

**Mustafa Abdulwahab Mahmoud Mohamed**

PRO-Gate Pass Coordinator-Administration Officer

Contact No.: +965-96602098

Email id: MostafaHouba513@gmail.com

[elderwy\\_88@yahoo.com](mailto:elderwy_88@yahoo.com)



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**CAREER OBJECTIVE**

A challenging and responsible career opportunity, with future growth, professional development, and advanced potential, where I can effectively use and apply my diversified and extensive knowledge, exposure, experience and prove to be an asset to the company with having over all experience of 12 Years.

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**SKILLS & STRENGTH**

- Excellent Communication Skills –Written and Oral
  - Outstanding People Skills
  - Professionalism, Diplomacy, tactfulness-To generate a positive Company Image
  - Good at presentation
  - Negotiation Skills
  - Creative, Innovative, Assertive
  - Leadership-result oriented and goals achiever
  - Charisma
  - Entrepreneurial attitude
  - Enthusiasm
  - Efficient under pressure
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**EXPERIENCE**

**COMPANY NAME:** DUBIES TOWERS GENERAL TRADING & CONTRACTING

**Duration** : 3 Years

**Position** : Secretary in General Services Administration in Kuwait Municipality

**ROLE & RESPONSIBILITIES:**

- Working as an Operator on the Vehicle reservation program in Municipality of Kuwait
- Responsible for the attendance fingerprint program, attendance & absenteeism for the employees working in the security & Maintenance project.
- Preparing outgoing letters & coordinating with other administration dept. of Kuwait municipality.
- Administrative support to ensure efficient operation of the office. Including managing correspondence, answering phone calls, scheduling appointments, and organizing meetings.
- Preparing daily and weekly reports about reserved cars.
- Maintaining Daily record for vehicle and maintenance records.
- Timesheet management for the project staff and timesheet
- Responsible for maintaining and organizing files, records, and documents. Involve data entry, filing paperwork, & ensuring all documents are stored and easily accessible.

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➤ **COMPANY NAME:** **BURGAN ENGINEERING COMPANY**  
**Duration** : 1 Year  
**Position** : Data Control Operator & Secretary for Electric Meter Project for The Ministry of Electricity

**ROLE & RESPONSIBILITIES:**

- Implement and manage a document management system to ensure efficient storage, retrieval, and tracking of documents. Work schedules and dates of interviews to the ministry.
- Develop and implement document control procedures and policies to ensure consistency and compliance with organizational standards and regulations.
- Coordinate the presence of the company workers and absenteeism.
- Scheduling appointments and interviews for the project with the manager and the client
- The receipt of e-mails and the coordination of the project's files.
- Manage the distribution of documents to authorized personnel, ensuring that the right people have access to the right documents at the right time.
- Ensure that documents comply with quality standards, regulatory requirements, and internal policies before distribution or publication.
- Identify areas for improvement in document control processes and systems and implement changes to enhance efficiency, accuracy, and compliance.

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**COMPANY NAME** : **AL Marwad International for General Trading &Contracting**  
**Duration** : **1 Year**  
**Position** : **Public Relation & Administration officer.**

**ROLE & RESPONSIBILITIES:**

- Typing and preparing all relevant documents for the Ministry of interior and Ministry of Immigration.
- Applying for visas Visiting Visa, Work Visa, Project Visa, LTVV and doing the complete formalities
- Prepare all the documents required for the Ministry of interior and Ministry of Immigration for all the Mandoup working inside the company.
- Arrange for medical examination and fingerprint for all the employees' new joiners.
- Application and Renewal for Civil Id's.
- Opening bank accounts for all the employees for worker category for salary transfer
- Maintaining the proper Data base as required by the Management with complete details (Etc. Passport No. Contact Details, Entry date, RP Date, Expiry dates for RP, Gate Pass Etc.)
- Making all the company gate passes in **(KOC – KNPC-PETROFAC-L&T).**
- Coordinating with the main contractors in bringing workers in their file and finishing all the procedures required for them as soon as possible as subcontractor.
- Excellent written and verbal communication skills essential for PR professionals to effectively convey messages to clients,
- Co ordinating to KOC for Gate pass and following the procedure as per policy requirements.
- Co ordinating with Medical Health insurance company for contract approval for the staff and filling out the required step for the labor staff.
- Submitting the HSE documentation for health insurance company to comply with the medical terms.

