

Holds a Bachelor of Commerce and has over 20 years' experience working in document control.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 28/03/1978
Gender : Male
Marital Status : Married
Residence : Ain Shams, Cairo

EDUCATION

: Bachelor of Commerce, Zagazig University, 2002
: Ain Shams Secondary School, Cairo

LANGUAGES

Arabic : Native Language
English : Fluent

COMPUTER SKILLS

: Windows, MS Office, Internet
: Arconex Advanced Professional Level
: Adobe Acrobat all revisions
: Quick Books

TRAINING COURSES AND CERTIFICATIONS

: Aconex Certified Specialist (ACS) in Organization Administration, Aconex Training Online (2017).
: Diploma in Operations Management, Alison – Free Online Learning (2017).
: Aconex Certified Professional (ACP), Aconex Training Online (2016).
: Aconex Certified Associate (ACA), Aconex Training Online (2016).
: Diploma in Human Resources, Alison – Free Online Learning (2015).
: Advanced ACONEX, Aconex Training Online (2015).
: Professional Financial Accountant, Cairo University (2015).
: Certified Manager Program, Oxford Training (2011).
: Accounting of Commercial & Industrial Companies, High Professional Advisors (2004).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Nov. 2019 till now
Employer : Arab Consultant Engineering (Moharam-Bakhoum)
Job title : Document Control Manager at Head Office
Job Description :

- Set up the Document Control system (procedures, processes, templates, applications, etc.).
- Audits for All Projects in Site.
- Run & administrate the Document Control system for a project or department

Dates : From Mar. 2018 till Oct. 2019
Employer : Al Ebdaa Engineering Consulting (UAE - Ajman)
Job title : Document Control Manager & General Administration
Job Description :

- Set up the Document Control system (procedures, processes, templates, applications, etc.).
- Run & administrate the Document Control system for All projects.
- Coordinate with all Departments for Project status.

Dates : From Dec. 2017 till Mar. 2018
Employer : ACE Project Management (Moharam-Bakhoum)
Project : Mostakbal City
Job title : Document Control Manager with Project Management (Site) Development
Job Description :

- Set up the Document Control system (procedures, processes, templates, applications, etc.).
- Run & administrate the Document Control system for a project or department.

Dates : From Nov. 2016 till Nov. 2017
Employer : ACE Project Management (Moharam-Bakhoum)
Job title : Document Control & Administration Manager - ACE Project Management Head Office
Job Description :

- On a group of Projects or Departments / for an entire Company.
- Manage / Coordinate a team of Document Controllers.
- Set up the Document Control system (procedures, processes, templates, applications, etc.).

Dates : From Aug. 2014 till Oct. 2016
Employer : EHAF Consulting Engineers
Projects :

- Schlumberger Project at 6 October City
- Oracle New Extension at A8 building in City Stars Nasr City (Fast Track Project - 6 months)
- Chevron New Extension at Sheikh Zaid City (Fast Track Project - 3 months)

Job title : Senior Document Control – at 3 projects
Job Description :

- Project scope includes supervision construction (ACONEX Programs).
- Lead / Coordinate a team of Document Controllers.

- Set up the Document Control system (procedures, processes, templates, applications, etc.).
- Run & administrate the Document Control system for a project or department.
- First line of contact in the case of an escalation of a Document Control related issue.
- All related in ACONEX program.

Dates : From Jul. 2013 till Aug. 2014
Employer : CGAA (Consulting Group Accounting & Auditing)
Job title : General Accountant
Job Description :

- Accounting guidance for documents and recording financial transactions in accounting books according to accounting methods.
- Designing accounting and bookkeeping systems and using computer.
- Preparing the final accounts and financial statements according to the Egyptian accounting standards.
- Preparing documents and books for tax examination.
- Clearance and termination of governmental and official transactions with different entities.

Dates : From May 2012 till Jul. 2013
Employer : Arab Consulting Engineering (Moharam-Bakhoum)
Project : Porto Gulf Marina (North Coast)
Job title : Senior Document Controller in site
Job Description :

- Project scope includes supervision construction and project management.
- Distribute the received documents to the concerned departments.
- Conduct a final QA check for all outgoing documents to ensure that all documents issued by the Company are in accordance to the Company standards.
- Keep all Project documents complete, orderly and categorized for easy traceability.
- Immediately locate documents and highlight necessary information.

Dates : From Feb. 2011 till Apr. 2012
Employer : Arab Consulting Engineering (Moharam-Bakhoum)
Project : Garden Hill (6 October City)
Job title : Document Control & Administration Manager
Job Description :

- Project scope includes Project Management for Compound Housing.
- Manage / Coordinate a team of Document Controllers.
- Set up the Document Control system (procedures, processes, templates, applications, etc.).
- Run & administrate the Document Control system.
- Preparation of Weekly / Monthly Project Status Reports.

Dates : From Oct. 2008 till Feb. 2011
Employer : Arab Consulting Engineering (Moharam-Bakhoum)

Project : Infra for 5 towns + suburb and housing 3681 houses
Job title : Document Control & Administration Manager in Libya Branch for 2 projects
Job Description :

- Project scope includes construction supervision and construction management.
- Ensure documents are received and issued in accordance with company procedures.
- Distribute the received documents to the concerned departments.
- Conduct a final QA check for all outgoing documents to ensure that all documents issued by the Company are in accordance to the Company standards.
- Keep all Project documents complete, orderly and categorized for easy traceability.
- Immediately locate documents and highlight necessary information.
- Update the tracking log for Client correspondences and remind the concerned departments with regard to submission dates.
- Public relation with governmental offices (Finishing all document related visa and traveling employee).
- All Related in ACONEX.

Dates : From Mar. 2007 till Oct. 2008
Employer : Arab Consulting Engineering (Moharam-Bakhoum)
Project : Royal City
Job title : Document Control & Administration Manager
Job Description :

- Project scope includes project management.
- Lead team contains 8 players.
- Ensure documents are received and issued in accordance with company procedures.
- Distribute the received documents to the concerned departments.
- Update the tracking log for Client correspondences and remind the concerned departments with regard to submission dates.
- Preparation of Weekly / Monthly Project Status Reports.
- Coordination with site office DC and maintaining proper softcopy backup for all site related documents including revised drawings.

Dates : From Mar. 2006 till Mar. 2007
Employer : MZECH Egyptian Consultant House
Job title : Document Controller & Administration
Job Description :

- Lead team contains 6 players.
- Ensure documents are received and issued in accordance with company procedures.
- Distribute the received documents to the concerned departments.
- Keep all Project documents complete, orderly and categorized for easy traceability.
- Update the tracking log for Client correspondences and remind the concerned departments with regard to submission dates.
- Preparation of Weekly / Monthly Project Status Reports.

Dates : From Feb. 2003 till Mar. 2006
Employer : Golden Pyramids Plaza Real Estate
Project : City Stars
Job title : Assistant Document Control Manager
Job Description :

- Manage documents (internal & external).
- Check compliance and quality of documents.
- Maintain a list (register) & files documents.
- Distribute documents to relevant people.
- Develop administrative staff by providing information, educational opportunities and coaching.
- Resolve administrative problems by analyzing information; identifying and communication solutions.
- Liaise with Client / Contractor / Subcontractor.
- Report on the progress of documents to Document Control Manager.