

Has over 14 years' experience working in document control at several Power Plants.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 15/08/1989
Gender : Male
Marital Status : Married
Residence : Helwan, Cairo

EDUCATION

: Institute of Tourism and Hotels, 2006-2008
: Commerce College - Cairo University, 2012-2016

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel), Internet
: ProjectWise Explorer (Data Entry System)
: Info work program (Data Entry System)
: Citrix Receiver ICDS system (Data Entry System)

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Apr. 2018 till now
Employer : China Energy Engineering Group Jiangsu No.1 Electric Power Construction Co. Ltd
Project : Cairo West Supercritical Power Station
Job title : Sr. Lead Record Management (Document Controller)

Dates : From Dec. 2017 till Mar. 2018
Employer : TECHINT
Project : South Helwan Power Station
Job title : Record Management (Document Controller)
Job Description :

- Registering of Internal and External Documents.
- Maintenance of Controlled Documents Registers.

- Sending of Drawing Transmittals and Submittals.
- Distribute Latest Version of Drawings.
- Receive and send all Documents about Company and Contractors.
- Input Master Punch List Items.

Dates : From Feb. 2016 till Dec. 2017
Employer : PGESCo
Project : South Helwan Power Station
Job title : Record Management (Document Controller)
Job Description :

- Registering of Internal and External Documents.
- Maintenance of Controlled Documents Registers.
- Sending of Drawing Transmittals and Submittals.
- Distribute Latest Version of Drawings.
- Receive and send all Documents about Company and Contractors.

Dates : From Oct. 2011 till Jan. 2016
Employer : PGESCo
Project : Giza North Power Station
Job title : Document Controller
Job Description :

- Registering of Internal and External Documents.
- Maintenance of Controlled Documents Registers.
- Sending of Drawing Transmittals and Submittals.
- Distribute Latest Version of Drawings.
- Receive and send all Documents about Company and Contractors.

Dates : From Feb. 2010 till Sep. 2011
Employer : PGESCo
Project : 6th October Simple Cycle Power Project
Job title : Document Controller
Job Description :

- Registering of Internal and External Documents.
- Maintenance of Controlled Documents Registers.
- Sending of Drawing Transmittals and Submittals.
- Distribute Latest Version of Drawings.
- Preparing Purchase Orders.
- Send Urgent Documents by fax and mail.

Dates : From Mar. 2008 till Jan. 2010
Employer : Orascom Construction Industries (OCI)
Project : EI-Tebbin Simple Cycle Power Project
Job title : Xerox Operator & Documentation Coordinator
Job Description :

- Input Data into Info Works.
- Distribute the Incoming Letters According to the Distribution Matrix.
- Using Info works to get the Required Copies.
- Support PGESCo Contract team for log all out going Letters and get the final Initial Signature on Outgoing Letters.
- Support PGESCo Contract team for all filing Documents.

- Support PGESCO Contract for Establishing and Maintaining Records.
- Updating the PGESCO Contractor Contact lists.
- Faxing the Outgoing Letters to Contractors.
- Distribute the Copies of the Minutes of Weekly Progress Meetings.
- Operating high speed Xerographic Duplicator.