

Holds a Bachelor of Commerce (Accounting Dept.) and has over 20 years experience, including 11 years as Document Controller and 8 years as Computer Maintenance Engineer.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 14/08/1978
Gender : Male
Marital Status : Married
Residence : 6th October

EDUCATION

: Bachelor of Commerce (Accounting Dept.), Ain Shams University, 2003
: Masr Elgedida Secondary School

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel), Internet
: AutoCAD

TRAINING COURSES AND CERTIFICATIONS

: MS Office
: Communication Skills.
: Sales.
: Presentation Skills.
: AutoCAD 2D
: Advanced Excel

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jan. 2015 till now
Employer : KUWADICO Co.
Job title : Senior Document Controller

- Job Description** :
 - Communication with others Department to facilitate project works.
 - Project Database (input, output, printing report).
 - Classifying all progress report data.
 - Letter (drafting, scanning, Logs, sending and receive).
 - Printing and scanning all kind of project document (Contract, Submittals, Inspections request, ...etc.).
 - Handling the Attendance time sheet.
 - Department requirement (stationary, utilities).
- Dates** : From Apr. 2013 till Dec. 2014
- Employer** : EGYCAN Co.
- Project** : Grand Heights 6th of October Project
- Job title** : Document Controller
- Job Description** :
 - Communication with others Department to facilitate project works.
 - Printing and scanning all kind of project document (Contract, Submittals, Inspections request, ...etc.).
 - Attendance time sheet.
 - Department requirement (stationary, utilities).
- Dates** : From Jan. 2012 till Mar. 2013
- Employer** : Aqua Care Co.
- Project(s)** : Janna Beach MARSALA ALAM, Aqua Marin, SAHL HASHISH, Cairo Festival City in New Cairo & DAMAC Hide Park, El-Katamia Duones
- Job title** : Document Controller & AutoCAD Operator
- Dates** : From May 2003 till Oct. 2011
- Employer** : NORDIX EGYPT Computer System (El-Korafy Group)
- Job title** : Computer Maintenance Engineer
- Field of experience** :
 - Very good experience in Filling System, Operate LOG's Make Reports, Handle with PDF Files and Printing Files and archive the Hard Copies in Files.
 - Responsible for manage all stationary and utilities requirement.
 - Good experience in AutoCAD Operator.