

Has about 17 years' experience working in document control and accounting.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 10/04/1985
Gender : Male
Marital Status : Married
Residence : Giza, Cairo

EDUCATION

: Advanced Studies and Information Academy, Cairo, 2006

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Access, Power Point), Internet
: AutoCAD
: DocWize for registering purchase and supply orders

TRAINING COURSES AND CERTIFICATIONS

: Communication Skills training course.
: Safety course & Health Standards.
: Advanced Excel Training.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Dec. 2022 till now
Employer : Gates Development Co.
Job title : Document Controller Manager & Executive Assistant CEO
Job Description :

- Follow-up document coordinators on all sites and create a system for them.
- Updating and following up the data needed at all projects at (IR – MOM – MIR – Daily).
- Manage the staff well and get the best results.

- Follow-up of all the work of the documentary session until the end of the approval from the CEO.
- Attending all meetings with the CEO and expressing a technical opinion thereon.
- Assigning follow-up to all project heads and preparing follow-up reports.
- Assisting the CEO in taking decisions and expressing an opinion thereon.
- Organizing all weekly and monthly meetings of heads of sectors.
- Preparing daily reports periodically for all Project.
- Preparing any reports requested in the context of Construction management.
- Entering Data on the Double Click software (ERP).
- Maintain project filling system files.
- Maintain all plans and maintain the organization chart.
- Retrieve and track status of correspondence and notes in sites.
- Ensure that all quality-controlled documents related to the project are maintained to the latest issue, and that these documents are made available at all locations where operations essential.

Dates : From Jun. 2021 till Oct. 2022

Employer : Rowad Modern Engineering

Job title : Section Head Document Controller

Job Description :

- Updating and following up the data needed at all project to make (Variation Orders – claim – invoices – contract subcontractor).
- Preparation Data sheet (Variation Orders-claim-invoices-contract subcontractor) for and extract all summaries from it, to be followed up periodically.
- P of the documentary cycle of contracts until the end of accreditation from CEO.
- Preparing monthly reports periodically for (Variation Orders - claim - invoices - sub) at all Project.
- Preparing any reports requested in the context of contract management.
- Entering Data on the Oracle software (ERP).
- Maintain project filling system files.
- Retrieve and track status of correspondence and notes.
- Maintain all plans and maintain the organization chart.
- Ensure that all controlled Quality documents related to the Project are maintained to the latest issue, and that these documents are made available at all locations where operations essential.
- Maintain files and control logs as required by the project.
- Manage the staff well and get the best results.

Dates : From Nov. 2020 till Jun. 2021

Employer : Redcon Spain for construction

Project : Grand Heights

Job title : Team Leader Document Controller

Job Description :

- Store, manage, track and organize all documentation.
- Maintain project filling system files.
- Retrieve and track status of correspondence and notes.

- Develop procedure for distribution and return of documents circulated for review.
- Distribute documents to team for review.
- Collect documents from team after review.
- Maintain all plans and maintain the organization chart.
- Ensure that all controlled Quality documents related to the Project are maintained to the latest issue, and that these documents are made available at all locations where operations essential.
- Typing of site documents and follow up of all site's needs.
- Maintain files and control logs as required by the project.
- Follow-up with the consultant and the owner and coordinate with them in relation to the project.
- Manage the staff well and get the best results.

Dates : From 2012 till 2020

Employer : Palm Hills Development (United Engineering Company Con. UECC)

Job title : Executive Assistant & Team Leader Document Control

Job Description :

- Creating Access Database.
- Entering Data on the Oracle software (ERP).
- Receiving purchase orders from construction sites then contact suppliers to obtain their quotations.
- Filing projects' documents and drawings. Creating computer archive system and document controlling.
- Following-up material supplying process to sites, also following invoices issuing process at financial department.
- Following technical office correspondences in head office and sites.
- Coordinating and following the Procedures of sub-contractor's contracts between the sites and the main office.
- Prepare sub-contractors Invoices log and follow up.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Contribute to team effort by accomplishing related results as needed.
- Review invoices for supplies, concrete and claims.
- Manage the staff well and get the best results.

Dates : From 2008 till 2012

Employer : Palm Hills Development (United Engineering Company Con. UECC)

Job title : Technical Office Secretary & Document Controller

Job Description :

- Creating Access Database.
- Entering Data on the Oracle software (ERP).
- Receiving purchase orders from construction sites then contact suppliers to obtain their quotations.
- Filing projects' documents and drawings. Creating computer archive system and document controlling.
- Following-up material supplying process to sites, also following invoices issuing process at financial department.
- Following technical office correspondences in head office and sites.
- Coordinating and following up the procedures of sub-contractors'

- contracts between both sites and the head office.
- Prepare sub-contractors Invoices log and follow up.

- Dates** : From 2006 till 2008
- Employer** : Supermarket EI-Hawary
- Job title** : Accountant
- Job Description** :
- Review for all bills and approved.
 - Document financial transactions by entering account information.
 - Making inventory data and matching it with invoices.
 - Daily work report and weekly inventory.
 - Contribute to a strong client relationship through positive interactions with client personnel.
 - Communicate with Manager and/or Director on work status and client issues that arise.
- Field of experience** :
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
 - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
 - Understanding written sentences and paragraphs in work related documents.