

Holds a B. A. in Languages and Translation and has over 15 years' experience working in document control.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 01/09/1983  
Gender : Male  
Marital Status : Engaged  
Residence : Cairo

## EDUCATION

: B. A. in Languages and Translation, Al-Ma'aref Higher Institute for languages and translation, 2006

## LANGUAGES

Arabic : Native Language  
English : Excellent

## COMPUTER SKILLS

: Windows, MS Office, Internet

## TRAINING COURSES AND CERTIFICATIONS

: MS Office (private course).  
: AutoCAD 2D (private course).  
: English course at The Ministry of Defense Languages Institute.

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Feb. 2020 till now  
**Employer** : SQUARE Engineering  
**Project** : CELIA Project – Talat Mostafa Group  
**Job title** : Senior Document Controller

**Dates** : From Jan. 2018 till Jan. 2020  
**Employer** : ENCORP INTERNATIONAL  
**Project** : New Capital / Ministerial Buildings

**Job title** : Senior Document Controller

**Dates** : From Oct. 2015 till Dec. 2017

**Employer** : Orascom Construction

**Project** : Grand Egyptian Museum

**Job title** : Senior Document Controller

**Dates** : From Dec. 2007 till Jul. 2015

**Employer** : ENCO

**Job title** : Document Controller