

Holds a Bachelor in Commerce (Business Administration) and a Diploma of Business Administration.
Has over 11 years experience working in document control and administration.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 11/11/1986
Gender : Male
Marital Status : Married
Residence : Shoubra

EDUCATION

: Bachelor in Commerce (Business Administration), Ain Shams University, 2011
: Diploma of Business Administration, Ain Shams University, 2014

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jul. 2019 till now
Employer : Palm Hills Development
Job title : Senior Document Controller (Procurement and Contracts Department)
Job Description :

- Worked with internal staff to process documents and sent for closing.
- Performed document reproduction, printing documents from electronic sources such as email attachments, PDF files and cloud storage.
- Identified areas of weakness and recommended or implemented process improvements.
- Transmitted documents, organized revisions and tracked changes.
- Prepared digital files, physical documents and work requests in compliance with company guidelines.
- Maintained document control system including work instructions, procedures and associated databases.
- Analyzed contract documents to identify ambiguity and conflicts between documents and specifications.

- Prepared documents for projects in accordance with project manager, team or client specifications.
- Communicated with clients to review contracts, answer questions and determine special circumstances.
- Completed, configured, and revised engineering change orders.
- Carried out in-depth needs assessments to determine document management requirements at department and individual user levels.
- Reviewed and approved all client contracts prior to submission.
- Assisted with document troubleshooting, including corrupt documents and files.
- Maintained organized and efficient document flows by using excellent planning and multitasking skills.
- Reviewed document management protocols and user activities against internal records policies and document management standards.
- Established, improved and reinforced document management systems to handle current and expected requirements.
- Prepared documents, such as contracts, statements of work, budgets, non-disclosure agreements and appendices.

Dates	:	From Apr. 2017 till Feb. 2019
Employer	:	GS E&C Egypt
Project	:	ERC Refinery Project
Job title	:	QA/QC Document Controller
Job Description	:	<ul style="list-style-type: none"> • Report to the Project QA/QC Manager. • Handover Projects' Documents for the Owner (ERC Company). • Ensure that all controlled Quality documents related to the Project are maintained to the latest issue, and that these documents are made available at all locations where operations essential to the effective functioning of the Quality Management System are performed. • Verify that only the last revision drawings, submittals, etc. are distributed to all locations and involved parties concerned including sub-contractors. • Ensure that all obsolete documents shall be withdrawn and stamped 'Superseded' if retained for record purposes. • Maintain project drawing/documents distribution record. • Control & maintain the system for issuance recording / filing, tracking, Retrieval of documents like procedures, plans, QA/QC records, Specifications, drawings and related documents. • Responsibilities include record keeping, all documents such as specification procedures, inspection schedule and records, surveillance report, inspection release notice and quality records book with numbering system according to project filing procedure. Handling of all engineering documents. Controlling all records and sub-contractors documents. • Prepare all documents based on the quality procedures for internal and external audit. Transmittal of drawings, quality procedures, related documentation to the concerned contractors, departments, vendors and client. • Maintaining all correspondence and other transmittals from the Clients and other contractor / suppliers / vendors etc. in a systematic way to facilitate an easy reference at all time. • Submitting technical documents for review and approval.

- Well aware of all types of quality documents like ITP, Checklist, RFI, method statements, Non-conformance report, Technical queries, Inspection assignment package, Disposition Report, Material Request, Technical Approval Request, Hydro test packages and other miscellaneous project contract documents.
- Preparing and update of various logs and registers.

Dates : From Jul. 2015 till Jan. 2017
Employer : Xerox Egypt
Job title : Customer Service Supervisor
Job Description :

- Customer Service Supervisors essentially look after a team of staff.
- Ensuring they give good customer service, turn up on time and are generally doing their job properly.

Dates : From Aug. 2013 till Jun. 2015
Employer : SIAC for Construction
Project : Abraj Misr Project (The Gate Project)
Job title : Document Controller
Job Description :

- Ensure that all controlled documents related to the Project are maintained to the latest issue, and that these documents are made available at all locations where operations essential to the effective functioning of the Management System are performed.
- Verify that only the last revision drawings, submittals, etc. are distributed to all locations and involved parties concerned including sub-contractors.
- Maintain project drawing/documents distribution record.
- Control & maintain the system for issuance recording / filing, tracking, Retrieval of documents like procedures, plans, Specifications, drawings and related documents.
- Responsibilities include record keeping, all documents such as specification procedures, inspection schedule and records, surveillance report, inspection release notice and quality records book with numbering system according to project filing procedure. Handling of all engineering documents. Controlling all records and sub-contractors documents.
- Prepare all documents based on the quality procedures for internal and external audit. Transmittal of drawings, quality procedures, related documentation to the concerned contractors, departments, vendors and client.
- Maintaining all correspondence and other transmittals from the Clients and other contractor / suppliers / vendors etc. in a systematic way to facilitate an easy reference at all time.
- Submitting technical documents for review and approval.
- Preparing and update of various logs and registers.
- Installing, commissioning, and start-up for the chilled water system.

Dates : From Jan. 2013 till Jul. 2013
Employer : Net One CO
Job title : Telesales Team Leader

- Job Description** : • Train Sales Team for Selling Calling Cards for Arabian People in America & Canada.
• Reporting for Management about Sales Progress.
- Dates** : From Jun. 2011 till Dec. 2012
- Employer** : MF&Co
- Job title** : Administration Manager
- Job Description** : • Manage all purchasing transactions for all MF & Co premises.
• Maintain min inventory level of stationery, office equipment and cafeteria.
• Manage service staff to maintain cleanliness of companies' premises.
• Manage all personnel issues with labor office, social insurance & Tax authorities.
• Manage the dealing with banks & receive cash or checks.
• Prints, Brochures, IDs and B.Card.
• Giveaways: Pens, Calendar and Bags.
• Finger Print.