

Holds a Bachelor in Accounting and has about 13 years' experience working in document control.

PERSONAL DATA

Nationality : Egyptian
Birth Year : 1988
Gender : Male
Residence : El-Sheikh Zayed

EDUCATION

: Bachelor in Accounting, Tanta University, 2009

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: Primavera Contract Manager, PROMASTAR, Cairo (Jul. 2011).
: Dar Cairo Training on project website SharePoint (PWS) (Jul. 2012).
: Core Team Training on ACONEX, Riyadh (Dec. 2014).
: KAFD Training on Project Wise, Riyadh (Jul. 2019).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From 2021 till now
Employer : Dar Al Handasah Consultants (Shair & Partners), Cairo
Project : Hayah Karima Project (First phase) of implementing the initiative. The first phase targets 1437 villages most in need and most vulnerable to extremism and intellectual terrorism, the beginning of the poverty rate of which is 70% or more at 20 governorates.
Job title : Senior Document Controller
Job Description :

- Monitoring the accuracy of handling correspondences process through project website Share Point (PWS).
- Monitor project status to ensure on-time documentation submission.

- Review and verify project documents for completeness, format, and compliance with Quality Procedures.
- Confer with engineers and concerned parties to discuss project, documents, prepare documents.
- Preparing monthly progress reports to be delivered to Presidency of the Council of Ministers.

- Dates** : From 2014 till 2021
- Employer** : Dar Al Handasah Consultants (Shair & Partners), KSA
- Job title** : Senior Document Controller
- Job Description** :
- King Abdullah Financial District (KAFD) a project of Public Investment Fund (PIF) under construction near King Fahad Road in the Al Aqeeq area of Riyadh, Saudi Arabia being undertaken by the Rayadah Investment Corporation on behalf of the Pension Authority of the Kingdom of Saudi Arabia, consisting of 59 towers in an area of 1.6 million square meters. It will provide more than 3 million square meters of space for various uses, 62,000 parking spaces and accommodation for 12,000 residents. In 2011, it was the largest project in the world seeking green building accreditation. Saudi Arabia's financial district will be built close to the business centre of Riyadh. The site is 1.6 million square metres and the development will have floor space of over 3 million square metres:
 - Aconex project administrator of 25 different Parcels.
 - Monitor project status to ensure on-time documentation submission.
 - Review and verify project documents for completeness, format, and compliance with Quality Procedures.
 - Confer with engineers and concerned parties to discuss project, documents, prepare documents.
 - Distributing and maintaining historical record files for outdated or superseded documentation.
 - Handling schedules, due dates for drawings, submittals, technical manuals, and other documents.
 - Project Web Share Point (PWS) administrator of KAFD project.
 - Strictly to follow the Workflow of documentation.
 - Follow up the submittals from site engineers and DO engineers. Presentations and technical reports (site activities ...) follow up.
 - Coordinating submittal issues between Dar Engineers / Contractors on site, Maintain hard copy and electronic filing system, etc.
 - Performing Aconex Training and Administration issue with Contractors and Site DCs.
 - National Guard Health Affairs (NGHA) Specialized Hospitals in Riyadh, Jeddah, Taif and Qassim Regions, Saudi Arabia. Detailed design, tender documents and supervision of construction for 5 hospital complexes as follows: 300-bed Specialised Gynaecology and Maternity Hospital at King Saud Bin Abdulaziz University for Health Sciences in Riyadh (site area of 140,000 m² and built-up area of 67,580 m²), consisting of a 6-storey healthcare building, electromechanical services building and multi-storey car-park building for 490 cars; King Abdullah Bin Abdulaziz Specialised Paediatric Hospital with a capacity of 350 beds, consisting of a 12-storey healthcare building of a built-up area of 99,962 m², and services buildings of a total built-up area of 28,615 m² (mosque for 260

worshippers, car-park building for 650 cars and electromechanical services building); Neuroscience and Trauma Care Centre at the National Guard's King Abdulaziz Medical City in Jeddah (total built-up area of 46,615 m²), consisting of a 6-storey healthcare building, diagnostic and therapy building, car-par building for 320 cars, IT services building, and electromechanical services building; and Taif and Qassim Healthcare Centres, each consisting of a 300-bed, 8-storey healthcare building in addition to other accommodation and services buildings. All healthcare buildings are equipped with state-of-the-art medical equipment and services.

