

Holds a Bachelor of Law and has about 10 years hands-on experience, including 3 years working as Document Controller, 4 years as Turn Over / Closeout Coordinator and 3 years as Lawyer.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 22/08/1991
Gender : Male
Marital Status : Married
Residence : Ismailia

EDUCATION

: Bachelor of Law, Zagazig University, 2012

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: Adobe Pro

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Nov. 2021 till now
Employer : TANTA MOTORS
Job title : Document Control Manager
Job Description :

- Set the internal policies, procedures, and work instructions for the project document control team to manage the flow of documentation within the projects.
- Establish a document filing system for hard copies, soft copies, and logs of all incoming and outgoing documents.
- Attend kickoff meetings with the client and the consultant to determine the documentation system requirements of the project.
- Assign the document control team to different projects according to projects' scope and histogram.
- Conduct monthly visits to all projects to ensure maintaining all documents according to the procedures and resolve any issues.
- Lead the document control team in all projects and follow up on their work progress to enable them to successfully use the procedure and

systems.

- At project completion, oversee the archiving of all documents and review them to ensure they are complete and accurate.
- Participate in the internal audit of the organization.
- Establishing the document control system and procedures as well as managing the document control team to ensure that processes comply with the company's standards.
- Maintaining a central Project Filing System.
- Managing the electronic and hard copy filing of project-related technical documentation.
- Ensure that the latest revision and approval status of drawings is kept updated continuously.
- Ensuring all hard and electronic copy distribution of controlled documents to the focal point.
- Maintaining documents for the transmittal process for project documents.
- Expedite and maintain acknowledgments to transmittals.
- Expedite responses to transmittals sent for review/comment.
- Training and developing the level of performance of DCs.
- Setting up and managing the project folder structures for new projects.
- Maintain the document registers updated and ensure all documentation meets formal requirements and required standards.
- Analyze data from project document registers.
- Issue progress reports for senior managers.
- Issue KPI reports for projects DCs to top management.

Dates	:	From Oct. 2019 till Oct. 2021
Employer	:	REDCON Construction Co.
Projects	:	<ul style="list-style-type: none">• E19016-CP02-A - The Central Park of the New Administrative Capital, Egypt• E18066-0200S - The Central Business District of the New Administrative Capital PK11 (B01 & B02), Egypt
Job title	:	Senior Document Control
Job Description	:	<ul style="list-style-type: none">• Coordinate all activities between the project and the Head office.• Checking the quality of document forms on the project.• Coordinate all activities work Between Departments technical office, planning team with the document controller project.• Coordinate sending and receiving materials according to the schedule.• Follow up the filling systems in the project to save them and return them when needed.• Follow up to emails replayed or not In order to make remainder For not delaying the project.• Collected log for each project and send it to technical office, planning, and cost controller to follow up on the progress of the project.• Go to projects to support the teamwork and data collection soft copy for the document and transferred to the head office.• Receiving Drawings and Documents from the office Engineering (in-house) and updating Both in Procedure Form (Log).• Extract Obsolete Documents & Drawings From Log After Each Update and Make an Internal Statement for Obsolete Documents and Drawings.• Full Responsibility for Obsolete Drawings and Documents in Site.• Ensure That Controlled Copies Of the Latest Approved Documents and

Drawings Were Distributed to Appropriate Staff.

- Providing Full Data to The Engineers about Required Drawings and Documents in Perfect Timing to Proceed with work in Site and Instructions about (Controlled – Uncontrolled – Obsolete) Stamps According to Company Procedures To Deal With Document and Drawings with carefully Awareness Mind.
- Receipt of all documents for the project and distribution contractor.
- Monitor the incoming and outgoing documents electronically / manually.
- Full Responsibility for Making Start Up and Maintaining For Filing Index & System For Approved Master (Documents, Drawings, Sketches, Specifications, Material Submittals, ...etc.) In its Classification (Civil, Architectural, Geotechnical).
- Develop electronic filing and archive system and technical library for easy to issuance, storage, retrieval, and management of documents to internal and external.
- Maintain proper organization and storage of documents and information.
- Typing of site documents, and follow-up of all the site needs.
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Maintain the files and control logs as required by the project.
- Control all aspects of project documentation on multiple simultaneous clients, utilizing various control methods/systems.
- Prepare, operate and update Document Control Procedures in line with the Company's Document Management System.
- Ensure all documentation provided is as per Client quality formatting requirements.
- Formatting may include correcting templates, fonts and style, pagination and numbering, and other activities that may be required to achieve a client's documentation requirements.
- Create Document Control and correspondence folders for individual projects.
- Work in strict co-operation with the Project Manager to ensure project progress status integration.
- Ensure all templates used with the department conform to the Company standard.

