

Holds a Bachelor of Commerce (Accounting) and has over 10 years experience working in document control and admin.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 23/09/1989
Gender : Male
Marital Status : Married
Residence : Suez

EDUCATION

: Bachelor of Commerce (Accounting), Suez Canal University, 2010

LANGUAGES

Arabic : Native Language
English : Excellent

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

: Windows, Word, Excel and Internet Course, British Institute.
: International Computer Driving license (ICDL V.5), AMEDEAST.
: English Course (level 9 of 12) (SLCC) (AMEDEAST).
: Introduction to SAP DMS (Online Course "Udemy").
: Advanced Professional Excel Skills (Online Course "EDRAK").
: ISO 9001:2015 "Quality Management System" "QMS" "Alison".
: Writing professional email and memos (Online Course "Coursera").
: Speak English professionally: In Person, Online & On the Phone.
: Build Your professional e portfolio in English, Coursera.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2017 till now
Employer : Hassan Allam Construction (HAC)

- Projects** : • Bin Zaid Palace MZ Beach Compound Project
• Presidential Palace (M4) at Alamein New City
• El Mansoura 5 Project "Council of Ministers Building"
- Job title** : Senior Document Controller / Administrator
- Job Description** : • Develop and manage Document Workflows and document distribution matrix.
• Update and control procedure documents and forms and maintain all controlled documents.
• Take charge of all document identification and classification.
• Frequently conduct document audits conforming they are current and accurately reflected recorded evidence.
• Assist with communication during external audit.
• Train document control clerks and oversee their tasks.
• Create document filing and organizing systems that are both effective and efficient.
• Log document requests and help retrieve documents as needed for employees.
• Maintain confidentiality around sensitive documentation.
• Producing document progress reports for senior managers.
• Prepare Purchasing Request, Update on SAP System and Follow up till Purchasing Order.
• Familiarity dealing with EDMS such as SAP, SharePoint and Other Software.
• Perform administrative duties as required / assigned such as ordering office supplies, scheduling visits and meetings, ensuring that the required materials are delivered to site and other clerical tasks.
- Dates** : From Sep. 2016 till Aug. 2017
- Employer** : SESCOTRANS for Developed Logistics (SESCO)
- Projects** : Ezz Flat Steel Company & Egyptian Fertilizers Company & Egyptian Anode Block Company & Suez Cement Company & Arabian Cement Company & Al Adbaya Port
- Job title** : Logistics & Customer Operation Supervisor
- Job Description** : • Maintain a high and efficient level of communication and Relations with Customers, carriers, suppliers and warehouses.
• Developing a deep understanding of the needs of customers and taking required action to make sure that the needs are met.
• Reviewing the company's logistics performance with customers in line with laid down targets and agreements.
• Ensure that goods are shipped and delivered in a timely manner.
• Arranging transportation of products from one location to another.
• Tracking the progress of shipments.
• Maintain, provide and analyzing a good documentation system and technical data in relation to logistics operations such as "Bill of lading" and Correspondences.
- Dates** : From Jan. 2016 till Sep. 2016
- Employer** : Hassan Allam Construction (HAC)
- Project** : Swan Lake North Coast

- Job title** : Document Controller / Administrator
- Job Description** :
- Develop and manage Document Workflows and document distribution matrix.
 - Update and control procedure documents and forms and maintain all controlled documents.
 - Take charge of all document identification and classification.
 - Frequently conduct document audits conforming they are current and accurately reflected recorded evidence.
 - Assist with communication during external audit.
 - Train document control clerks and oversee their tasks.
 - Create document filing and organizing systems that are both effective and efficient.
 - Log document requests and help retrieve documents as needed for employees.
 - Maintain confidentiality around sensitive documentation.
 - Producing document progress reports for senior managers.
 - Prepare Purchasing Request, Update on SAP System and Follow up till Purchasing Order.
 - Familiarity dealing with EDMS such as SAP, SharePoint and Other Software.
 - Perform administrative duties as required / assigned such as ordering office supplies, scheduling visits and meetings, ensuring that the required materials are delivered to site and other clerical tasks.
- Dates** : From Dec. 2012 till Jan. 2016
- Employer** : Oshena for Specialized Contracts Company (Subcontractor of Doosan Heavy Industries and Constructions Co.)
- Project** : El Ain El Sokhna Supercritical Thermal Power Plant
- Job title** : Admin Specialist & Document Controller
- Job Description** :
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
 - Daily update the list of workers and receiving its time sheets for attending.
 - Preparing payroll and final invoice for each month.
 - Manage Drivers working Schedule, by distributing & overseeing their working activities in order to meet associated business needs.
 - Manage sites facilities and administrations such as transportation, accommodation and general services like cleaning, tea boys, etc. in order to guarantee smooth workflow as well as delivering best services.
 - Preparing, manage and filling all project's documents and Maintain organized and updated documents for a business using document management software, uploading or scanning paper documents and ensuring proper and secure storage.
 - Permanent petty cash to spend on incidental activities.
 - Assist in purchase orders and invoicing.