

- **ADMINISTRATIVE OFFICE MANAGER**
- **TRANSLATOR-INTERPRETER**
- **JUNIOR PLANNING-COST CONTROL**
- **WAREHOUSE MANAGING**
- **DOCUMENT CONTROLLER (QA/QC)**
- **HUMAN RESOURCES ADMIN, RECRUITMENT, STAFFING**
- **PROCUREMENT AND PURCHASE**
- **WAREHOUSING**
- **LOGISTICS**



Khaled Chaabane, 43 years, married, Algerian.
BP. Tassadane Haddada -43325,Algeria.

Email:khaaled78@gmail.com;

Khaaled78.ch@gmail.com

Tel: +213 (0) 672244142

Prior Experience

- Experience providing translation and interpretation support in English/French
- /Arabic.
- Experience in office and administration management.
- Experience in administrative and technical support to projects' management.
- Experience in public contact and relations, in particular contact with top government officials.
- Document Control – QA/QC (Notice Of Inspection-NOI, Inspection Test Plan ITP, Inspection Test Report ITR, Final Documentation, Test Packs, Transmittals, Electronic Documentation Management System, Test Packs, Site Discrepancy Request SDR, Daily Surveillance Report DSR, Site Technical Query STQ, and other daily QA/QC tasks.
- Tracking Budget Expenses, planning and cost control.
- Staffing and international recruitment.
- Strong verbal and written skills in English, French and Arabic.
- Warehouses inventories, purchases, procurements, and supplies.
- English Language lecturer.
- Office tools proficiency (MsWord, MsExcel, MsPowerPoint, MsOutlook, Access, Good in PrimaveraP6, Internet, Printers and Copiers, Scanners, Phones and Faxes, Computers).

Language proficiency

Fluency in English, French, and Arabic allows me to provide accurate and quality interpretation and translation during meetings and when required, workshops and on-the-job training sessions, on site and technical & administrative documents.

I have a very good level in German, Spanish and Italian, especially Translation of documents.

Professional experience

January 3rd 2023 till Now - LIBYA

PROJECT: Gathering Network abd Oil Export Pipeline EPCC

Company Client: NOO Nafusah Oil Operations

Contractor: BONATTI SPA

Subcontractor: FERROSTAAL Industrieanlagen Libyen LTD

Document Controller, Planning Assistant for BONATTI SPA

Using the Engineering Documentation System KBS for all the documentation flow.

Construction Documentation
QA/QC Documentation
Contract Documentation
Scope of Work
Progress, weekly and Monthly,
Administration Documentation
MOMs Minute of Meetings
Translation once needed

March 08th, 2022 Oct. 28 2022

**Gas Plant CPF (TNK), TIMIMOUN - ALGERIA
LARSON & TOUBRO HYDROCARBON ENGINEERING,
GAS PLANT CONSTRUCTION**

Technical Translator – Training Coordinator:

At the commissioning phase, Contractor invites international Trainers (Representative of Vendors) to train Client's trainees in regards to all the installations in the gas plant.

I join the trainings' sessions to translate and interpret to the trainees and the trainers using English, French and Arabic.

Coordinator fulfilling all the other administrative duties related to trainings' smooth running.

(Trainings attended: Cathodic Protection Piping, Cathodic Protection Tanks, HVAC Systems, Fire Systems, API Pumps, Turbines Compressor GTC SOLAR, Turbines Generator GTG SOLAR, Gas Dehydration Process, TurboExpanders ATLAS COPCO)

25 July 2019 till Feb. 2021:

SOC: SIRTE OIL COMPANY – BREGA - LIBYA

Department of Projects, Planning and Cost Control Section:

Planning, Document Controller, Translator

(Arabic - English).

