

Holds a Bachelor of Commerce (Accounting Dept.) and has over 15 years experience, including 12 years as Document Controller and 3 years as Accountant.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 16/06/1984
Gender : Male
Marital Status : Married
Residence : Zeitoun Area

EDUCATION

: Bachelor of Commerce (Accounting Dept.), Ain Shams University, 2006

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

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

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Dec. 2010 till now
Employer : Electro Tharwat
Projects :

- 4 DCC Project (Dokki Zone & New Cairo Zone) (from Feb. 2019 till now)
- West Damietta Power Plant (4x125MW) (Apr. 2015 – Jan. 2019)
- Giza North Power Plant (3x750MW) (Dec. 2010 – Mar. 2015)

Job title : Document Controller
Job Description :

- Create a filing system of all incoming and outgoing documents in accurate and professional manner.
- Controlling & keeping track of project documents which include but are not limited to letters, workshop drawings, contracts, e-mails and insure that accurate information is distributed throughout an organization on time to the people who need it.
- Provide updated projects logs, sheets and any reports required to the direct supervisor according to DC procedure.
- Ensure all documentation meets formal requirements and required

standards.

- Organize and maintain a company's documentations records system.
- Follow and improve document control procedures.
- Sort, store and retrieve electronic, soft and hard copy documents.
- Produce document progress reports for senior managers.

Dates : From Apr. 2008 till Nov. 2010
Employer : Khaled Salah's Accounting & Auditing Office
Job title : Accountant
Job Description :

- Preparing and maintaining important financial reports like (Revenues & expenses, income statement and balance sheet).
- Preparing tax returns and ensuring that taxes are paid properly and on time.

Dates : From Feb. 2008 till Aug. 2009
Employer : The Right to Live Association for intellectually disabled
Job title : Accountant
Job Description : Book keeping as I keep & interpret financial records (debit & credit accounts, bank account, revenues & expenses account).

Field of experience :

- Insuring the proper delivery of documents and updating records to show new information and acknowledge for using online - based sharing tools for documents looking for document controller position at international companies.
- Document Organization.
- Tracking Document Flow.
- Quality Management.
- Data Accuracy.