

Holds a Bachelor in Information Systems and has over 8 years' experience working in document control.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 16/10/1988
Gender : Male
Marital Status : Married
Residence : Cairo

EDUCATION

: Bachelor in Information Systems, Modern Academy, 2012

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: Oracle Aconex (DMS System)
: Photoshop CS

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jan. 2022 till now
Employer : GV Investment Group
Job title : Document Control Section Head
Job Description :

- Reviewing and comparing EDMS Companies to create Electronic Document Management System & participate with each department to implement EDMS.
- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Implementation and Maintenance of Document Control Procedure.
- Implementation and Maintenance of proper filing system (hard copies, soft copies and originals) according to the Document Control Procedure.
- Ensuring numbering, dispatching, archiving of all correspondences and documents in accordance with the Document Control Procedure.

- Implementation and maintenance of instructions related to Document Control.
- Maintaining the Registries including but not limited to Master Document Registry and Correspondence Registries.
- Carrying out the compilation of a submission.
- Carrying out the submission of a document to receiver makes the necessary distribution according to the distribution matrix
- Receipt, control, file and issue of correspondences/documents.
- Create document templates for future use and manage document flow within the organization.
- Responsible for technical interviews for document controllers and training them to apply approved company policy and procedures.

Dates : From Mar. 2021 till Dec. 2021

Employer : Creo Developments

Job title : Document Control Supervisor

Job Description :

- Reviewing and comparing EDMS Companies to create Electronic Document Management System & participate with each department to implement EDMS.
- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Implementation and Maintenance of Document Control Procedure.
- Implementation and Maintenance of proper filing system (hard copies, soft copies and originals) according to the Document Control Procedure.
- Ensuring numbering, dispatching, archiving of all correspondences and documents in accordance with the Document Control Procedure.
- Implementation and maintenance of instructions related to Document Control.
- Maintaining the Registries including but not limited to Master Document Registry and Correspondence Registries.
- Carrying out the compilation of a submission.
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- Responsible for technical interviews for document controllers and training them to apply approved company policy and procedures.

Dates : From Jul. 2019 till Feb. 2021

Employer : Redcon Construction

Job title : Senior Document Controller

Job Description :

- Head of site's document controllers and responsible to review and check all Document control Dept. Works as (Logs – Scan – Hardcopies – etc.).
- Providing accurate reports & Dashboards with data analysis for all Management Levels.
- Responsible for Training all Site DC's to work as per our Procedures and coding structure as we planned.

- Preparing KPI's Reports with all actual Projects Progress.
- Creating System & Procedures for Document control and applying it on field and training our document control team from all projects to work as per the new system.
- Preparing Presentations for the board management to track the progress of Projects Status & Document control Dept. Development as per the lookahead plan.

Dates : From May 2015 till Jun. 2019

Employer : Orascom Construction

Job title : Document Controller & System Admin

- Job Description** :
- Technical office document controller.
 - Maintaining and updating the database and also manual fillings.
 - Ensure all documents are archived appropriately.
 - Receiving and checking all incoming correspondences and drawings documents.
 - Maintaining Hard copies and Electronic files (Organizing, Following up Daily Routine date and Paper).
 - Drafting and finalizing correspondences.
 - Log and disrupt incoming Documents from client and subcontractor, make sure they receive relevant documents.
 - Preparing and updating the required document reports in Aconex, Oracle Primavera Contract Management and coordinating that among the Project Team.
 - Responsible for Aconex System and tracking all sub-contractors works and coordinate with them for insuring that all transmitted data are correct.
 - Training all sub-contractors document controllers to use our system (Aconex).
 - Present to the owner (NAT) and consultant (Systra) how to use our System (Viewer Level – Document Admin Level – Workflows Presentation).
 - Creating Document Identification and Numbering Procedure for Cairo Metro Line 3-4B with project control department team and submit it to the owner (NAT) for approval.
 - Follow up responses from the owner (NAT) and consultant (Systra) and creating priority's and overdue lists.
 - Tracking issues by extract Reports & analysis for all Management Levels with the required data for each department.

Projects:

- Times Square, Port Said.
- White Sand, North Coast.
- Damietta Bureau Building.
- Amaz Kattamia.
- Tarboul Industrial City.
- Metro Line 3 Phase 48 (Adly Mansour Line).
- Port Said Tunnels (Site Preparations).
- Assiut Combined Cycle Power Plant.
- International Shooting Club, New Capital.