- Reviews construction packages and has a full understanding of the project work scope.
- Coordination with operations to understand how to execution the project with the least impact to the project.
- Follow up the progress and the realization of 18 ongoing projects, in matter of realization of works, payment of monthly portions, and percentage of realization as per contract terms.
- Coordinate with Sites Engineers about Projects Progress and work realization, the percentage of realized works in construction, engineering and materials of each project.
- Release monthly drafts for sites engineers to check projects realization progress.
- Costs and invoicing payments release and checking of previous payments as per EXHIBIT B in the contract of each project.
- Checking the payments portions, as per contract, of engineering, construction and materials.
- Converting contract's value in other currencies (Euro and USD) respecting the exchange rate approved in the contract.
- Divide the contract value payments as per contract's terms and portions approved, in local or foreign currency, and fix the value of each section (engineering, construction or material).
- Extract the projects work realizations PERCENTAGE depending on the realized activities in one month and thus release the payment invoice and submit it to the Accounting Department to proceed with the payment to the contractor.
- Reception of contractors representatives and discuss the portions of payments, the percentage realized and coordinate with site engineers for verifications and checking.
- DRAFT THE INVOICES TAKING INTO CONSIDERATION the data of: site engineer of each project, superintendant, Projects Department Manger and Planning Coordinator

remarks and then issue invoices for final approval and signature by the concerned responsible supervisors.

- Being in the Department of Projects, Section Planning and Cost Control, we have copies of all the contracts of the 18 ongoing projects, at any payment or realization of any activity or the delivery and reception of materials we do check at the contract terms.
- Assisting all the Minutes Of Meetings with contractors, managers, superintendants, coordinators, supervisors, engineers, and Vendors taking notes, drafting the MOMs into Arabic and English, deliver it for revisions, signatures and approvals, make copies and distribute it to participating parties.
- Drafting all correspondences in Arabic and English, checking and proofreading the language and phrases, pages set up, using MS Office tools and Ms Excel, print, deliver to signature and then distribution Soft and Hard Copies in Ms Outlook.
- Translation of Contracts Clauses, and administrative documents into Arabic and English once needed.
- Archiving (Electronic scan and File using Numbering and Codes) Soft and Hard copies of all sent-out-&received-in correspondences and documents, Minutes of Meetings, Monthly Realization Progress Report of each project, Materials Receipts and Certificates, Invoices of each Project, Monthly Progress Summary issuance.
- Drafting and preparing the Monthly Progress Report, including the realization progress of activities of the 18 ongoing projects, percentage realized monthly and the total, description the realization status of the projects, payments, engineers and coordinators remarks regarding the execution of each project.
- Issuance and filing Soft/Hard copies of the Monthly Progress Report for signature by concerned coordinators, then distribute to other related and concerned departments.

11 August 2018 20 May 2019: LIBYA

**MILLITAH, AL FEEL Field, and Tripoli Management Office BaseETOS
Engineering of Technical Oil and Gas Services**

- Track of and report on activity.
- Planning and decision making.
- Cost control of the project.
- Responsible for running the management of day-to-day activities, Visa and Residence Permits applications and updates, travel arrangements, manage schedules, coordinate all aspects of travel planning, plan meetings.
- Claim and reclamation management.
- Spare and wear parts management in relation to projects.
- Maintain internal records and databases.
- Undertaking the tasks of receiving calls, take messages and routing correspondence.
- Co-ordinate all communications between our company and the client.
- Manage maintenance contracts.
- Manage key account customers.
- Produce reports, presentations and briefs.
- Supervising office support staff and delegating tasks.
- Preparing notes for meetings and liaising.
- Administer day-to-day office operations and perform a wide variety of word processing tasks to help the department run more efficiently.
- Prepare and generate various reports, analysis, budget reconciliation, expense reports, and personnel documents.
- Coordinate meetings, travel arrangements, and maintain the executive calendars.

