

Holds a Bachelor in Commerce (Accounting Dept.) and has over 9 years hands-on experience working in documentation and administration in many fields (Electricity, Medical, Real estate), direct communication with clients like EEHC, Bupa, Allianz, Stakeholders), knowledge of project management office procedures, documentation set-ups, process automation and data visualization.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 12/09/1991
Gender : Female
Marital Status : Single
Residence : Ain Shams, Cairo

EDUCATION

: Bachelor in Commerce (Accounting Dept.), Ain Shams University, 2012

LANGUAGES

Arabic : Native Language
English : Excellent

COMPUTER SKILLS

: Windows, MS Office, Internet
: SAP

TRAINING COURSES AND CERTIFICATIONS

: Aconex.
: Advanced Excel.
: ICDL (International Computer Driving License).
: Personal Development Course from HPA (High Professional Advisors).
: SSP (Success Skills Patent).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jul. 2022 till now
Employer : Eniprogetti Egypt
Job title : Document Controller Focal Point

- Job Description** :
- Control of documents between all stakeholders including but not limited to Customer, Consultant and subcontractors with multidisciplinary communication matrix.
 - Responsible for setting up Electronic Document Management System (SharePoint).
 - Responsible for setting up Master Document Register, Distribution Matrix, and SharePoint Access Matrix).
 - Responsible for quarterly departmental internal Auditing, Electronic Data Management System Auditing and Quality Check of all deliverables.
 - Responsible for organizing and daily maintenance of project files (both paper and electronically) for timely retrieval of documentation.
 - Daily maintenance on a per project basis of all incoming and outgoing Project Documentation and transmittals.
 - Receive and register all incoming project related documents.
 - Register and dispatch all outgoing project related documents.
 - Complete and submit document transmittals as required.
 - Maintain document control records advising which technical document revisions are current.
 - Inform project team members of all revisions, and additions to project documents.
 - Interact with customers to ensure a customer-focused point of contact in conjunction with the Project Manager.
 - Ensure information confidentiality.
 - Set up and verified the SharePoint site based on the WBS and train users in usage of the application software.
 - Maintain and update SharePoint site, central filing system, logs, and registers.
 - Prepare transmittals, distribute all documents and correspondence effectively, and maintain the logs.
 - Make sure that acknowledge receipt received from Client and other third parties.
 - Receive, control, store and issue project documentation.
 - Coordinate the reporting effort on projects (Monthly / weekly reports, etc.).
 - Responsible to guide junior document controllers to meet their targets and deadlines.
 - Provide support to the CESC and maintain documentation required by the CESC to ensure that current documents are available when the CESC is operational.
 - Provide training and support for Work Management Process (WMP) document management users.
 - Maintain specified power station technical documents to ensure they are accessible at Barn wood.
 - Make registered copyholders aware of new document issues.
 - Respond to requests from internal and external organizations concerning documents and provide documents in accordance with copyright and security classification.
 - Maintain an overview of the issues pertinent to the documentation service.
 - Act as customer interface for work that does not come in through formal projects.
 - Ensure that team resources, processes and activities and continuously

reviewed and optimized to meet business objectives.

Dates : From Dec. 2020 till Jun. 2022
Employer : Schneider Electric
Job title : Project Document Controller (4DCC)
Job Description :

- Control of documents between all stakeholders including but not limited to Customer, Consultant and subcontractors with multidisciplinary communication matrix.
- Gather all the information required to start the project in the tool.
- Request the reference file/repository creation.
- Create & implement the adapted structure in offer phase and in execution with the Information System collaboration.
- Use project related templates (graphics, specific models) and ask the creation of new templates if needed.
- Confirm the documentation delivery dates (Due Date) in cooperation with the Team Leader.
- Creation, control and follow up of documentation tracking file PEC --> Customer and Site.
- Ensure the transfer of documents (Reference/Repository --> Portal or email).
- Secure the "workflow" (roles) for each document (give priority to delivery of package of documents).
- Identify critical documentation according to the project schedule and understand the importance of Customer deliverables.
- Participate on IS user workshops to communicate best practices".
- Sharing regular progress reports during the coordination meetings, if necessary alert the deviations and propose solutions.
- Communicate the processed information to the Site Works team.
- Ensure the completeness of documentation and recover the information required from the different actors. Recover site works test records.
- Inform the site works team of document modifications in progress.
- Conduct and participate in final documentation.

Dates : From Jul. 2017 till Nov. 2020
Employer : Medmark Health & Life
Job title : Document Process Coordinator / Admin
Job Description :

- Maintaining claims on database & make sure that labels on it & send them to scanning units to work on it before goes to medicals (Horizon - Bupa - Allianz).
- The providers Cheques (transfers & statements) & dispatch them.
- Responsible for dispatch Bupa clients EOP's statements & make sure that courier delivered them.
- Intermediary site to upload the daily Bupa claims.
- Separate in & out checks for providers.
- Maintain files and records with effective filing systems.
- Support other teams with various administrative tasks.
- Follow office workflow procedures to ensure maximum efficiency.
- Making daily & weekly & monthly report about uploaded & not uploaded & cancelled payments & returned claims and send it to Bupa company & line manager.

- Making daily pouch report withdraw CRM and send it to Bupa Company.
- Making monthly reports about Horizon's & ExxonMobil claims.
- Dispatch cheques & statements to providers every month & contact with them.
- Contact with every department in the company to make sure that medical services document process going well.

Dates : From Mar. 2015 till Jun. 2017

Employer : Sawa Al-Aqaria Company

Job title : Admin Coordinator

Job Description :

- Filter CVs according to required job description.
- Calling and arrange interviews with candidates according to Recruitment Schedule.
- Coordinate HR Events.
- Filing and organizing the employees' data.
- Assist recruitment team in typing the matching criteria.
- Organizing orientations, training sessions, interviews.
- Responsible for google drive & URL system (units & availability & pricelist).
- Responsible for KPIS to evaluate sales team.
- Responsible for taking offline sheets to save data.
- Responsible for giving full support and assistance to the concerned manager.
- Responsible to coordinate effectively the operation and procedures of the concerned department.
- Responsible for coordination, communication, administration of daily operational task in the assigned center ensuring high level of operational support.
- Responsible for coordinating with accounting department to make a full case about customers including (down payments & installments).
- Making daily & weekly & monthly leads report.
- Making daily & weekly & monthly sales and reservation report.
- Making daily & weekly & monthly visits report.
- Sorting documents & contracts.

Dates : From Aug. 2013 till Mar. 2015

Employer : Sawa Al-Aqaria Company

Job title : Franchise Admin

Job Description :

- Responsible for administrating with 7 franchises.
- Sending & received mails.
- Making daily & weekly & monthly reports.
- Submission the material of the projects, presentations, pricelist & available units to the franchise.
- Responsible for Sending leads to the franchise.
- Replying on the advertising of the franchise.
- Finding the duplicated Customer & making report about it.
- Sorting documents & contracts.

Skills:

- Data analysis and Visualization.
- Knowledge of Documented Information Clause of ISO 9001:2015.
- Experience with different EDMS (Edoc & Aconex).