

Holds a Bachelor of Information Systems Management and has about 16 years experience working in document control.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 11/09/1982
Gender : Male
Marital Status : Married
Residence : Ain Shams, Cairo

EDUCATION

: Bachelor of Information Systems Management, Integrated Thebes Institute, 2004

LANGUAGES

Arabic : Native Language
English : Fair

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Access, Power Point), Internet
: Adobe Photoshop
: AutoCAD
: Adobe Acrobat

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From 2021 till now
Employer : Intense for Contracting & Construction
Project : Soma Bay Project (Red Sea Safaga – Mesca Project)
Project contains 20 Cabanas & 12 Villas (Core & Shell with finishing till Final delivery).
Job title : Senior Project Document Controller & Coordinator
Job Description :

- Support and audit Project documents.
- Prepare Project Reports to financial management for submitting financial invoices claims.
- Follow up Project Reports (Daily – Weekly – Monthly – Photo Report).
- Processing and coding outgoing and incoming documents.

Dates : From 2020 till 2021
Employer : Misr Consult – Prof. Dr. Mokhtar Seddeik – Cairo
Job title : Senior Supervisor Document Controller & Projects Controller
Job Description :

- Scope of work: Head Office.
- Making, arranging and preparing projects forms conformance with approved quality system.
- Support and audit Projects document controllers, General supervision of projects documents.
- Follow up Projects Reports (Daily – Weekly – Monthly – Photo Report).
- Prepare Projects Reports to financial management for submitting financial claims to the owner.
- Follow up on updated vendor list with project Contractors.
- Preparing, follow up invoice, variation orders with project management, contractors and follow up snag list.

Dates : From 2018 till 2020
Employer : Redcon Construction - Cairo
Project(s) : The New Administrative Capital:

- Project Central Park
- Project Green River
- Project an administrative building attached to the iconic tower

Job title(s) :

- Senior Document Controller at Green River Project (Main Contractor)
- Senior Document Controller at Central Business District Project
- As Sub-contractor with China State Construction & Engineering Corporation Ltd – CSCEC

Job Description :

- Making, arranging and coding project forms with consultant approved quality system.
- Making, follow up Project Reports (Daily – Weekly – Monthly – Photo Report).
- Submission of documents according to the quality and archival systems for approval by the consultant, coding, archiving and placing them in the updated records.

Dates : From 2017 till 2018
Employer : Raafat Miller (RMC) Consulting - Giza
Project : 5th Settlement - Mivida Compound
Job title : Senior Document Controller at Crescent Project (Mivida Compound)
Job Description :

- Making, arranging and preparing project forms conformance with approved quality system.
- Support Project document controllers, General supervision of project documents.
- Sending and receiving documents from the contractor, with an emphasis on adherence to coding quality standards.
- Receipt, processing and distribution of documents for approval by the supervision team.

Dates : From 2015 till 2017
Employer : Value for Construction & Building - Cairo

- Projects** : • Golf View Project
• Agora Mall
• Palm Valley Mall
• Taj Sultan Compound
- Job title** : Senior Document Controller & Executive Secretary
- Job Description** : • Support Projects document controllers; making, arranging and preparing projects forms conformance with approved quality system.
• Support and audit Projects document controllers.
• Follow up Projects Reports (Daily – Weekly – Monthly – Photo Report).
• Preparing reports for work progress of the projects for the senior management.
• Technical Supporting the team for various projects, operating the application of the electronic digital management system, and maintaining the confidentiality of documents.
- Dates** : From 2009 till 2015
- Employer** : Shatat Group for Construction - Cairo
- Projects** : • Asfour Hospital Project (El-Nas Hospital – Aboud – Shoubra)
• Qaha Central Hospital Project
- Job title** : Document Controller
- Job Description** : • Receipt and delivery of documents from General Consultant.
• Distribution of documents after approval to the responsible departments Receipt.
• Processing and receiving and documenting documents from subcontractors.
• Re-coding them and sending them to the general consultant.
- Dates** : From 2007 till 2009
- Employer** : Alex for Construction (Talaat Mostafa Group – Cairo)
- Project** : El Rehab 2 Project (Development Buildings)
- Job title** : Document Controller
- Job Description** : • Receipt and delivery of documents from General Consultant.
• Distribution of documents after approval to the responsible departments Receipt processing and receiving and documenting documents from subcontractors.
- Field of experience** : • Location up an electronic system for the management of technical documentation, develop electronic filing and archiving system.
• Issuance, storage, retrieval and management of documents to internal and external customers, maintain proper organization and storage of documents and information, provide full admin.
• Technical Supporting the team for various projects, operating the application of the electronic digital management system, and maintaining the confidentiality of documents.
• Setting up Document management, coordinating between Project departments, Prepare Daily, Weekly and Monthly reports.
• Filing & Update Projects Documents throw Updated Logs Coordinate, Provide Information, updated Reports & Logs with the of Quality department.

- Follow up on updated vendor list with project consultants.
- Hand over the project through final procedures and the and financial for delivery.
- Follow up on variation orders with project consultants, contractors and Follow up snag list.