

# Marwan Ali Ahmed Shaarawy

50 Abdeen Square, Cairo, Egypt,



## Objectives:

---

Seeking a challenging opportunity as HR Coordinator, Specialist.

## EDUCATIONAL BACKGROUND

---

**2016:** **Cairo University**  
Faculty of Science, Bachelor of Science at Petroleum Geoscience Program,  
Graduation project: Grade: Excellent

## Experience

---

### Langspire Translation Service provider, Egypt

2020 to Present

#### **Project Manager**

**Mar. 2020 to Present**

#### **Responsibilities**

- Manages localization projects from beginning to end, working closely with language specialists, localization engineers, product management and development, internal business partners and external vendors and other departments.
- Develops project plans and workflows, managing time, resources and quality control.
- Assigns, monitors and measures project team members' work.
- Manages team's compliance with standards, practices and policies.
- Directs team's deliveries to timelines and product quality, including responsiveness and professionalism towards both internal and external clients.
- Continually expands knowledge and education in localization trends and news.

### Contrack Facility Management (Contrack FM), Egypt

**Feb. 2019 to Feb. 2020**

#### **Project Coordinator**

#### **Responsibilities**

- Assessing building maintenance issues by conducting weekly walks of the building and recording the findings.
- Working with the Facilities Manager, Moves, and Changes team to address internal space requirements and to organize/assist with team moves and Moves and Changes team.
- Monitoring stock levels of Stationary and Consumables used by Employees and placing orders with suppliers.
- Managing internal moves within the building with the Facilities Manager.
- Working with Facilities Manager, Moves, and Changes team to maintain floor plans.
- Assisting in setting up in house and external events as and when required.
- Supporting the Office Service Coordinator as and when required regarding vendor management and Soft Service Support.
- Managing fire wardens and first aiders and assist with scheduling training and refresher training as necessary.
- Manage day-to-day mailroom operation, deliveries, enquiries, etc.
- Manage mail related supplies stock and place order when needed.

**Localize Group for Translation and Formatting -**

**Feb. 2018 to Feb. 2019**

**Project Coordinator,**

**Responsibilities**

- Manages localization projects from beginning to end, working closely with language specialists, localization engineers, product management and development, internal business partners and external vendors and other departments.
- Develops project plans and workflows, managing time, resources and quality control.
- Assigns, monitors and measures project team members' work.
- Manages team's compliance with standards, practices and policies.
- Directs team's deliveries to timelines and product quality, including responsiveness and professionalism towards both internal and external clients

**Bayan Tech for Translation and Formatting**

**Feb. 2017 to Feb. 2018**

**Desktop Publisher**

**Responsibilities**

- Following instruction, guidelines given by the company/client.
- Ensuring consistency in Layout and style.
- Make QC & QA per request

**Zhongman Petroleum and Natural Gas Group (ZPEC), Egypt.**

**Mar. 2017 to Sep 2018**

**Well Site Geologist (Part Time)**

**Responsibilities**

- Preparing project plans and technical reports of investigation and remediation activities and provide analysis and interpretations of findings.
- Subsurface Investigations - Drilling/ logging bedrock and overburden, monitoring Designing and commissioning boreholes, analysis of cuttings.
- Compilation and interpretation of geological and hydrogeological data in support of site investigations.
- Conducting hydrogeological and pumping test and analysis of test data using standard methods.

**Achievements:**

---

- Employee of the quarter at Langspire as Accomplished a new Task with New software (E-learning Tasks) which make the company enter a new field

## Training and Courses

---

- **Human Resources Management Diploma at EGY Cham, accredited by Ain Shams University and HRCI**  
(Feb 2021) **(98% Excellent Grade)**
- **NEBOSH International General Certificate**  
Occupational Health and Safety (IGC) (February 2019)
- **First Aid, Risk Assessment, Firefighting, International courses**  
(August 2018).
- **General industry safety and health and Construction industry safety and health**  
OSHA Course (July 2018)
- **Introduction Course about safety and its principles**  
(January 2018).
- **Graphic & Marketing diploma in (Photoshop, Illustrator, InDesign, CorelDraw, Marketing Fundamentals) at Career College USA**  
(May 2017)
- **Successfully attended offshore Safety Course from Enppi Company**  
(September 2016)
- **English language (completed Upper Intermediate General English level British Council)**  
(July 2014)

## Skills & Qualifications

---

- Computer Skills: Proficient user (Word, Power Point, Page Maker) Excellent user for Adobe (Photoshop, InDesign, Illustrator)
- Language Skills: Arabic (Mother Tongue) English (Intermediate)
- Personal Skills: Project management, Strong decision maker, Complex problem solver, people originated.

## Additional Data:

---

- Date of Birth: 17/07/1992
- Military service: Exemption
- Marital status: Single

Reference are ready upon your request