Dates	:	From Jul. 2015 till Sep. 2019
Employer	:	GE / ORASCOM Construction (OC) Consortium
Projects	:	<ul style="list-style-type: none">• New Assiut Combined Cycle Add-On Power Plant 500MW, Egypt• Assiut Power Station 8x125MW, Egypt
Job title	:	Turn Over / Closeout Coordinator
Job Description	:	<ul style="list-style-type: none">• Responsible for the management, control, and issuance of required Systems Turnover Documents, which are tasked with ensuring electronic versions of all required documentation are compiled and saved in the completions databases (s).• Responsible for input, tracking, and management of Systems Completion punch lists, which include field walk-downs.• Coordinate with craft and planners in the generation and assembly of inspection packages.• Compiling records, O&M Manuals, and punch list closure reports.

- Developing turnover certificates.
- Participating in system walk-downs with clients to assemble final punch items.
- Ensuring quality and consistency of turnover packages to the client for the commissioning team.
- Engaging Engineering, Construction, Commissioning, and Client leads to properly categorize and negotiate closeout issues.
- Ensure the electronic version of all required documentation is compiled and saved in the appropriate drive folders and databases.
- Audit hardcopy documentation and electronic files.
- Prepare reports on the status of turnover systems.
- Maintain, track and manage the master systems punch list.
- Generate reports on the punch list and system/subsystem progress.
- Complete the assembly of turnover packages for transmittal to the client.
- Prepare Systems and Erection Completion Certificates.
- Prepare Systems and Commissioning Completion Certificates.
- Working as part of a project team to provide deliverables and meet deadlines.
- Generally, I'm following the punch list system as outlined by the project specification.
- Make sure that the Field Punch List form is filled correctly, the punch list items are adequately described and pertinent to the System associated and are legitimate with respect to any discipline and project specification, safety, and industry common practice before sending them to ICQMS (Integrated Completion and Quality Management System) for input registration.
- Ensure all the Original handwritten punch lists should be highlighted and placed on Consolidate Punch list.
- Supervise and monitor the inclusion of original and consolidated punch list items in ICQMS and the clearance of such items.
- Coordinate with project team walk-downs for all project phases.
- Expedite the review and signing off of the completed consolidated punch lists by the personnel to ensure the completion of the systems in a timely manner.
- Responsible to send all cleared and outstanding punch lists to their disciplinary and company on a weekly, and monthly basis, to push them to clear punch items on and before due dates.
- Ensure all the walk-down punch items should be captured by the input members and reviewed before sending.
- Make sure all System Completion Manual dossiers must contain a consolidated punch list.
- Generating punch list reports daily, weekly, and monthly status for all subcontractors, contractors, top management, and client, also supporting other status reports such as Vendor, Engineering, as built, Red Markup Drawings, and day-to-day activities.
- Manage the Complete Items and effective input by the Construction Contractor and Turnover Coordinators. Assure all QC, pre-commissioning, and punch list document requirements are loaded into Complete Items.
- Receive Punch list and load it into the database
- Performed Discipline mechanical completion and System handover packs review and submit to the client.

Dates : From Nov. 2012 till Mar. 2015
Job title : Lawyer
Job Description : Worked as a Lawyer at a law firm in the civil courts and criminal, military.

Skills:

- Familiar with ISO 9001 2015 Quality Management System requirements.
- Familiarity and understanding of Quality Management System documentation, turnover processes and systems, drawings, and diagrams.
- Possess strong knowledge of construction, quality, testing, pre-commissioning, and commissioning turnover practices.
- Understand the QA/QC inspection process, ITPs, and related QA/QC documentation requirements.
- Review signed-off QA/QC forms for completeness and accuracy of the information and ensure all required signatures have been captured.