

Document Controller Team Leader & Projects Director Assistant

Holds a Bachelor of Commerce (Accounting) and has about 17 years experience working in document control and accounting.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 04/04/1988
Gender : Male
Residence : Giza, Cairo

EDUCATION

: Bachelor of Commerce (Accounting), Cairo University, 2011

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: SAP - PROCOOR - DOCS - One Drive

TRAINING COURSES AND CERTIFICATIONS

: ICDL (self-study).
: EDMS
: English course in Language Institute of the Armed Forces.
: Network marketing course.
: Primavera (self-study).
: CAD (self-study).
: LinkedIn Learning:

- Agile Project Management with Microsoft Project.
- Developing Assertive Leadership 2020.
- Be the Manager People Won't Leave.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jun. 2017 till now
Employer : Hassan Allam Holding

Projects :
• AAIB One-Ninety Head Quarter (from Nov. 2021 till now)
• Modernization Signaling of Railway - BSA Project (Apr. 2019 – Nov. 2021)
• HYDE PARK PROJECT Cluster 14, 13 and Business Park Projects (Jun. 2017 – Mar. 2019)

Job title : Document Controller Team Leader & Projects Director Assistant

Job Description :
• Project Coordinator Assistant with regard to the invoice of consultant and subcontractor.
• Make all special monthly reports and Dash Board that has been executed.
• Monitoring for all Inspection Request, Material Inspection Report, and Non-Conformance Report.
• Follow up by mail with consultant and subcontractor all letters, shop drawings, Material Submittals, Request for information, Document Submittals, Method of Statement, As-Built, and Snag List.
• Leading with my teamwork for Monitoring all Inspection Request, Material Inspection Report, Non-Conformance Report, and Readiness for Handing Over.
• Follow up with the procurement team to closing any purchase orders.
• Making Materials Tracking Sheet between material request and Purchase order and warehouse.

Dates : From Jul. 2015 till May 2017

Employer : Rowad Modern Engineering Co.

Project : Uptown Cairo Project

Job title : Senior Document Controller (QC & Technical Office)

Job Description :
• Making Logs of follow-up letters and shop drawings.
• Doing all Material Submittals, Request for information, Document Submittals, Method of Statement, As-Built, and Snag List.
• Monitoring for all Inspection Request, Material Inspection Report, Non-Conformance Report and Readiness for Handing Over.

Dates : From Feb. 2015 till May 2015

Employer : Ibrahim Hassan Abdullah Almasoudi Co. – KSA

Job title : Accountant

Dates : From Oct. 2013 till Jan. 2015

Employer : Abu Elfeda Co.

Job title : Accountant

Dates : From Feb. 2010 till Apr. 2012

Employer : Hassan Allam Construction

Project : Allegria Project – 6th October City

Job title : Document Controller (QC)

Job Description :
• Coordination with the consultant office and handing over the official documents of work performed.
• Doing all Inspection Request Logs for Work Performed.

- Doing all inspection request for quality control department.
- Coordinate archives and maintain all documents until the end of the project.

Dates : From Jul. 2008 till Nov. 2009
Employer : Drake & Scull Construction Co.
Project : Al-Rahma Hospital Project
Job title : Document Controller (QC)
Job Description :

- Doing all inspection request for quality control department.
- Making the application forms for accreditations.
- Monitoring, tracking and tracing of drawings, and any attachments.
- Organize my computer.

Dates : From Aug. 2006 till Mar. 2008
Employer : EKIN PROJE Construction Co.
Project : Cairo International Airport Project
Job title : Assistant Document Controller (QC)
Job Description :

- Organize files on shelves.
- Receive and deliver documents and use seals.
- Distribution of the documents received and exported.
- Copy, Print and Scan Documents.