Holds a Bachelor in Social Work and has over 15 years' experience working in document control.

PERSONAL DATA

Nationality	**:**	Egyptian
Birth Date	**:**	10/06/1985
Gender	**:**	Male
Marital Status	**:**	Married

EDUCATION

	:	Bachelor in Social Work, 2007

LANGUAGES

Arabic	**:**	Native Language
English	**:**	Good

COMPUTER SKILLS

	:	Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

- **:** Leading a Shift (May 2011).
- **:** Motherboard Maintenance (Jan. 2010).
- **:** Fujitsu Technology solution (Apr. 2009).
- **:** Hardware I & II (Sep. 2004).
- **:** How to work together (Mar. 2011).
- **:** CCNA (Feb. 2010).
- **:** Sales and Marketing (Aug. 2008).
- **:** ICDL (Apr. 2004).

CHRONOLOGICAL EXPERIENCE RECORD

Dates	**:**	From Sep. 2019 till now
Employer	**:**	EHAF Consulting Engineers
Job Description	**:**	• Team Leader Document Control in Alamein Marina Towers. • Senior Document Controller in Marassi, North Coast Project. • Team Leader Document Control in Bo Sidi Abdelrahman.

Dates	:	From Jan. 2018 till Aug. 2019
Employer	:	Project Service Company
Job title	:	Senior Document Controller in Planning Dept.

Dates	:	From Sep. 2016 till Dec. 2017
Employer	:	Gharably Engineering Company
Job title	:	Senior Document Controller

Dates	:	From Jan. 2014 till Jul. 2016
Employer	:	AWA Group
Job title	:	Senior Document Controller & Finance Manager Assistant, Archive & Front Office Manager

Dates	:	From Feb. 2011 till Dec. 2013
Employer	:	Kuwait Food Co. (Americana)
Job title	:	Document Controller in Finance Dept. in Kuwait

Dates	:	From Jan. 2010 till Jan. 2011
Employer	:	Academy Company for Communication and Information Technology
Job title	:	Marketing Specialist
Job Description	:	• Making a marketing plan / follow up the main company plan.
		• Determine the customers.
		• Making Telemarketing and collect information about customer need.
		• Study the customer need.
		• Determine the offers that depend on the customer need.
		• Follow up the offer with the customer and Making negotiations.

Dates	:	From Jun. 2008 till Dec. 2009
Employer	:	Academy Company for Communication and Information Technology
Job title	:	Help Desk Specialist / Tech. Support / Network Analyst
Job Description	:	• Perform daily polling, daily backup of the system, and print jobs.
		• Provide technical support to over 10 Training centers across Egypt.
		• Confer with network users about how to solve existing problems.
		• Diagnose hardware and software problems, and replace defective components.
		• Run and configure network cables, troubleshoot connectivity issues, create users and configure other related issues.
		• Install Windows XP; configure IP addresses, network printers.
		• Create and control forest of domain controller with Different type of Microsoft servers.
		• Provide users' technical support, analyze and troubleshoot problems that cause operational delays.
		• Maintain accurate and complete records as they relate to control, performance and production.
		• Ensure planned and efficient computer use.

Dates	**:**	From May 2007 till May 2008
Employer	**:**	Arab Academy for Science & Technology (Community Service Program)
Job title	**:**	Training Coordinator and Technical Support
Job Description	**:**	• Assist in the use of software applications, the use of Web based searches, other aspects of the Internet, and the use of communication software in support of student/curriculum needs. • Work with Teachers to determine which software applications will be used and assist students with the use of applications and basic hardware issues.

Skills:
- Advanced File Management.
- Advanced Internet & Email Skills.
- Basic Cash Handling Skills.
- Interpersonal Communication Skills.
- Organizational Skills.
- Text Processing Skills.
- Problem Solving Skills.
- Researching Skills.

Further experiences : All the companies, I have worked with, have assigned me a lot of additional tasks, such as:
- Equipment insurance.
- Shipping follow up.
- Purchasing.
- Tenders.
- Market study.
- Maintenance contracts.
- Suppliers register.
- Public Relations.