

Holds a License of Archeology and has about 19 years' experience, including 17 years working in document control.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 16/11/1983
Gender : Male
Marital Status : Married
Residence : Helwan, Cairo

EDUCATION

: License of Archeology (Egyptology Section), Cairo University, 2004

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

- : English Course, Armed Forces Institute for Languages.
- : The Basics of Computer (Windows - Microsoft Office 2003 -Internet).
- : Analyzing Data with Microsoft Excel & Power BI, Academy Company for Information and Communication Technology (Nov. 2021 – Jan. 2022)
- : Document Controller Management, Academy Company for Information and Communication Technology (Jul./Aug. 2022).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Nov. 2018 till now
Employer : ACE Project Management
Project : Mountain View I City Project, New Cairo
Job title : Senior Document Controller

Dates : From Jan. 2016 till Oct. 2018
Employer : City Stars for construction
Project : Main Office – Star Capital I Building – Nasr City (Arco Projects)
Job title : Senior Document Controller

Dates : From Jul. 2015 till Dec. 2015
Employer : ACE Project Management
Project : Taj City – Nasr City Project
Job title : Senior Document Controller

Dates : From Oct. 2011 till Jun. 2015
Employer : Arab Consulting Engineers – Moharram Bakhoum
Project : Garden Hills – 6th of October Project
Job title : Senior Document Controller

Dates : From Sep. 2010 till Sep. 2011
Employer : Arab Consulting Engineers – Moharram Bakhoum
Project : Golden Coast – Sharm El-Sheikh Project
Job title : Senior Document Controller

Dates : From Aug. 2008 till Aug. 2010
Employer : ENCO Co.
Project : A8 Building – Golden Pyramids Plaza Project
Job title : Senior Document Controller

Dates : From Jan. 2008 till Jul. 2008
Employer : ENCO Co.
Project : Golden Coast – Sharm El-Sheikh Project
Job title : Document Controller & Admin

Dates : From Sep. 2006 till Dec. 2007
Employer : ENCO Co.
Project : City Stars Mall Phase II Project
Job title : Document Controller

Dates : From Feb. 2006 till Aug. 2006
Employer : Raya Egypt for Real Estate Investment Co.
Job title : Marketing Rep.

Dates : From Nov. 2005 till Jan. 2006
Employer : ENCO Co.
Project : City Stars Mall Phase II Project

Job title : Document Controller

Dates : From Feb. 2005 till Sep. 2005

Employer : Egyptian Group for Drug Trading Co.

Job title : Sales Rep.

Dates : From Jul. 2004 till Dec. 2004 and summer 2003

Employer : Publishing House Dar El-Insan

Job title : Salesman

Dates : Summer 2002 (during education)

Employer : Blue Pearl Company (Computer Customers Service Dept.)