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**COMPANY NAME : Larsen and Toubro Hydrocarbon Engineering**  
**Duration : 7 Years**  
**Position : Public Relation / Administration officer**

**Coordinator.**

**ROLE & RESPONSIBILITIES:**

- Worked as Public Relation Officer, HR Admin and Gate Pass Coordinator in TL 5 project (crude transit line from north Kuwait to CMM) From December 2017 up 2024.
- Worked as Public Relation Officer, Arabic Typist and Gate Pass Coordinator in GC 30 project (construction of gas Gathering center in north Kuwait) From December 2017 up till now.
- Worked as Public Relation Officer, HR Admin and Gate Pass Coordinator in GC 17 project (consultancy service for debottlenecking of GC 17 at west Kuwait) From August 2018 up till now.
- Worked as Public Relation Officer, HR Admin and Gate Pass Coordinator in (new strategic gas export pipeline from north Kuwait to MMA) from March 2019 up till now.
- Checking and reviewing all applications before submitting for KOC.
- Doing all CID interviews and meetings for the new people on visiting visa.
- Coordinating with subcontractors in submitting their applications to KOC and receiving their gate passes.
- Making all the permanent and temporary gate pass applications for persons and vehicle.
- Finishing all the procedures of KOC vehicle inspection for all the vehicles before getting the gate pass.

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**EDUCATION**

- High School from Mallawi Government School.
- Holding License of Languages & Translation-From Faculty of Languages & Translation-French Department.
- Department -Al- Azhar University.

**SKILLS**

- Language Proficiency (English/French)
- Project Coordination
- Organizational Skills
- Problem-Solving Abilities
- Technical Proficiency
- Confidentiality
- Office Equipment Proficiency
- Initiative and Resourcefulness
- Multitasking
- Teamwork
- Record Keeping and Filing
- Policy and Procedure Compliance
- Event Planning

**COMPUTER PROFICIENCY**

- Microsoft office
- Ministry Websites (Ministry of Interior/Immigration/Commerce)
- KOC online System
- Database Management
- Email and Calendar Management
- Typing Speed and Accuracy
- Project Management Tools
- Document Collaboration
- Troubleshooting and Technical Support

**PERSONAL DETAILS**

Name	: Mostafa
Fathers Name	: Abdul Wahab
Nationality	: Egyptian
Passport No	: A27353227
Contact No	: +965 96602098
Date of Birth	: 26 <sup>th</sup> May 1988
Civil ID No	: 288052604602
Visa Type	: Visa18 (Project Visa)
Visa Validity	: 24-09-2024
Liscence	: Valid Kuwait Driving Liscence
Language Known	: Arabic / English / French

**Attached Approvals for All KOC Projects**

## Memorandum

**From:** Ag. Team Leader OTS (WK)

**Date:** 03 SEP 2018

**To:** Team Leader Security (Support Services)

**Ref:** WK01/1641/18

**Contract #12050949**

**CONSULTANCY SERVICE FOR DEBOTTLENECKING OF GC-17 AT WEST KUWAIT**

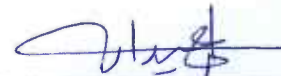
**Subject: Approval for Project Mandoop**

Kindly be advised that the personnel below has been appointed as Mandoop (copy attached) to work under the subject project:

Name	Civil Id:	Duration
Mr. Mostafa Abdulwahab Mahmoud Mohammad	288052604602	From August 2018 to March 2019

He will also handle service related to issuing temporary/permanent gate passes for other personnel and vehicle. Hence, you are requested to extend support in this regard.

