03105991 was in our employment of Consolidated Contractors Group S.A.L (Offshore) (CCC) EPIC for Hamad International Airport Jet A-1 Supply Project (JSPP) during the period from May-2015 to Jan-2018 in the capacity of **Admin Coordinator**.

He was released from this Project due to Redundancy.

This certificate is issued upon his own request and without any liability to the Company.

For **Consolidated Contractors Group S.A.L. (Offshore) (CCC) /Teyseer Contracting Company WLL – JV**.

M. Fadi Boustani

Manager – HR & Administration





TRANSPORT & GARAGE SAAD HILLAL



نقلیات و کراج سعد هلال

EXPERINCE CERTIFICATE

To Whomsoever It May Concern

This is to certify that Mr. Baha Abdul Monem Omer Zedan was employed with our company (SBH – Transportation & Garage Saad Hillal) from 04/01/2010 to 25/05/2013 as **Camp Boss** for a period of 3 years.

KEY RESPONSIBILITIES:

- Provide Comfortable /Suitable Accommodation Responsible for Camp Security, Maintenance and up keep of Residential Premises, Mess, Housekeeping, HSE.
- Manage the Camps where multi services (Catering, Housekeeping and Laundry) are provided
- To maintain a very good workers relationship within the limit
- Daily briefing in the morning to the superior about the camp occupancy
- Monitor and mentor the subordinates to achieve safe and comfortable stay
- Inspects all of the camps operations daily
- Keep and maintain an approved records of company supplied equipments
- Making necessary documents time to time/daily basics and submit to
- Souper end of the month
- Prepare maintenance job requisition and follow up till job completion

His exposure in these areas is very good. During his tenure with us, she ably handled major responsibilities and found his to be hardworking and very productive.

We have found to be self started who is motivated, duty bound, and a highly committed team player with strong conceptual knowledge.

We at (Transport & Garage Saad Hillal). Wish his all success in his future endeavors.

For SBH





Certificate of Recognition

This certificate is presented to

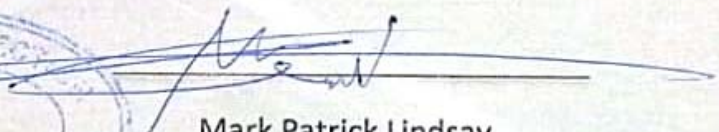
Senior Security Coordinator Mr. Bahaa A Omar Zedan

PSSC (Qatar) # 2766

In recognition for your commitment and valuable contribution to Qatargas Security Section

(July 2013 to December 2015)




Mark Patrick Lindsay
(Qatargas Head of Security)

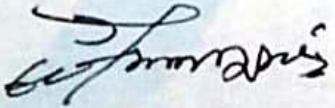
البنك التجاري القطري (ش.م.ق.)
ص.ب ٣٢٣٢، الدوحة، قطر
هاتف: +٩٧٤ ٤٤٩ ٠٠٠٠
فاكس: +٩٧٤ ٤٤٩ ٠٠٧٠
تلكس: ٤٣٥١ تجاري د.هـ

The Commercial Bank of Qatar (Q.S.C.)
PO Box 3232 Doha, State of Qatar
Telephone: +974 449 0000
Fax: +974 449 0070
Telex: 4351 TEJARI DH
<http://www.cbq.com.qa>

البنك التجاري
Commercial bank

16th June 2006

This is to certify that **Mr. Bahaa Abdulmonien Omer Zidan** work as a **System Supervisor** in **Commercial Bank Main branch** has performed well job in this association. He was employment from 03rd Aug 2004 to 16 June 2006. I am glad about with his honesty as well as hard working job and I would like to wish his successful future life.



Ganjaman Gurung
System Administrator,
Commercial Bank





الجابر للنقل والمقاولات العامة
Al Jaber Transport &
General Contracting

RAS LAFFAN INDUSTRIAL CITY
P.O. Box 22247
Doha
Qatar
Tel: +974 473 3549
Fax : +974 473 3339

APPRECIATION LETTER

Dear Sir,

We, Al Jaber & Partners, are please to express our sincere gratitude and appreciation for the kind support and assistance, you have been extending in various disciplines including, among others, financial, issuance of Gate passes to our own staff as well as to visitors.

On this occasion, we like to especially thank Mr. Hazem Abd El Nasif Ashoor and Mr. Bahaa A. Omer Zidan, who have been lending their prompt and constant support in all our operations.

In addition, we take this opportunity to thank QP team and urge them to continue their support and pave the way for smooth effective realization of ETP work and the complex.

