

Holds a Bachelor of Law and has about 15 years experience in Document Control, responsible for controlling the numbering, filing, integrating (between data base "LOGs" and electronic or hard copy) and retrieval of electronically stored or hard copy documentation produced by technical teams, projects or departments according to company procedure or project requirements. Using SAP system, Share point and Cloud "Fabasoft" (Data Base Oracle or SQL).

PERSONAL DATA

Nationality : Egyptian
Birth Date : 03/09/1983
Gender : Male
Marital Status : Married
Residence : Qalubia

EDUCATION

: Bachelor of Law, Cairo University, 2004

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jul. 2016 till now
Employer : Middle Delta Electricity Production Company (MDEPC)
Project : Burullus 4800MW CCPP
Job title : Lead Document Controller
Job Description :

- Periodically audit all files for inclusions and missing documents.
- Coordinate all multiple-site correspondence.
- Facilitate timely provision of requested documentation.
- Prepare transmittal / submittal for all technical documents.
- Ensure that controlled copies of latest approved documents and drawings are distributed to the appropriate staff, subcontractors and suppliers as applicable.
- Maintain updated records of all approved documents and drawings and their distribution clearly marked in a Document / Drawing register as per the Company procedure.

- 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.
- Maintain document processing and document retention systems of the project.
- Retain and able to retrieve all correspondence, reports, drawings, sketches, instructions, and minutes of meetings, submittals, requests-for-information, and all project documents.
- Manage the electronic and hard copy filing of project related technical documentation.
- Scan incoming documents/drawings/plans for file manipulation.
- Ensure quality document to include completeness, accuracy and compliance with established procedures and updates.
- File and archive documents to facilitate easy retrieval at a later date.
- Ensure that drawing transmittals are acknowledged in case there is a dispute on whether the drawings were transmitted.
- Archive all documents / drawings / plans, etc... after the completion projects, Ensure back-ups for all technical submittals.
- Make Handing over to Owner for (TOAC / TOP).

Dates : From Sep. 2013 till Jul. 2016
Employer : MMKG GROUP for Trading and Engineering Consultants (K.S.A) - Arabian Consulting Engineering Services
Job title : Lead Document Controller
Job Description : Project Manager of ERP System (Data Base Oracle) for All Modules:

- Finance.
- Purchasing & Suppliers.
- Sales & Customers.
- Payroll.
- Fixed Assets.
- Inventory Control.
- Post Sales Services.
- Integration system.

Dates : From Jul. 2007 till May 2013
Employer : KHARAFI NATIONAL COMPANY for Mechanical & Electrical Works S.A.E.
Job Description :

- Al-Shabab & Damietta Simple Cycle Power Plant 1500MW Gas Turbine Project: Document Controller - Engineering Services Department (from Nov. 2010 till May 2013).
- Marassi Infrastructure Project: EPC – Engineering, Procurement and construction "infrastructure works (storm lines, sewer Lines, Roads works, Electrical works & Mechanical works) at Sidi Abdul Rahman Resort" (Document Controller) (from May 2009 till Oct. 2010).
- The American University in New Cairo Campus Development: Document Controller (from Oct. 2007 till Mar. 2009).

Dates : From 2004 till 2007
Employer : Office Law
Job title : Documentation Specialist

