

Has about 15 years hands-on experience working in document control and administration.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 07/03/1982
Gender : Male
Marital Status : Married
Residence : Currently KSA

EDUCATION

: FACULTY OF LAW, AIN SHAMS UNIVERSITY, 2005

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: VBC Program (Visual Byblos cyberspace), Photoshop
: Document Control Software: VBC / PROCON / ASSAI / SharePoint
Microsoft / Contracts Manager

TRAINING COURSES AND CERTIFICATIONS

: MICROSOFT DATABASE ADMINISTRATOR (SQL SERVER COURSE, 2005 /MCITP).
: SUMMER TRAINING ON PRIMAVERA EXPEDITION PROGRAM.
: Summer Training as Jr. Administrator at Consolidated Contractors Int'l Company (CCIC) - Golden Pyramids Plaza Project, Cairo (from Mar. 2003 till Jul. 2004).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Sep. 2019 till now
Employer : Khatib Alami International for Consulting
Project : NBD QIRAN PROJECT, Riyadh (KSA)
Job title : Senior DC - IT - Admin

Job Description :

- Building archiving scope and priority for confidentiality measures and assigning authorities to end users.
- Members / Matching our PDP (Project Documents Procedures) with ISO 9001- (Sending Receiving Preparing Documents / Transmittals / Reports / Crystal Reports and Build Filing system of DCG Based on QMP).
- Manage IT devices and communications Requirements / Admin scope (manage timesheet monthly report and system access).

Dates : From Dec. 2017 till Jun. 2019

Employer : Khatib Alami International for Consulting

Project : MAK Projects (KSA)

Job title : Document Control Section Head over Projects

Job Description :

- Building archiving scope and priority for confidentiality measures and assigning authorities to end users.
- Members / Matching our PDP (Project Documents Procedures) with ISO 9001- (Sending Receiving Preparing Documents / Transmittals / Reports / Crystal Reports and Build Filing system of DCG Based on QMP).

Dates : From Apr. 2017 till Nov. 2017

Employer : Consolidated Contractors Int'l Company (CCIC)

Project : Qurayyah Onshore Project (QOP), KSA

Job title : Document Control Section Head - Dashboard Administrator

Job Description :

- Building archiving scope and priority for confidentiality measures and assigning authorities to end users.
- Provide Training of latest version of Dashboard (14.3) to other members / Prepare and build dashboard Interface front page and create show face of dashboard (Tabs-Pods) – Matching our PDP (Project Documents Procedures) by Saudi Aramco with CCC PDP.
- Sending Receiving Preparing Documents / Transmittals / Reports / Crystal Reports through dashboard 14.3 and Build Filing system of DCG Based on QMP.

Dates : From Aug. 2015 till Mar. 2017

Employer : Consolidated Contractors Int'l Company (CCIC)

Project : Dashboard 14 Training – JSRU Project / SARU Project (KSA)

Job title : Head of Document Control - Leading 13 members of DCG

Job Description :

- Building archiving scope and priority for confidentiality measures and assigning authorities to end users.
- Training on Dashboard 14 / Page Collaboration and Project Documents Procedures by Saudi Aramco / Saipem (Sending Receiving Preparing Documents / Transmittals / Reports / Crystal Reports through dashboard 14).

Dates : From Mar. 2015 till May 2015

Employer : Consolidated Contractors Int'l Company (CCIC)

Project : Dashboard 12 Training - RHIP Project (RASO)

Job title : Senior Document Controller (Consultant) (Temporary Scope)

Job Description :

- Building archiving scope and priority for confidentiality measures and assigning authorities to end users.
- Providing Training on Dashboard 12 and Project Documents Procedures by PDO (Sending Receiving Preparing Documents / Transmittals / Reports / Crystal Reports through dashboard 12 to Document Control Staff).

Dates : From May 2014 till Feb. 2015

Employer : Dar Company - Abu Dhabi, UAE

Projects : Construction and Consulting Projects

Job title : Senior Document Controller & Contracts Administrator

Job Description :

- Building archiving scope and priority for confidentiality measures and assigning authorities to end users.
- Handling document control and contracting scope.