Yours faithfully,
for **AL JABER TRANSPORT & GENERAL CONTRACTING L.L.C.**

SOBH SABEK
DEPUTY PROJECT DIRECTOR-ETP





مدينة رأس لفان الصناعية
RAS LAFFAN INDUSTRIAL CITY

P.O.BOX NO. 70
Doha- Qatar
Internet: www.qp.com.qa
Tel no: 4749607
Fax no: 4749607

قطر للبترول
Qatar Petroleum



مستودع خزانة رقم: ٧٠
الدوحة - قطر
البريد الإلكتروني: www.qp.com.qa
رقم الهاتف: ٤٧٤٩٦٠٧
رقم الفاكس: ٤٧٤٩٦٠٧

Recommendation letter

We found Mr, Bahaa A Omer Zidan to be an extremely hard working, enthusiastic and competent individual , he has shown great effort since JUNE /2007, experience and aptitude in working with us, he always conducted himself in professional and cordial manner any task undertaken had always been completed on time and with good feedback, we would like to thank Mr., Hazem all the effort and hard work he has achieved whilst working with us as a perfect accountant and document controller, he will be an asset to any company he works for in the future and we wish him all the very best in his future, if there is any further information you require please do not hesitate to contact us.

YOURS SINCERELY

Alex Kouli



ALEX KOULI
MANAGER INTERNAL AUDIT
QATAR PETROLEUM

15th MARCH, 2008

CERTIFICATE OF APPRECIATION

This certificate is presented to

Mr. Bahaa A Omer Zidan

Qatar Petroleum, Ras Laffan Industrial City

In appreciation of smooth cooperation for the services in issuing facilitating passes and payments and settling accounts during CONSOLIDATED ENGINEERING CONSTRUCTION CO. (QP). Contract in Ras Laffan (2007/2008)

Consolidated Engineering Construction Co.
Ras Laffan Projects
Tel : 4835880 - 5853021
P.O. Box: 22571, Doha - Qatar

J. Khalil
PROJECT MANAGER

GTC 05/260/ED



Highly Professional Advisors[®]

Training
Consulting
Recruitment

Tanta In: 6/2/2012

Training program completion certificate

Mr. Bahaa Abd El-Monem Omar Zedan

This is to certify that you has completed & attended "Qualified Accountant Professional Diploma"
during the period from 18th Dec 2011 to 2nd Feb 2012.

Program Contents:

Part One (30 hours) :

Financial accounting and Specialized Accounting Banks & Treasury:

- Treasury management
- Banking
 - Checks and bank transfers
 - Letters of guarantee
 - Letters of credit
 - Credits
 - Treatment of some transactions between Banks and Customers

Purchasing & Warehouses :

- Imports – Customs Clearance
- How to calculate the cost
- Collect and Deduct under Tax
- Warehouses cycle
- Suppliers accounts and issuing approval

Sales Cycle :

- Price Proposals- Purchase Orders- Sales Invoices
- Tenders Law
- Sales Tax
- Customers , accounts and issuing approvals

Head Office

8 Mohamed Anis St., Kolyet Elbanat, Merghani, Heliopolis
Tel.: (02) 26903875 - (02) 26907057 - (02) 24182790
Mobile: 01002666461 Fax: (02) 22908381

Delta Branch

11 Lokman ElHakim St., from Omar ebn Abd Elaziz, Tanta
Tel.: (040) 3272725 - 01001797050



Highly Professional Advisors®

Training
Consulting
Recruitment

Wages & Salaries :

- Social Insurance
- Payrol Tax

General Accounts :

- Journal Entries
- Mandatory and Non-Mandatory Books
- Trial Balance
- Adjusting Entries
- General Ledger
- Financial Statements
- Closing Entries
- Post Closing Trial Balance

Costs :

- Cost and Managerial Accounting
- Product Costing Systems and Accounting for Overhead
- Costing and its relation to decision making
- Cost Control
- Joint Cost

Part Two (30 hours) :

Computerized accounting :

- Designing an Accounting System using Excel
- Dealing with an Accounting System through Peachtree Program
- Dealing with an Accounting System through ERP System
- Dealing with an Accounting System through Quick Books Program

Wish you all the best

Training Manager

Sameh Nasr



7

Head Office

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Fax: (02) 22908381

Delta Branch

11 Lokman ElHakim st., from Omar ebn Abd Elaziz, Tanta

Tel.: (040) 3272725 - 01001797050



Consolidated Contractors Int'l Co. / Teyseer Contracting Company – J.V.
Ras Laffan Expansion (RLX) Project – Ras Laffan
P.O. Box: 22056, Doha - Qatar, Tel: 473 5310, Fax: 473 9011



Ref.: RGX.882/CCC/RLIC/L-
Date: May 15, 2008

M/s. Ras Laffan Industrial City
Post Box 22247
Doha – State of Qatar

Fax: 474 8469

Attention: Mr. Abdullah Al Muhannadi
Head of Security

Dear Sir,

Subject: RASGAS II ONSHORE EXPANSION PROJECT – RGX II
LETTER OF APPRECIATION

We wish to write this letter in order to express our appreciation to your staff working at the security pass office for their dedicated services in general and the following person in particular due to his exemplary services.

