

Holds a Bachelor in Commerce and has about 8 years' experience working in document control and QA/QC.

PERSONAL DATA

Nationality : Egyptian
Gender : Male
Marital Status : Married

EDUCATION

: Bachelor in Commerce

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Access, Power Point), Internet
: VBA for programming

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From 2020 till now
Employer : Cosmos Engineering and Consultants International Contracting
Project : Marassi Emaar
Job title : Document Controller

Dates : From 2018 till 2020
Employer : Al Hashemiah International Contracting
Project : Cairo West Supercritical Power Station 1x650MW
Job title : QA / DC Manager

Dates : From 2016 till 2018
Employer : Al Hashemiah International Contracting
Project : Burullus CCPP
Job title : Senior QA/QC / DC

Dates : From 2014 till 2016
Employer : GS C&E
Project : ERC Refinery
Job title : Document Controller

- Field of experience** :
- In construction field:
Preparation coordination and follow-up session for the documentary technical documents as follow:
 - Start New Activity (SNA).
 - Inspection request and concrete pour permission (IR).
 - Material transmittal (MT).
 - Shop drawings (SD).
 - Request for information (RFI).
 - Material inspection request (MIR).
 - Method of statement (MOS).
 - Drawings field change (DFC).
 - Client comments (Emaar Misr for now).
 - Handing over documents (snag list and client comments).
 - Test results documents.
 - J.S. I & N.C.Rs response.
 - Taking Over Certificate documents. (T.O.C).
 - In mechanical field (welding – piping – mechanical installation):
 - Reviewing specification.
 - PWHT chart and hardness report.
 - Responsible on QC activities such as NDE, VT, PWHT, WELDING Reports.
 - Filing and storing the documents of the calibration certificate for the (Welding machine, tools, instruments and the consumable Ovens).
 - Prepare the Welder certificates according to Welder Qualification Test.
 - Check the DWG and supply the quality manger to help him to prepare the required WPS's for the project.
 - Prepare NDT Percentage for Welding joints as per Codes and specification.
 - Estimate the Repair Percentage for Welders and close it with QA/QC Manager to close it.
 - Receive NCR and forward it to the responsible Engineer to close it.
 - Prepare the PWHT request for welding joints as per specification.
 - Revise PWHT reports as per PWHT Procedure.
 - Follow up the welder list and their qualifications and the proportion of their repairs.
 - Data entry the productions data and prepare all Requests in accordance with specification.
 - Filing and storing all documents about consumable & Wire Certificates.
 - Prepare the documents of Test Package
 - Making LOG for ALL Activities.
 - Daily backup for all Data.
 - Access Data Base Designer.
 - Background in computer science and business administration.
 - Able to combine the use of databases and work in the field of

- contracting.
- Can create a database using Access or Excel.