

Has over 2 years hands-on experience working in document control.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 22/05/1994
Gender : Male
Residence : Benha, Qalubia

EDUCATION

: Computer & Information Technology, El-Shorouk Academy, 2018

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Access, Power Point), Internet
: Web design

TRAINING COURSES AND CERTIFICATIONS

: Document Control Management from Internal Session SIEMENS.
: Web Design Diploma from Russian Cultural Center:

- UX (User Experience Track).
- Adobe Photoshop CC 2018 for Web.
- Dreamweaver CC 2018 (HTMLS & CSS3 & CSS3 Animation).
- Java Script & JQuery Concept.
- Boot Strap.

: OSHA 30 hour's General Industry Health and Safety.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jun. 2020 till now
Employer : SIEMENS Energy
Project : Banha-Port Said Signaling Project
Job title : Site Team Assistant

Job Description : • Follow Document Control Cycles:
- Site Letters and Reporting.
- Quality Control Documents.
- Material Control Documents.
- EHS Permits and Documents.
- Commissioning & Testing Documents.
• Follow up on Employee Hiring & Attendance & Timesheet.

Dates : From Jun. 2018 till Jun. 2020

Employer : SIEMENS Technologies

Project : Cairo West Supercritical Power Station 1x650MW

Job title : Document Controller

Job Description : • Follow Document Control Cycles:
- Site Letters and Reporting.
- Quality Control Documents.
- Material Control Documents.
- EHS Permits and Documents.
- Commissioning & Testing Documents.
• Follow up on Employee Hiring & Attendance & Timesheet.