

Holds a Bachelor of Commerce (Accounting Dept.) and has over 12 years experience working in document control.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 13/01/1989
Gender : Male
Marital Status : Engaged
Residence : Kafr El-Sheikh

EDUCATION

: Bachelor of Commerce (Accounting Dept.), 2009

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: PDF Adobe Acrobat

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Oct. 2010 till now
Employer : Orascom Construction Industries (OCI)
Projects :

- Assiut CCPP 1500MW (EPC) Fast Track (from Jan. 2015 till now) (Construction of Assiut Power Plant - 8x125MW - Combined Cycle Project)
- Baiji CCPP (EPC), Iraq (Jan. 2013 – Jun. 2014) (Construction of BAIJI Power Plant - 6x160MW - Combined Cycle Project consists of 6 Turbine generators + GIS Building + 24 Fuel tanks + 4 water tanks + 13 Auxiliary buildings)
- Al-Ezz Flat Steel Factory, El Sokhna (Oct. 2010 – Aug. 2011) (Construction of El Ezz Flat Steel Factory at Al Ein Al Sokhna - building contains casting machine (CCM) building, 2 Bar Mills and its facilities + 2 control cabins + 4 administrator buildings + Compressed air plant)

Job title : Document Control Specialist

- Job Description** : • **Document Control:**
- Responsible for the effective and efficient document control of all engineering documents, in accordance with the established procedures.
 - Design and development of advanced project document control system for the business.
 - Daily routine activities of Document Control, including distribution of documents, maintaining electronic folders and directories, tracking and retrieval of documents and drawings.
 - Maintain registers of all receipts and issues or submissions of documents and correspondence.
 - Expedite the return of documents and approvals or comments within the required time period from internal and external parties to whom they have been issued or distributed.
 - Ensure the effective running of the day-to-day operations of the document center.
 - Ability to plan, organize, lead and coordinate the Document Control function within our multidisciplinary Engineering group, in order to meet the needs of the projects, proposals and Company's quality requirements and timely deadlines (milestones).
 - Register, log, distribute, track, issue, maintain and control office and site project documents and drawings.
 - Coordinate the activities of Document Control, including distribution of documents, tracking and reporting on document review progress.
 - Assist with the implementation, management and administration of the electronic document management system.
 - Ensure that Project Team and contractors comply with the document management system process and procedures.
 - Work closely and liaise with contractors' document control group in all matters relating to document control.
 - Maintain document logs for correspondence, material approval submittals, shop drawing, RFI (incoming & outgoing).
 - Receiving and distributing all documents. Preparation transmittal sheets for Inspection Requests, Material & Shop drawing submittals and Filing, etc.
- **Receive:**
- Receive and distribute project documents and drawings based on the Document Distribution Matrix to the right department and right person (action parties) as per agreed procedure after Project Manager's Review.
 - Receive, record, log, scan and distribute all project documents, shop drawings and other submittals.
 - Ensure the correct stamping all documents or drawings in accordance with the prevailing document control procedures.
- **Record:**
- Maintain records of engineering documents and drawings in hard copies and electronic files and monitor the revisions and approval status thereof.
 - To maintain the record of all controlled documentation – issue, status and location.
 - Record of Drawings, Method Statement, Material Submittals, Sample Submittals, RFIs, RRFIs, NCRs, Contracts, LOIs, Payment

Certificates, Documents of Civil, Mechanical, Instrumentation, Electrical, Piping, Structural Documents, Drawings, Specifications, Calculation Sheets and Data Sheets, Progress Reports, Survey Reports, Soil Investigation Reports, etc.

- Scan:
 - Scan and store the approved shop drawings in the database so that the project team can access.
 - Keep current hard copies and file supersede version.
- Distribute:
 - Document distribution by Transmittal System as per Document distribution Matrix for Hard copy and Electronic Document Transfer.
- File / Store:
 - To file all project documents: project wise, date wise, subject wise, sender wise with sequence.
 - Maintain, record and control the engineering library of relevant procedures, codes & standards, specifications and reference documents, contract documents, within the secure document control area.
 - Maintain and control filing system for Engineering, Construction documents, Requisitions, Purchase orders, Invoices, etc.
- Issue:
 - Ensure that all documents are issued with the transmittal system.
 - To maintain accurate record of the receipt and issue of transmittals.
- Project Support:
 - Review and proofread documents for consistency of document format and system concerns. Prepare reproduction of documents if needed.
 - Prepare reports & Memorandum.
 - Provide assistance to the Contract Advisor and Procurement Specialist for the distribution of contracts, procurement bid packages, and subsequent clarifications and analyses, both within the design team and with contractors.
 - To organize copies of hard & softcopy documents, incoming and outgoing.
 - Good understanding and experience of document control systems, technologies, databases, processes and procedures.
 - Understanding of the engineering and construction workflow for a project.