- Abraj Kudai Project, Saudi Arabia. Detailed design and supervision of construction for a landmark multi-functional development in the vicinity of Makkah Holy Haram on a site area of 64,000 m², accessible from 2 main roads from the east and west as, a private road from the north and has a direct access to Haram piazza for both pedestrian and vehicular circulations. The project consists of a large podium spread on the entire site, accommodating bus station, shopping mall, restaurants, food courts, conference centre and car-parks; 12 towers on top of the podium varying from 30 storeys to 48 storeys for residential and hotel uses; and helipads on top of 4 towers. A dome is located on top of the 2 mid towers, housing a ballroom and convention centre. All technical services are located at the podium's basement levels. The project also comprises a health centre. Total built-up area: 1.5 million m²:
 - Plan, direct and set up and manage systems and procedures for collecting, storing, retrieving, controlling security, controlling revisions.
 - Monitor project status to ensure on time documentation submission.
 - Review and verify project documents for completeness and format when received from different project participants coordination with the reviewers and contractors and follow up for timely issue of responses to submittals.
 - Prepare status weekly report for heads of departments and directors.
 - Prepare all transmittals for all documents and drawings.
 - Responsible for distribution, submission of documents, design drawings, shop drawings, material submittals and RFIs.
 - Prepare and keep in order excel logs for all drawings and submittals in parallel with the used documentation software PCM and PWS.
 - Preparing project reports and coordination/liaison with various project stakeholders on all document control procedures.
 - Distributing and maintaining historical record files for outdated or superseded documentation.
 - Archiving project documents using advanced procedures and software applications.
 - Data analysis for status log then, reporting to the upper management on weekly & monthly basis.
 - Monitoring the accuracy of handling correspondences process through project website Share Point (PWS/ACONEX).
 - Responsible for distribution, submission of Documents, Design Drawings, Shop Drawings, Material Submittals and RFIs.
 - Preparing, checking documents and requests received from/issued to various projects parties.
 - Monitor project status to ensure on-time documentation submission.

Dates : From 2011 till 2014
Employer : Dar Al Handasah Consultants (Shair & Partners), Dar Cairo Head Office, Project Management and Contracts Department
Projects :

- King Saud Bin Abdul Aziz University for Health Science Project (KSAU)
- Shamiyah Expansion, Saudi Arabia
- Central Utility Plant and Tunnels for Makkah Haram, Saudi Arabia
- Madinah Haram Expansion
- Makkah First Ring Road and Bus Station

Job title : Document Controller
Job Description :

- Plan, direct and set up and manage systems and procedures for collecting, storing, retrieving.
- Controlling security, controlling revisions. This is typically done for both physical and electronic documents to ensure that official records are kept secure and up-to-date and are readily retrievable for those who need them.
- Monitor project status to ensure on-time documentation submission.
- Review and verify project documents for completeness and format when received from different projects participants.
- Coordination with the Reviewers, Contractors, and follow up for timely issue of responses to Submittals.
- Prepare status weekly report for Heads of Departments and Directors.
- Prepare all transmittals for all Documents & Drawings.
- Responsible for distribution, submission of Documents, Design Drawings, Shop Drawings, Material Submittals and RFIs.
- Use and implement Document Control software such as (PCM & PWS).
- Prepare and keep in order excel logs for all drawings and submittals in parallel with the used documentation software (PCM – PWS).

Dates : From 2010 till 2011
Employer : Leaders Securities for Brokerage
Job title : Accountant

Field of experience :

- Handling all document control aspects for large construction projects.
- Expertise in preparing, checking documents and requests received from / issued to various projects parties, distributing and maintaining historical record files for outdated or superseded documentation, archiving project documents using advanced procedures and software applications; creating and maintaining project document control systems; preparing project reports and coordination / liaison with various project stakeholders on all Document control procedures.
- Computer skills cover project website SharePoint (PWS), Aconex, Primavera Contract Manager V13.0; management systems that securely and efficiently manages information.
- Proficient in Expedition (Primavera Contract Manager), Project Website (PWS), MS Windows and Microsoft Office applications.