

Holds a Bachelor of Commerce (Accounting Dept.) and has about 16 years' experience working in document control.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 06/11/1985
Gender : Male
Residence : Giza, Cairo

EDUCATION

: Bachelor of Commerce (Accounting Dept.), Ain Shams University, 2007
: Secondary Education: El-Nokrashy Language School, 2003

LANGUAGES

Arabic : Native Language
English : Very Good
French : Fair

COMPUTER SKILLS

: Windows, MS Office, Internet

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From 2015 till now
Employer : Raafat Miller Consultants
Project : Mall of Egypt
Job title : Senior Document Controller
Job Description :

- Controlling and Handling all kinds of Documents.
- Preparing reports about the Department status.
- Computer Data Controlling by recording all kind of Documents in internal logs for easy tracking.
- Making easy system for the scanned Documents by excel.
- Making filing system for documents, and making all in its arrangement.

Dates : From 2013 till 2015
Employer : EHAF Consulting Engineers
Job title : Senior Document Controller

Job Description :

- Controlling and Handling all kinds of Documents.
- Preparing reports about the Department status.
- Computer Data Controlling by recording all kind of Documents in internal logs for easy tracking.
- Making easy system for the scanned Documents by excel.
- Making filing system for documents, and making all in its arrangement.

Dates : From 2010 till 2012

Employer : Namaa Consult S.A.E

Job title : Document Controller

Job Description :

- Controlling and Handling all kinds of Documents.
- Preparing reports about the Department status.
- Computer Data Controlling by recording all kind of Documents in internal logs for easy tracking.
- Making easy system for the scanned Documents by excel.
- Making filing system for documents, and making all in its arrangement.

Dates : From 2007 till 2009

Employer : El-Jezeera Paints, KSA

Job title : Executive Secretary

Job Description :

- Responsible for all the administrative & secretarial works and all secretarial duties including typing, sending and receiving faxes, e-mails & searching the internet.
- Keeping & maintaining files & records.
- Prepare agenda and collect materials for meetings, speeches and conferences.