

Holds a Bachelor of Agriculture and Master Diploma of Information Studies. Has over 17 years experience working in document control.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 12/05/1983
Gender : Male
Residence : Cairo

EDUCATION

: Bachelor of Agriculture, Cairo University, 2005
: Master Diploma of Information Studies - Faculty of Arts, Library and Information Technology Department, Cairo University, 2018
: Pre-Master Courses of Information Studies - Faculty of Arts, Library and Information Technology Department, Cairo University, 2019

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: Aconex
: BIM 360
: Autodesk

TRAINING COURSES AND CERTIFICATIONS

: Professional Executive Secretary from Insight.
: World Class Customer Service from Dale Carnegie Training.
: Basic Business Skills Acquisition from Berlitz.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Mar. 2021 till now
Employer : Creet International Contracting Co. Ltd (Group) / Orion Design Engineering Company

- Projects** : • SATS, Airfreight Terminal KKIA Riyadh
• NUPCO, Al-Baha Warehouse
• NUPCO, Al-Qassim Warehouse
• NUPCO, Al-Dammam
• Aamazon, Agility Riyadh, Warehouse
- Job title** : Senior Document Controller & Aconex Administrator
- Job Description** : • Ensuring that company policies and regulations regarding document control are being met.
• Start to make the coding system for all project documents (Engineering - Quality - Safety - Construction - Commissioning - Pre-commissioning - Control - Procurement - Correspondences - Contracts - Agreements) after discuss with every team work.
• Make documents forms for the project (Letter in/out - Request for information (RFI) - Inspection Request (IR) - Meeting of Minutes (MOM) - Non-conformance report (NCR).
• Reviewing and approving documents before they are released to ensure compliance with company policies and procedures.
• Coordinating with other departments to ensure that all documentation is in order.
• Developing and maintaining an internal database of documents related to a company's operations.
• Managing all aspects of document control, including filing, scanning, indexing, storing, retrieving, and destroying documents.
• Ensuring that all documents are scanned, stored, and indexed properly according to company standards.
• Communicate with Client and subcontractor companies to reconcile the engineering documents code and documents forms between us and them.
• Make filling system (soft & hard) in the main office and the site and follow up my team to working on it.
• Manage with my team the receiving engineering document from designers and distributed it to our technical office and subcontractors by e-mails.
• Make weekly and monthly documents report for our management team and cope of it to the owner to know last status for it.
• Working with planning department in the engineering update schedule every two weeks to make the time impact report for the shop drawing work.
• Update logs for each project by kind of document.
• Distributed a Soft copy for the management team.
• Aconex Tasks:
- Configure and create project in Aconex based on the PSR (Project set-up Requirements).
- Set up, workflow of new projects, while acting as Aconex Project Administrator.
- Set the Project Invitation Method to control who can invite users to access project in Aconex.
- Configure Mail and Document Types based on the Project Requirements.
- Set-up Auto Numbering Schemes for correspondence.
- Manage Access control for users.

- Manage user accounts/roles and Organization Accounts in Project.
- Create and Assign Project roles to the participating Organizations.
- Set-up Mail types for various project roles.
- Prepare Mail forms.
- Create workflows templates for supplier document review.
- Set rules to handle confidential correspondence and documents.
- Develop and ensure Document Management Plan & Communication Management Plan follow project requirements.
- Provide Aconex training for project users.
- Make a Daily Document Controller tasks in Aconex.

- Dates** : From Apr. 2020 till Mar. 2021
- Employer** : ENBLOM Limited
- Projects** :
 - East New Owainat Electricity Transmission and Distribution Station
 - Alex West Electricity Transmission and Distribution Station
- Job title** : Senior Document Controller
-
- Dates** : From Mar. 2019 till Mar. 2020
- Employer** : (Sinoma CDI) Chengdu Design & Research Institute of Building Materials Industry Co. Ltd
- Projects** :
 - Canal Sugar Factory - Elmania
 - Ferdan Bridge – Suez Canal
- Job title** : Senior Document Controller
-
- Dates** : From Jul. 2017 till Feb. 2019
- Employer** : ECG
- Projects** :
 - Badr Residential Project
 - Opwer Residential Project
- Job title** : Senior Document Controller
-
- Dates** : From Jan. 2008 till Jun. 2017
- Employer** : RHI
- Projects** :
 - Wadi El-Nile Cement Co.
 - Elsewedy Cement Co.
 - Sinai Cement Co.
- Job title** : Document Controller
-
- Dates** : From Jan. 2006 till Dec. 2007
- Employer** : IGI Group, (IBSF) International Company for Manufacturing Boilers & Steel Fabrication, Egypt
- Project** : Cairo North Power Station
- Job title** : Administrative Assistant