Dates : From Jan. 2012 till Mar. 2014

Employer : Emirates Advanced Investments Group (EAI)

Project : Construction Project (Confidential Area) Government area - UAE

Job title : Senior Document Controller (Head of Central Archive)

Job Description :

- Building archiving scope and priority for confidentiality measures and assigning authorities to end users.
- Coordinate with design section and site management section and projects teams regarding correspondence status and submitting documents – handling drawings with designers and consultants companies – construction drawings – design drawings – as built drawings – sending and receiving letters and correspondence types – sending and controlling submittals and transmittals – audit document control staff and raise evaluation reports of them to our top management.

Dates : From Jan. 2011 till Jan. 2012

Employer : Consolidated Contractors Int'l Company (CCIC)

Project : Habshan Flare Gas Recovery (HFGR) Project (Gasco), UAE

Job title : Senior Document Controller (Head of Gasco Document Control)

Job Description :

- Building archiving scope and priority for confidentiality measures and assigning authorities to end users.
- Document Control Manager of Gasco Company staff (seconded from CCIC to Gasco) follow up with the project manager related to correspondence and document status and prepare daily report of documents approval status and submit to PM direct with electronic report overall documents – doing audit for document control (site staff) – prepare letters and memos – and update all electronic scope and filing scope.

Dates : From Jul. 2009 till Sep. 2010

Employer : Gulf Consolidated Contractors Company (GCCC)

Project : Jubail Refinery Export Project (Saudi Aramco - Total), KSA

Job title : Senior Document Controller (Head of Document Control)

Job Description :

- Building archiving scope and priority for confidentiality measures and assigning authorities to end users.
- Document control section head handling documents – correspondence – technical documents – project procedures – quality control documents (RFI – TEST PACK – NCR – INSPECTION REPORTS) and communicate with main contractor and subcontractors – prepare correspondence daily report and control software utilities for documentation scope.

Dates : From Jan. 2008 till Mar. 2009

Employer : Consolidated Contractors Int' Company (CCIC)

Project : Pearl GTL Project, Ras Laffan - Qatar

Job title : Senior Document Controller (Utility & Process) - Leader of VBC Training Team

Job Description :

- Building archiving scope and priority for confidentiality measures and assigning authorities to end users.
- Team Leader of DCC staff Utility and process Scope overall the project document – Isometric – Correspondence electronic system and filing system and prepare weekly and monthly reports through electronic system and crystal reports reporting to project director.

Dates : From Feb. 2006 till Dec. 2007

Employer : Consolidated Contractors Int' Company (CCIC)

Project : Khursaniyah Project (KPF)

Job title : Document Controller

Job Description :

- Building archiving scope and priority for confidentiality measures and assigning authorities to end users.
- Team Leader of DCC staff of engineering documents – Isometric – Correspondence electronic system and filing system and prepare weekly and monthly reports through electronic system.
- Reporting to PCM and PM.

Dates : From Dec. 2005 till Feb. 2006

Employer : Consolidated Contractors Int' Company (CCIC)

Project : Sheraton Heliopolis Project, Cairo

Job title : Document Controller

Job Description :

- Building archiving scope and priority for confidentiality measures and assigning authorities to end users.
- Controlling and handle correspondence (Faxes – Letters – Memos and follow up with construction drawings IFC – As Built – Technical documents (RFI - RFE - RFP - TQ - PP - BBS - SP) and holding filing system overall.

Dates : From Aug. 2005 till Dec. 2005

Employer : Consolidated Contractors Int' Company (CCIC)

Project : Cairo North Power Station

Job title : Document Controller

- Job Description** :
- Building archiving scope and priority for confidentiality measures and assigning authorities to end users.
 - Handle correspondence (Faxes – Letters – Memos) and follow up with construction drawings IFC – As Built – Technical documents (RFI - RFE - RFP - TQ - PP - BBS - SP) and holding filing system overall.