This is for your information and necessary action.



**Talal Al-Eidan**

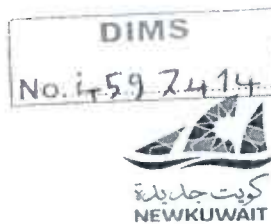
Attach : As Stated

CC: TL Security (N&WK)  
Snr. Elec. Engr. (NH)  
Snr. Advisor - (LT)  
File

FAXED

29 AUG 2018

Pages 1



Our Ref. : WK31/ 16/8 /18

Date : 29 AUG 2018

From : Ag. TL Operations Technical Services (WK)  
Fax: +965-23988571

To : M/s. Larsen & Toubro Limited  
Faridabad-121003  
Fax: +91-129-4291303

Attention : Mr. Sanjay Tiwari

**Contract #12050949 - Consultancy Services for Debottlenecking of GC-17  
at West Kuwait**

**Subject: Letter #288 - Approval for Contractor's Personnel – Mandoop  
(Gate Pass Representative)**

This is with reference to letter #12050949-GC-17-CK-L-0288 dated 16<sup>th</sup> August, 2018 concerning the subject matter.

Kindly be advised that Mr. Mostafa Abdulwahab Mahmoud Mohammad has been approved as a Mandoop (Gate Pass Representative) to work under the subject project.

The above approval shall be with no extra cost and time to the Company.

This is for your further necessary action.

**For Kuwait Oil Company (K.S.C.)**

  
**Talal Al-Eidan**



## Memorandum

**From:** Team Leader (Major Projects – VII)

**Date:** 26 APR 2018

**To:** Team Leader Security (Support Services)

**Ref:** 14050489/18/ 1764

**EF-1902 CONTRACT 14050489**  
**CONSTRUCTION OF GC-30 IN NORTH KUWAIT**

**APPROVAL OF ALTERNATIVE GATE PASS REPRESENTATIVE (MANDOUP)**

With reference to the Contractor's letter cited below, Contractor's approved Gate Pass Representative (Mandoop) is no longer in Kuwait due to medical reasons. Please find below details for Contractor's alternate gate pass representative.

Mr. Mustafa Abdulwahab Mahmoud Mohamed	Civil ID: 288052604602	From January 2018 to January 2019
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This is for your necessary action.

  
JARRAH AL-WAZZAN

Attachment: EF1902/GC30/LNT-KOC/L-2936

cc: TL OTS (NK)  
SE (S.A.L.R)  
SE (ADWANI)  
PMC – PE (DF, JL, AJN)  
File - EF-1902 (Internal memo ref no 02276)





## Memorandum

From: Team Leader (Major Projects – VII)  
To: Team Leader Security (Support Services)

Date: 20 JAN 2019  
Ref: 14050489/19/1917

EF-1902 CONTRACT 14050489  
CONSTRUCTION OF GC-30 IN NORTH KUWAIT

APPROVAL OF CONTRACTOR'S GATE PASS REPRESENTATIVE (MANDOUB)

With reference to our earlier Memo 14050489/18/1764 dated 26<sup>th</sup> April 2018 and Contractor's letter EF1902/GC30/LNT-KOC-L-3567 dated 9<sup>th</sup> January 2019, please find below details for extending Contractor's gate pass representative.

Mr. Mustafa Abdulwahab Mahmoud Mohamed	Civil ID: 288052604602	From January 2019 to December 2019
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This is for your information and necessary action.

