

Holds a Bachelor of Information System and has over 11 years' experience in Civil and Transports Projects (Buildings, Hospitals, Metro) with international and local companies.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 01/11/1988
Gender : Male
Marital Status : Married
Residence : Giza, Cairo

EDUCATION

: Bachelor of Information System, Modern Academy, 2009

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Access, Power Point), Internet
: ACON EX expert user
: Photoshop C3
: Dreamweaver C3
: Flash C3
: HTML, XHTML code

TRAINING COURSES AND CERTIFICATIONS

: Certificate WEB DESIGN, VAT Education.
: Certificate ICDL.
: Training as Taxes Executive, Khalda Petroleum Company (Jul. 2008).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jul. 2018 till now
Employer : SYSTRA
Project : Metro Line 3 - Phase 3 (Design & Build Project)

Job title : Senior Document Controller
Job Description :

- Aconex Document Control Administrator who successfully setup and delivered the metadata structure on the manufacture, supply and installation project of Civil Works, Arrangements, EMP, Systems, Track Work, Infrastructure and Rolling Stock for Egypt Metro L3 Phase 3 (Underground, Elevated-Viaducts and at grade sections and Stations).
- A challenging position held with my responsibilities aligning with those of an information manager. Coordinating with engineering, construction, and operations teams, delivering large work packages of submissions.
- Managing, mentoring, and guiding the Engineering and Construction & Supervision Team to use electronic document management system and document management processes.
- Maintaining revision control and releasing technical documentation upon quality check and approval.
- Supervising consultants' document control team and distributing workload to ensure timely review and approval of project documentation.
- Keeping up-to-date log of change requests. Report documentation milestones and deliverables' progress. Performing project support and administrative tasks for the commercial and project delivery team and Construction Supervision Team.
- Key Achievements:
 - Helped formalize the metadata structure in Aconex. Led the coordination efforts to identify the codification needs of the Systems project in order to achieve improved information navigation and discovery in the EDMS. Captured these requirements into Aconex.
 - Designed and deployed workflows for Project Controls to achieve timely reviews of consultant's work orders.
 - Created workflow templates in Aconex for meaningful reporting on the response time and aging report of all deliverables.
 - Developing the document submission and tracking mechanism in Aconex.

Dates : From Jan. 2017 till Jul. 2018
Employer : EHAF Consulting Engineer
Project : Metro Line 3 - Phase 3
Job title : Senior Document Controller

Dates : From Feb. 2016 till Oct. 2016
Employer : Maxim Investment Group
Job title : Document Controller
Job Description : Follow up and coordinate all the work of the Head Office and the rest of the company's projects.

Dates : From Mar. 2015 till Feb. 2016
Employer : Raafat Miller Consulting (RMC)
Projects : Barclays Bank branch in City Stars Capital one & Katameya International Hospital
Job title : Document Controller

Job Description :

- Responsible for Receipt documents from the contractors, coordination, and delivery it to responsible engineer.
- Maintaining the Document Registry and Correspondence Registries and Registry of Registries.
- Implementation and Maintenance of proper filing system (hard copies, soft copies and originals) according to the Document Control Procedure.
- Followed up all administrative issue and organizing meeting.

Dates : From Jun. 2014 till Mar. 2015
Employer : Encon Group
Project : SODIC – West Town Residences
Job title : Document Controller

Dates : From Jan. 2014 till Jun. 2014
Employer : City Builders Egypt
Projects : Tabib Medical Center 2 & SWANI
Job title : Document Controller

Dates : From Dec. 2011 till Dec. 2013
Employer : Mivan Limited
Projects : Cairo Festival City, Business Park & BG New Administration Building
Job title : Document Controller
Job Description :

- Managing correspondences.
- Filing and archiving.
- Controlling all the received documents from the consulting (Document submittal, RFI's, Method of Statements, and Shop drawing submittals, Material Submittal, Inspection Requests, ...etc.).
- Distributing all related documents to the Responsible Persons.
- Tracking all the documents by updated logs.
- Following up time schedule and daily, weekly & monthly reports.
- Performing all document control and correspondence activities.
- Follow delay activities report.
- Making staff time sheets.
- Updating minutes of meeting and distribution of it.
- All the administrative work related to the project Resident Engineer.