

Has over 11 years' experience working in document control.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 03/09/1988
Gender : Male
Marital Status : Married
Residence : Giza, Cairo

EDUCATION

: Bachelor of Social Service, Higher Institute for service social life, 2010

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: DoubleClick ERP
: DOCUMENT MANAGEMENT SYSTEM, Procoor, Oracle Aconex System, Docwize

TRAINING COURSES AND CERTIFICATIONS

: E-Marketing at EG Center (Jul. 2013).
: ICDL at EG Center (Jul. 2010).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Dec. 2021 till now
Employer : Hassan Allam Construction, Cairo
Job title : Senior Document Controller

Dates : From Nov. 2019 till Nov. 2021
Employer : INMA Construction, Cairo
Job title : Senior Document Controller

Dates : From Jan. 2012 till Nov. 2019
Employer : UECC / Palm Hills, Matrouh
Job title : Document Controller