  
JARRAH AL-WAZZAN

Attachment: As Stated

cc SE (SALR)  
SE (ADWANI)  
PMC – PE (DF, JI, TI)  
File - EF-1902 (Internal memo ref no 02445)





## Memorandum



**From:** Team Leader Major Projects IV

**Date:** 01 APR 2018

**To:** Team Leader Security (Support Services) **Ref:** EF/1927/PF-M/18/658

### CONTRACT No.17052549

### EF/1927-NEW 48" CRUDE TRANSIT LINE FROM NORTH KUWAIT TO CMM

### Subject: Authorized for Temporary/Permanent Gate Passes Application

**Ref:** Contractor Letter EF1927/TL5/L&T-KOC/L-00165 dated 1<sup>st</sup> April 2018

With reference to the above subject, project and attached Contractor Letter, you are kindly requested to review and approve the following Contractor personnel for processing, signing/receiving and returning of KOC Temporary/Permanent gate pass under reference Contract, for Contractor, its subcontractors and lower tier subcontractors. Copies of relevant documents showing the identity and previous approval of the proposed candidate is attached herewith.

S/N	Personnel Name	Contractor	Civil ID Number
1	Mustafa Abdulwahab Mohmoud Mohamed	Larsen & Toubro Limited	288052604602

This is for your information and necessary action.

**MOUSA AL-OBAIDAN**

**Attachment:** As stated

**cc:** SE.(KM,KR,JB)/CE.(SO, AH, SA)  
Technip DC (KWT)  
File: EF/1927



Kuwait Oil Company  
A subsidiary of Kuwait Petroleum Corporation



## Memorandum

**From:** Team Leader OTS (WK)

**Date:** 27 MAR 2019

**To:** Team Leader Security (Support Services)

**Ref:** WK31/540/19

**Contract #12050949**

**CONSULTANCY SERVICE FOR DEBOTTLENECKING OF GC-17 AT WEST KUWAIT**

**Subject: Approval for Project Gatepass Representative (Mandoop)**

Kindly be advised that the personnel below has been appointed as Gate pass Representative (Mandoop) - (copy attached) to work under the subject project:

Name	Civil Id:	Duration
Mr. Mostafa Abdulwahab Mahmoud Mohammad	288052604602	From April 2019 to December 2019

He will also handle service related to issuing temporary/permanent gate passes for other personnel and vehicle. Hence, you are requested to extend support in this regard.

This is for your information and necessary action.

  
**Adnan Dashti**

Attach : As Stated

CC: TL Security (N&WK)  
Snr. Elec. Engr. (NH)  
Snr. Advisor - (LT)  
File



www.kockw.com



**L&T Hydrocarbon Engineering**

L&T Hydrocarbon Engineering Limited  
Engineering Services  
NB-II Bldg., Gate No 1, Sakl Vihar Road  
Powai, Mumbai, Pin Code: 400072  
Maharashtra, India  
Fax: +91 22 6705 1628  
www.Lnthydrocarbon.com

Ref: L&T 12050949/GC-17/CK/L/0356

Date : 19<sup>th</sup> Mar'2019

To,  
Team Leader OTS(WK)  
Kuwait Oil Company (K.S.C.)  
West Kuwait

Kind Attn : Mr. Adnan Dashti – Team Leader OTS (WK)  
Contract Ref. : 12050949- Consultancy Services for Debottlenecking of GC-17 at West Kuwait:  
Subject : Gate Pass Representative (Mandoop)

Dear Sir,

With reference to the referred above Contract, please find below details of our Gate Pass Representative (Mandoop) :

Name : Mr. Mustafa Abdulwahab Mahmoud Mohamed  
Civil ID : 288052604602  
Period : 1<sup>st</sup> April 2019 to 31<sup>st</sup> December 2019

This is for your necessary action.

Yours truly,

For L&T Hydrocarbon Engineering Limited



Sanjay Tiwari  
Project Manager  
GC-17 Debottlenecking Project  
Debottlenecking of GC-17, West Kuwait  
e-mail: [stiwari@larsentoubro.com](mailto:stiwari@larsentoubro.com)  
Mob: +965-60460102  
Fax: +965-22210209  
Attachments: As indicated above

Approved.  
8/12

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