- Interact with customers and colleagues by phone and in person to provide accurate and timely information.
- Manage new machine purchasing, shipping and clearance, transport and reception, installations.
- Generate employment offer letters and other new hire documents.
- Assist in posting positions to and managing careers page.
- Assist with job description updates as per job requirements and contracts terms.
- Maintain personnel files and terminated employee files, ensuring compliance for retention and other regulatory requirements.
- Aid in the execution of employee training programs.
- Assist HR team with the planning of all company meetings and annual events.
- Administer employees' compensation, training and benefit programs.
- Prepare documentation, including scope of work, business terms,
- Evaluation criteria, and standard terms and conditions.
- Evaluate, expedite, process, and resolve purchase requisition and procurement issues, assure that appropriate source selection methods are used to determine contract and purchase awards.
- Process purchase requisitions and supporting documents through required review and approval process and assure open and fair competition, procedural integrity, and compliance with local and international norms.
- Maintain absolute confidentiality of work-related issues, customer records, and restricted information.
- Procurement, arrange and negotiate, contact suppliers and follow up to purchase items for Client MILITAH and for site maintenance needs.
- Recruitment: Hiring expatriates staff, looking for qualified personnel all over the world, negotiate, coordinating and agreement with Clients as per their needs.
- Time-sheeting and invoicing: timesheet of the rent materials (Cranes, trucks, tanks, excavators, welding tools, cars, light weight mini-trucks...etc) and qualified staff (electricians, welders, carpenters, masons, pipefitters, mechanic...etc), coordination with client MILITAH and check in the hourly rates and the monthly totals according to the contract, and highlight the remarks and the feedbacks.
- Technical support and internal and external expenses budget.
- Ensure that project and maintenance services are effectively monitored, checked, documented and correctly verified.
- Responsibility to achieve project targets i.e. contract conditions, customer satisfaction, budgetary control profitability and timelines.
- Visas, residence follow up for expatriates, renewal procedures, contact and coordinate with Liaison Officers.
- Desert Passes follow up and full procedures for the personnel in fields.

In addition to this, I was giving full technical support (administration coordination and translation) to the management.

EL FEEL FIELD:

As Document Controller, Translator-Interpreter(Arabic English) and administrative coordinator

- Invoicing the Client Mellitah Oil & Gas MONTHLY all the daily activities and
- Maintenance services realized by Welders, Pipefitters, Plumbers, Masons, Carpenters, Drivers, Operators (Trucks, Boom-Trucks, Cranes...etc), cleaners, Cookers. And this is through Timesheets and calculations per Hour Fees; I do prepare them and issue them to the Client's different Disciplines Coordinators for signature and final approval.

- Coordinates travel arrangements inclusive of air ticket, hotel accommodation...etc. for the Managers and Project Team.
- Obtains clarification of policies and procedures for Staff.
- Compose drafts and completes non-technical correspondence from oral and/ or written instruction.
- Arrange meetings, schedules locations, and coordinate time with listed attendees, especially with the client.
- Purchase items as per our needs and client's needs.
- Management and preparing reimbursement and other claims.
- Set up an electronic library system for the management of technical documentations, process class certification and planning maintenance system.
- Develop and maintain document control processes for the efficient management and recording of technical documentations.
- Develop electronic filing and archive system and technical library for easy issuance, storage, retrieval and management of documents that must be controlled and kept for audit/internal requirements.
- Maintain proper organization and storage of documents and information.
- Provide full admin support to the team.
- Undertake any other duties assigned.
- Provide DCC role.
- Translation of various document Arabic-English.
- Interpretation Arabic-English.

EXTRA WORK ON SITE: Housekeeping and Warehouse;

- Performs receiving, stock keeping, picking, packing and shipping activities
- Handle all incoming shipments.
- Perform verification of purchased products and enter order receipts into computer system.
- Perform inspections when appropriate.
- Receiving and checking all deliveries as per lists and invoices.
- Ensure that all stock is well stored and accounted for in the correct manner.
- Keep inventory management systems up to date for all stock held at the warehouse.
- Organize and deliver goods from the stores to the relevant departments/people as required.
- Liaise with suppliers/internally to manage queries relating to delivery and stock discrepancies.
- Ensure the warehouse fleet is maintained, serviced and in working condition
- Place received material, after segregating backorders, into proper warehouse storage locations. When appropriate, relocate and consolidate material and notify management of new bon/table locations.
- Pull, pack, weigh and label materials for shipment (including assemble & hold orders).
- Prepare bills of lading and express receipts.
- Assist in loading the trucks.
- Maintain appropriate forms pending return of material.
- Inspect condition of returned material prior to completing return authorization forms.

