

Holds a Bachelor of Law, a HR Management Diploma and a Diploma in Network. Has about 12 years' experience working in document control.

PERSONAL DATA

Nationality : Egyptian
Gender : Male
Residence : Cairo

EDUCATION

: Bachelor of Law, Ain Shams University, 2015
: Human Resources Management Diploma, Oxford Training College London in Cairo, 2010
: Professional Diploma in Network, YAT, 2008-2009

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Dec. 2017 till now
Employer : DAR AL-HANDASAH (SHAIR AND PARTNERS)
Projects :

- Madinaty Project (Management Services for Madinaty Project)
- Central Gardens Project in the New Administrative Capital
- The government district (Ministries) in the New Administrative Capital

Job title : Document Controller
Job Description :

- Keep and retrieve all correspondence, reports, drawings, sketches, instructions, minutes of meetings, submittals, requests-for-information, payment requests, variations and all project documents and periodically audit all files for inclusions and missing documents, Coordinate all multiple-site correspondence.
- Manage and oversee documents for each project.
- Control the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents produced by technical teams, projects or departments.
- Programs: PWS (Project Web site – a special program for Dar Al-

Handasah all projects are documented through it).

Dates : From Feb. 2013 till Dec. 2017
Employer : EHAF Consulting Engineers
Projects :

- Projects for the Ministry of the Interior
- Lamy 10A Palm Hills
- PK2 Palm Hills
- MetLife Building, 90th Street
- Al Burouj Project, Cairo-Ismailia Desert Road

Job title : Senior Document Controller
Job Description :

- Make sure that all sequential documents are accounted for and all original documents are retained.
- Ensure proper file codes are indicated on each document and that proper redundant or subject files are maintained.
- Make sure that all files are correctly and completely accountable.
- Periodically audit all files for inclusions and missing documents.
- Facilitate timely provision of requested documentation.
- Coordinate all multiple-site correspondence.
- The project's office with (InfoFort) company to coordinate the old and new project files.

Dates : From 2011 till 2013
Employer : Time Bank for Volunteers and Rural Development
Job title : Head of External Relations & Administration
Job Description :

- Search for resources and volunteers to support the organization.
- Conducting interviews with everyone to identify the objectives of the institution.
- Setup official quotations and performed the requires follow ups.
- Create and maintain a comprehensive filling system.
- Conduct reports and presentations for managers.
- Maintain and enter various data into logs to keep tracking in and out correspondences.
- Receive phone calls and direct them.

Field of experience :

- Many years of comprehensive experience managing and organizing corporate documents to ensure full availability and accuracy.
- My background lies in managing proper document storage and accessibility while communicating routinely across multiple departments and teams to implement document management and control procedures.
- With a solid history of managing all facets of document control, I also excel at leading teams and redesigning processes to maximize efficiency and accuracy.
- Familiar to related regulations and institutions, thus able to control the risk of all operation.
- Familiar with administrative work, Mastering risk management.
- Working with Scanners & printers.