

Has about 18 years of very good experience in document control, excellent ability to manage large, complex document, tolerant of verifying work load and dynamic Priority. Fully aware of electronic document management system (EDMS) Using software and databases and proficient in typing with speed and accuracy, Expertise in the preparation of final documentation as per client data requirement.

## PERSONAL DATA

Nationality : Egyptian  
Gender : Male  
Residence : Giza, Cairo

## EDUCATION

: System Information Dept., Verity Studies Institute Al-Hegaz, Cairo, 2001

## LANGUAGES

Arabic : Native Language  
English : Good

## COMPUTER SKILLS

: Windows, MS Office, Internet

## TRAINING COURSES AND CERTIFICATIONS

: Business administration course.  
: Microsoft Office course.  
: ICDL

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Sep. 2020 till now  
**Employer** : Veolia Water Technologies  
**Job title** : Senior Document Controller (Egypt Head Office)

**Dates** : From May 2018 till Sep. 2020  
**Employer** : Hyundai Electric  
**Project** : Cairo West Supercritical Thermal Power Station – CP-104  
**Job title** : Senior Document Controller

**Dates** : From Oct. 2017 till May 2018  
**Employer** : Kharafi National  
**Project** : Al-Burouj City – Infrastructure  
**Job title** : Senior Document Controller

**Dates** : From Apr. 2016 till Oct. 2017  
**Employer** : AC Boilers  
**Project** : Al-Shabab Combined Cycle Power Station CP-105  
**Job title** : Document Controller

**Dates** : From Nov. 2014 till Apr. 2016  
**Employer** : INITEC Energia  
**Project** : Giza North Power Plant CP-118  
**Job title** : Document Controller

**Dates** : From Mar. 2014 till Nov. 2014  
**Employer** : PSP Elsewedy – Arab Contractor JV  
**Project** : Al-Diwaniya Power Plant 4x125MW  
**Job title** : Senior Document Controller

**Dates** : From Oct. 2010 till Nov. 2013  
**Employer** : Kharafi National  
**Projects** :

- Al-Shabab Simple Cycle Power Station
- Damietta Simple Cycle Power Station
- West Damietta Simple Cycle Power Station

**Job title(s)** : Document Controller / Administration Assistant

**Dates** : From Jul. 2008 till Oct. 2010  
**Employer** : KAHROMIKA  
**Projects** :

- Cairo West Thermal Power Plant CP-118
- El-Kureimat III CCPP

**Job title** : Document Controller

**Dates** : From Mar. 2005 till Dec. 2007  
**Employer** : United Co. for General Supplies  
**Job title** : Data Entry

Skills:

- Microsoft Windows and MS Office - Can work at oracle database and different databases – Reports printing.
- Internet & Emailing by (Outlook – Yahoo – Hotmail) and different systems.
- Typing speed 30-45 wpm approximately.
- Can use AutoCAD 2D.

- Can use (SAP - EDMS - Documentom - Alfresco - fileNet).
- Good deal with networks.
- Maintenance Software applications install and good with hardware.
- Fast learner of any new software.
- Required to be used - Adobe Acrobat – Photoshop.