- Assemble and disassemble bins, racks, shelves and tables as needed. Administer preventative maintenance programs to delivery vehicles and warehouse equipment to ensure proper functioning and safety practices for warehouse operations.
- Record verbal/written complaints from customers concerning dissatisfaction with product or service provided. Process the complaint by responding to the customer with the action taken to correct the problem or directing the complaint department supervisor/manager where necessary. Maintain counter stock as needed.

January 18th, 2018 till June 05th, 2018: ALGERIA

APAMA: ASSOCIATION PROFESSTIONNELLE DES AGENTS MARITIMES ALGERIENS, La Cadat, Les Sources, ALGIERS – ALGERIA

Position: OFFICE MANAGING

APAMA is an association established by some Algerian Maritime Transport Agents in 2012, it is aimed to defend the activity of the sea shipment in Algeria and to represent all the members at the Government's departments and corps.

Major Tasks:

- Ensuring and preparing the report to General Management and brings forward initiatives from time to time aimed at improving the organizational strength of the Association movement.
- Maintain and use the Association's head office to conciliate differences between temporary and permanent members where possible and to oversee the functioning of the machinery for the adjustment of differences where necessary.
- Domestic Relations: ensure administrative coordination with Governments corps (Ministry of Interior, Ministry of Transport, Ministry of Finance, Customs) and public service such as post offices, banks, hotels, embassies – this is the core function of the office whereby I (Association APAMA) seek to advance the program of the Association and to promote its activities and hence defend the Maritime Transport.
- The Association is a permanent member of the worldwide association FONASBA for defending the maritime shipping located in UK, so we are in direct contact with FONASBA and get updated about the new challenges in the maritime field.

25 July 2016 till Sept 2017: SONATRACH - ALGERIA

At the same Project "Project SBF – Inlet Separation and Boosting Facilities, ALRAR, In Amenas- Algeria

After having worked one year at the project mentioned above, I was in complete touch with the Client SONATRACH, the Client proposed to transfer me to be among its administrative staff as administrative executive and document controller).

22 July 2015 till 20 July 2016:

BONATTISPA, Project SBF–Inlet Separation and Boosting Facilities, ALRAR, In Amenas - Algeria, Client SONATRACH.

For the smooth running of the office I am charged to provide various administrative and clerical support to site management personnel, particularly assisting the manager, planning and cost control department and QA.QC department.

During my typical working days I perform a number of tasks such as:

- Managing correspondence, drafting and translation of various administrative letters in French, English and Arabic, performing routine word processing assignments, proofread, and prepare routine reports.
- Scanning and archiving correspondences, drawings, Notice of Inspections NOI, Inspection Test Plan ITP, Inspection Test Reports ITR, Test Packs (technical; electricity, civil, mechanic) and the smooth transfer between the client and the contractor, in hard & soft copy.
- Preparing presentations and handling scheduling, assisting and drafting meetings in French, English and Arabic.

- Monitoring of all project procurement request sand match them to their orders to be purchased.
- Management of the office supply stock.
- Preparation of the flight booking requests for all personnel (locals and expats) and the military escort for expats. And making travel arrangements for the staff as needed.
- Administrative coordination with CA (Contracting Authority Sonatrach), and record Soft and Hard copy.
- Providing administrative and clerical support for a group of managers/individual contributors.
- Responsible for maintaining a calendar of appointments, meetings, and events and providing any associated clerical support.
- May take and deliver messages, provide information to callers, set-up and maintain files, prepare and sort mail.
- Creating and maintains files.
- Giving support to Planning Department Staff, making regular visits to site and coordinating with site engineers to pick up works progress and preparing the weekly and monthly reports to be delivered to the client, and the calculating the percentages (good in PRIMAVERA P6).

