

Holds a Bachelor in Information Systems and has over 12 years' experience working in document control.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 15/09/1988
Gender : Male
Marital Status : Married
Residence : Helwan, Cairo

EDUCATION

: Bachelor in Information Systems, Higher Institute of Qualitative Studies, Future Academy, 2009

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: Primavera
: MS Project

TRAINING COURSES AND CERTIFICATIONS

: Document Controlling and Information Management for Oil and Gas Project in AUC.
: Completed an online course "Aconex Accredited Associate".
: Certified English General Diploma in YAT.
: Certified Conversation Course in CIC.
: Completed an online course about "How to write an official email" from Coursera.
: Certified Internal Audit of the Quality Management System according to requirements of the International Standard ISO 9001-2008.
: Certified Electronic Accountant Diploma.
: Programs:

- Primavera Unifier at Emaar Misr: All documents Process must be uploaded and downloaded via Unifier

- PWS (Project Web Site) at Dar Al-Handasah: The whole process of Documentation of the project has done using PWS.
- Aconex: Self-study on their official Web Site.

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Jun. 2022 till now
- Employer** : Emaar Misr
- Job Description** : Document Controller supervision:
- All permits regarding new Projects.
 - Establishing New whole system for all old and new Emaar projects permits.
 - Handling, managing and uploading all old and new data on Unifier.
- Dates** : From Apr. 2022 till Jun. 2022
- Employer** : Orascom Development
- Job Description** : Document Controller Supervision: Responsible for establishing New System for Sound and Light Project.
- Dates** : From Aug. 2017 till Mar. 2022
- Employer** : Dar Al-Handasah (Shair and Partners)
- Job title** : Document Controller
- Job Description** :
- Central Business District of the New Administrative Capital (Nov. 2019 – Mar. 2022): Apply all work duties on a highly professional and timely-efficient soft copy program.
 - Ministries of the New Administrative Capital (Aug. 2017 – Nov. 2019): Ensure all official project documentation, drawings and correspondences are correctly identified, coded, and registered in accordance with company and/or project requirements.
- Dates** : From Nov. 2016 till May 2017
- Employer** : AAW Consulting Engineers
- Project** : Palm Hills Project
- Job title** : Document Control Team Leader
- Job Description** :
- Ensure all official project documentation, drawings and correspondences are correctly identified, coded, and registered in accordance with company and/or project requirements.
 - Registration, filing and processing of inspection reports issued by the Plant Inspector and the assessment records delivered by the Reliability Engineer.
 - Confirm all official project documents are stored in an easily accessible manner, besides proving that their distribution is adequately recorded and controlled.
 - Create and maintain electronic copies of technical documentation.
 - Approve all contractual deliverables.

Dates : From Aug. 2015 till Oct. 2016
Employer : Bahrawy Consultancy Group (BCG)
Job title : Document Control & QA Specialist
Job Description :

- Establish the company's system which contributed in achieving ISO certification.
- Conduct more than 30 projects besides working on its reviewing and documentation.
- Ensure that all official documents are correctly identified, coded and registered.
- Check emails and assure the quality of the proposed papers and documents.
- Confirm the quality of the designs which are directly handed to the customer.
- Monthly auditing of the defined system.

Dates : From Jun. 2011 till Jul. 2015
Employer : Shaker Consultancy Group (SCG)
Projects :

- El Gammal 220/22/22KV Substation (New Giza)
- El Motawreen 22KV Switchgear building (6 October)
- Airport Substation (Al-Matar)

Job title : Document Control
Job Description :

- Ensure all official project documentation, drawings and correspondences are correctly identified, coded, and registered in accordance with company and/or project requirements.
- Registration, filing and processing of inspection reports issued by the Plant Inspector and the assessment records delivered by the Reliability Engineer.
- Confirm all official project documents are stored in an easily accessible manner, besides proving that their distribution is adequately recorded and controlled.
- Create and maintain electronic copies of technical documentation.
- Approve all contractual deliverables.

Dates : From Feb. 2006 till Mar. 2007 (during education)
Employer : United Group
Job title : Sales Representative
Job Description :

- Selling the new electronic promos of the company.
- Increase the selling of Cameras and the CDs.
- Directly dealing with customers of different needs.