

Holds a Bachelor in Commerce (Accounting) and has 3 years experience in QA/QC (document controls / document management) technics in oil and gas field and 2 years experience in financial accounting in accounting company, in addition to conducting many internal and external auditing processes in many business areas.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 28/05/1993
Gender : Female
Residence : Maadi, Cairo

EDUCATION

: Faculty of Commerce (Accounting Dept.), Advanced Academy
: Preliminary MA in Department of Accounting

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Access, Power Point), Internet
: Software installation
: Computer Maintenance (software)
: SAP system software

TRAINING COURSES AND CERTIFICATIONS

: ISO 9001: Lead Auditor (Certificate No. 410/UDN: 85882).
: STUDYING (CMA), the exam is the first of October 2019.
: English course (conversation and general) at AUC.
: ICDL Course.
: PFA professional finance accountant course.
: Work on accounting software Course.
: Safety trainings:

- Confined Space.
- Working at Heights.
- Firefighting.

- H2S effects & Scape Hoods.
- Permit to Work.
- Plant Safety & office Safety.
- Incident & Injury Free (IIF).

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Jan. 2019 till now
- Employer** : Egyptian Refining Co.
- Project** : ERC Refinery Project
- Job title** : QA/QC Document Controller
- Job Description** :
- Coordination of Field Inspection Note (FIN):
 - Receiving and submitting FINs from contractor to company and vice versa.
 - Distribute FINs between departments (civil, electrical, painting, insulation, mechanical, piping and instrumentation) and recording status (accepted, rejected or accepted with comment).
 - Stamp and dates all incoming documentation/correspondence for distribution.
 - Keep/update both electronic and paper documentation / correspondence of the project.
 - Maintain facilities and databases to ensure efficient operation of the document control function.
 - Control documentation uniformity (template, reference, version No., etc.).
 - Coordination of Test packages:
 - Use the standard document control processes and tools to develop and maintain the to manage the routing, editing, approval and distribution of test packages.
 - Check missing documents like VT, RT, UT, PT and PWHT reports.
 - Register steps of test package in all companies (Engineering, construction and Quality control) & (document review, walk down, hydro test, drying and reinstatement).
 - Register all punches (A & B & C) and its issue & Close out date.
 - Handling test package between Company and contractor.
 - Preparation of daily, weekly and monthly reports including rejection rate.
 - Coordination of subsystems (Mechanical completion MC):
 - Receiving MC dossier from the contractor and then distribute it to departments (civil, electrical, painting, insulation, mechanical, piping and instrumentation) and then record MC dossier status (accepted / rejected) in registers.
 - Sending subsystem walk down plan.
 - Coordination of instrumentation loop check:
 - Receiving and submitting of instrumentation loop check list from contractor to company and vice versa and recording status.
 - Registration, filing, retrieval and transmission of documentation.
 - Coordination of steam tracing loops:
 - Receiving and submitting of steam tracing loops from contractor to company and vice versa and recording status.
 - Print out and distribute correspondence and documentation to all

parties concerned.

- Perform tasks and duties for the project document control stated in Document Control Procedure.

Dates : 2019
Job title : Internal / External Auditor
Job Description : Has act as Auditor in the audit conducted according to the international standards (QMS ISO 9001:2015) on:

- Misr Phosphate Company.
- Al Arooba Company.
- Amer Vision Company.
- Egyptian Ship Repair & Building Company.

Dates : From Apr. 2017 till Dec. 2018
Employer : DNV GL Co.
Project : ERC Refinery Project
Job title : QA/QC Document Controller
Job Description :

- Coordination of Field Inspection Note (FIN):
 - Receiving and submitting FINs from contractor to company and vice versa.
 - Distribute FINs between departments (civil, electrical, painting, insulation, mechanical, piping and instrumentation) and recording status (accepted, rejected or accepted with comment).
 - Stamp and dates all incoming documentation/correspondence for distribution.
 - Keep/update both electronic and paper documentation / correspondence of the project.
 - Maintain facilities and databases to ensure efficient operation of the document control function.
 - Control documentation uniformity (template, reference, version No., etc.).
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- Coordination of steam tracing loops:
 - Receiving and submitting of steam tracing loops from contractor to company and vice versa and recording status.
 - Print out and distribute correspondence and documentation to all parties concerned.
 - Perform tasks and duties for the project document control stated in Document Control Procedure.

Dates : From 2016 till 2017
Employer : Advanced Academy in Maddi (Department of Accounting)
Job title : Teaching Assistant

Dates : From 2013 till 2015
Employer : Business COMQ Company
Job title : Financial Accounting
Job Description :

- Daily bookkeeping and accounting processes including A/R, payroll, reconciliation.
- Execute monthly payroll activities.
- Receive and deposit all revenue.
- Prepare journal entries for prepaid expense and deferred revenue.
- Monitor billing for compliance with all internal policies.
- Prepare monthly and quarterly financial reports.
- Report and track expenditures.
- Financial reporting and other administrative requirements for manager.