November 2011-January 2014, Riyadh - SAUDI ARABIA:

Executive Office Manager for a Royal Family in Saudi Arabia,

Responsibilities:

- Performing general daily office works at Clockwise
- Assisting the meeting and preparing meeting of minutes held between the Owner and the contractors and other companies.
- Press releases and managing high-end executive correspondence (French, English and Arabic).
- Process invoices for appropriate signatures and prepares expense reports, keeping scanned copies and filing.
- May take and deliver messages, provide information to callers, set-up and maintain files, prepare and sort mail.
- Maintaining inventory of supplies.
- Contact and negotiate , via official letters and telephone calls, with customers consultants, vendors, government agencies, banks (Checking and preparation of all accounts operations), recruitment agencies (to provide foreign qualified staff), embassies (Preparation full visas' files for the Royal Family), lawyers (Report all litigations in details and keep following up the updates), police stations (Depositing all kind of complaints and problems), insurances (Houses', cars, Social insurances,...etc), hotels (booking and reservations) brought me great benefit and polished my people skills communication abilities, performing responsibilities like attending calls, maintaining contacts, arranging meetings handling important calls,...etc.

Recruiting and guiding new staff:

- Helping draw up plans for future personnel needs.
- Recruiting
- Counseling staff about any problems they may have, either at work or personally
Oversee employee services such as health and safety as well as sports and social facilities.
- Administration, co-ordination and support.
- Managing and maintaining contracts, personnel files and other employee information.
- Fulfillment of additional duties as required.

Freelancer translator:

Translator of French, Arabic, English, Spanish, German and Italian.

- Convert written materials from one language into another, such as books, publications, or web pages (financial, legal, technical...etc.).
- Proofread, edit, and revise translated materials.
- Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions and proofreading.

French and English teacher:

- Evenings Periods, weekends and holidays. I give remedial courses for the students and pupils (often lessons of speaking and writing correctly, to form sentences and paragraphs).

October 2008 - June 2011: ALGERIA

- English teacher at secondary school, an official school. I provided effective classroom management, creative lesson plans, lecturing and discussing concepts. I prepare the daily subjects to teach pupils in accordance with approved program and according to a methodical plan, I prepare material for presentations of courses, discussions, audio-visual presentations and educational outputs, researches on the Net, newspapers, books and other sources on natural historical events, phenomena and biological, writers and poets. .etc. I prepare grading tests and conducting progress reports, and recordkeeping student activities in accordance with laws and school policies.
- Evenings Periods: Private Teacher of English, French and Arabic for pupils of the primary and secondary schools, to help them revising their lessons thus their homeworks.

July 2005-February 2006: ALGERIA

Translator and administrative assistant (translating and Interpretation Arabic-French-English). TONIC Packing. Industrial area, Bousmaïl, Tipaza, Algeria.

May 2007 until June 2008: ALGERIA

Translator (Arabic-French-English).TATNEFTPROVODSTROY (Russian Oil company). Garidi 1, Kouba, Algiers, Algeria.

Educationbackground

- Diplomas +1998:

Baccalaureate in science of nature and life.
High school Bouhana Mesaoud - Ferdjiousa, Mila. Algeria.

-June 2005: University of Constantine – Algeria:

- Diploma of license in English language.

-June 2004: University of Constantine – Algeria:

Note: Each level lasts one year, and I had these crash courses of Spanish, French, Italian and German in parallel, 5 hours per weekfor each language.

- Certificate of 3rd level French.
- Certificate of 2nd level Italian.

-June 2003: University of Constantine – Algeria:

- Certificate of 3rd level Spanish.
- Certificate of 2nd level German.
- Certificate of 2nd level Italian.

- Certificate of Recognition from NOKUT – Norway

I sent a full recognition file to NOKUT (Norwegian Organization of recognition of foreigner diplomas) for object of recognition of my diploma of the license in English language; they issued me a certificate of recognition.

Divers:

- Driving license: Category B
- Mother tongue: Arabic.

- Excellent: Arabic, French and English (to write, speak and translate).
- Good level of German (write and translate).
- Good Italian and Spanish level (write and translate).
- Computer qualifications: Microsoft Power Point, MS Excel, MS Word, Access and Outlook
- Hobbies: Sport, Reading, Internet browsing.

Personal attributes

- Ability to work independently and as part of a team.
- Dedicated and reliable.
- Ability to work under pressure.
- Ability to Prioritize
- Sense of urgency and productiveness.
- Personal and telephonic communication skills Self confidence.