

Holds a Bachelor of Law and has more than 5 years hands-on experience working as Document Controller.

## PERSONAL DATA

Nationality : Egyptian  
Gender : Male

## EDUCATION

: Bachelor of Law, Ain Shams University, 2013

## LANGUAGES

Arabic : Native Language  
English : Very Good

## COMPUTER SKILLS

: Windows, MS Office, Internet

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Dec. 2017 till now  
**Employer** : Gulf Building & Construction (Seldar Group), Cairo  
(Real Estate Development Company)  
**Job title** : Document Controller  
**Job Description** :

- Responsible of site correspondences.
- Update Site documents timely every day, Scan and store Site documents timely every day.
- Undertake any other duties assigned.

**Dates** : From Nov. 2016 till Dec. 2017  
**Employer** : Raafat Miller Consulting, Cairo (Engineering Consulting Company)  
**Job title** : Document Controller  
**Job Description** :

- Responsible of site correspondences.
- Receive the inspection application forms for works and materials.
- Documenting/Recording Information - entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

**Dates** : From Oct. 2015 till Nov. 2016  
**Employer** : Encon Group, Cairo (Construction Company)

**Job title** : Document Controller

**Job Description** :

- Assist engineer to make the inspection application form.
- Submit application documents for inspection timely.
- Update application documents timely every day, Scan and store application documents timely every day.
- Undertake any other duties assigned.

**Dates** : From Sep. 2013 till Aug. 2015

**Employer** : Zoetis Egypt (Pfizer AH), Cairo (Pharmaceuticals Company)

**Job title** : Document Controller / Office Clerk

**Job Description** :

- Preparing Taxation files and documents.
- Documenting/Recording Information - entering, transcribing, recording, storing, or maintaining information in written or electronic/mag.