

Holds a Bachelor in Tourism & Hotels and has over 10 years hands-on experience, mainly working in document control.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 03/09/1988
Gender : Male
Marital Status : Married
Residence : Cairo

EDUCATION

: Bachelor in Tourism & Hotels, Fayoum University, 2009

LANGUAGES

Arabic : Native Language
English : Very Good
Italian : Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: Oracle
: Primavera P6

TRAINING COURSES AND CERTIFICATIONS

: Quality Document Controller.
: Document Management System.
: Project Management Professional (PMP) - Diploma.
: Primavera P6 - Diploma.
: Financial Sector and Business Administration - Diploma.
: Neuro-Linguistic programming (NLP) - Diploma.
: Business Administration Course.
: Italian course from Dom Bosco.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2017 till now
Employer : Rowad Modern Engineering
Job title : Document Controller
Job Description :

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings and commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date and Typing of site documents, and follow up of all the site needs.
- Make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
- Maintain the documents and drawings in the Document Control office under safe custody without any damage and Maintain the files and control logs as required by the project.
- Oracle System User.

Dates : From Jan. 2016 till Jul. 2017
Employer : Pavillion Architects Consultants
Job title : Document Controller
Job Description :

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings and commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Generate the various document control reports as required.
- Typing of site documents, and follow up of all the site needs.
- Make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Maintain the files and control logs as required by the project.

Dates : From Nov. 2013 till Nov. 2015
Employer : Palm Hills Development, Real Estate/Property - Egypt
Job title : Administration Clerk & Document Controller
Job Description :

- Follow up on all purchases processes and coordinate between different involved parties such as requesters, operation sites, projects, procurements, finance, Oracle, suppliers, ...etc. in addition to manage and handle all involved documents and activities such as PR's, offers, PO's, IR's, invoices, checks ...etc.
- Support and assist departments activities in relation to financial requirements and procurement requirements by gathering those requirements, prepare and issue relevant documents and communicating them to concerned parties and follow up for requirements to be addressed properly in time.
- Maintain documents and records of business transactions and office

activities of establishment, performing variety of following or similar clerical duties and utilizing knowledge of systems or procedures.

Dates : From Nov. 2010 till Jun. 2015
Employer : American University in Cairo
Job title : Receptionist & Document Controller
Job Description :

- Handling the scheduling of booking.
- Check-in and check-out rooms and be ready all the requests from guests.
- Accept and confirm reservations.
- Coordinate with housekeeping staff and monitor room occupancy and room availability.

Dates : From Jun. 2009 till Oct. 2010
Employer : CAPTAIN TOURS
Job title : Tour Operator
Job Description :

- Action hotel reservations internal and external.
- Arrange tourist trips.
- Issuing visas for all countries of the world.