

Holds a Bachelor of Law and has over 14 years' experience working in document control.

PERSONAL DATA

Nationality : Egyptian
Gender : Male
Residence : Cairo

EDUCATION

: Bachelor of Law, Helwan University, 2008

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: ICDL
: Document Controlling and Information Management, AUC (Nov. 2018).
: ISO 9001 Internal Auditor.
: Business Writing.
: Pro Coor System.
: ERP System (Training).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jul. 2015 till now
Employer : Hills Construction
Projects : Compound Ashgar Darna & TRIO GARDENS & ADES BUILDING
Job title : Document Control Manager

Dates : From Jul. 2013 till Jul. 2015
Employer : Misr Contraco Group

- Projects** : Implementation and works Projects of the Armed Forces, Hospital, Commercial Malls and Banks
- Job title** : Senior Document Controller
- Dates** : From May 2009 till May 2013
- Employer** : ENCO
- Projects** :
 - DOMIATEC Group Packing Plant Sadat City
 - Uptown Cairo Project
 - Le Meridian Hotel
 - City Stars Cairo
 - City Stars Sharm El-Sheikh
- Job title** : Senior Document Controller
- Field of experience** :
 - Document Control Management:
 - Requirements for documents / records control.
 - Documents classifications.
 - Technical document control.
 - Corporate document control.
 - Build Efficient Document Control:
 - Document control procedures / standards.
 - Document control staff and organization.
 - Document controller career development plan / training.
 - Manual and electronic document control Comparison.
 - Technical Document Control:
 - Information and knowledge management.
 - Document identifications and types.
 - Life cycle data management.
 - Deliverables list during contract phase.
 - Master document register.
 - Technical data required from contractors.
 - Interface with contractors and subcontractors.
 - Vendor document control.
 - Final documentation / As built.
 - Document controller quality checklists.
 - Document Distribution and Approvals Preparing for EDMS:
 - Business case and situation analysis.
 - Gap analysis.
 - Business requirements.
 - Functional requirements.
 - Selection and evaluation.
 - Implementing EDMS:
 - System infrastructure.
 - Folder structure.
 - Defining document attributes and metadata.
 - Revisions and versioning.
 - Transmittals.
 - Search and retrieval.