Mr. Bahaa Abdel Munem O. Zaidan

We wish you and your team all success in future endeavors

For CCC/T JV RGX Project.

Yours very truly,



M. KHALED SOBH
Head of Project Administration & Personnel

KS/JP

Noted

Pls pass on my
regards to Gate Pass
Section, excellent work
Keep it up!!

A/RHS
20 May 2008.

**Qatargas Operating
Company Limited**
PO Box 22666
Doha, Qatar
T: +974 4473 6000
F: +974 4473 6666
www.qatargas.com.qa



QG Ras Laffan Industrial City

PO Box 22666

Doha, Qatar

Date: 15th Dec 2014

Our Ref: G 2423

To

Bahaa A Omar Zedan

Letter of Appreciation

I wanted to write to you on behalf of Qatar Gas to express our gratitude for all the support we received from your work on a number of areas, especially in the area of Ras Laffan, Given the stage of development. We have a large demand for safety induction, in all circumstances your work has been both accommodating and understanding in particular. You always have been most helpful towards.

WELL DONE

Mark Patrick

Safety Manager



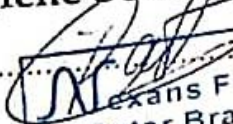
 Nexans Nexans France Qatar Branch

ATTESTATION D'APPRÉCIATION

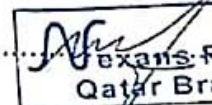
Cet attestation est délivré a
Qatar petroleum, Ras laffan Industrial city
Mr. Bahaa A Omer Zidan

Dans l'appréciation de la coopération qui se sont étendus par les services de laissez-passer et d'Équipement de Paiement et Financent des Règlements pendant le [NEXANS France. (KAHRAMAA)]. (2007/2008)

Le Directeur
Hygiène Sécurité Environnement


Nexans France
Qatar Branch

Le Directeur
Le Directeur D'administration


Nexans France
Qatar Branch



جامعة طرابلس
كلية التجارة

شهادة

بهاء عبد المنعم عمر زيدان

تشهد الكلية بأن السيد /

المولود في الغربية سنة ١٩٨١

قد حصل على درجة البكالوريوس في التجارة شعبة المحاسبة

دور ماد سنة ٢٠٠٢ بتقدير عام مقبول

بمجموع تراكمي ٦٠٦ درجة ستة وستة درجة ١٠٢٠

وقد أعطيت له هذه الشهادة بناء على طلبه .

رئيس شؤون الطلاب

المراجع

شؤون الخريجين

UNIVERSITY

تحريرا في ١٩ / ٩ / ٢٠١٣

يعتمد

د. محمد سامي زراعي

عميد الكلية

خاتم شعار الجمهورية



مكتبة

٧٨٧٩٤٤
٢٠١٣ / ٩ / ١٩

十
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ARAB REPUBLIC OF
EGYPT

يشمل هذا الجواز ٥٢ صفحة
This Passport contains 52 Pages

ARAB REPUBLIC OF EGYPT



بهاء عبد المنعم عمر زيدان

Full Name
BAHAA ABDELMONEM OMAR ZEDAN

Date Of Birth	Place Of Birth	تاريخ الميلاد	مكان الميلاد
16/08/1981	GHARBEYA	١٩٨١/٠٨/١٦	الغربية
Nationality	Sex	الجنسية	الجنس
EGYPTIAN	M	مصري	ذكر
Date of Issue	Date of Expiry	تاريخ الإصدار	تاريخ الانتهاء
28/05/2018	27/05/2025	٢٠١٨/٠٥/٢٨	٢٠٢٥/٠٥/٢٧
Issuing Office		جهة إصدار الجواز	
12			

الرقم القومي: ٢٨١٠٨١٦١٦٠٣٤٥٨
الوظيفة/ المهنة: أخصائي محاسبه
الكثرونه بالخارج
Profession: SPECIALIST

الموقف التجديدي: غير مطلوب
العلوان: ٨ من المدينة المنورة الهرم



P<EGYZEDAN<<BAHAA<ABDELMONEM<OMAR<<<<<<<<<<

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