

Holds a B. A. in Documents, Libraries & Information Sciences and has solid experience in Document / Data / Content / Information Management, Quality Assurance & Management System with over 14 years professional GCC experiences in mega projects / organization.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 01/06/1983
Gender : Male
Residence : Nasr City, Cairo

EDUCATION

- : B. A. in Documents, Libraries & Information Sciences, Alexandria University, 2004
- : Pre-Master Studies in Documents, Archives & Manuscript Studies, Alexandria University, 2007

LANGUAGES

Arabic : Native Language
English : Very Good
French : Good

COMPUTER SKILLS

- : Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

- : Document Control Courses:
 - Document Control & Information Management for Oil & Gas Projects – AUC – Cairo.
 - Document Control operation in Construction Field (Admin & technical EPC DC) - Dubai 2008 - AFGRE.
- : Data Analysis Courses:
 - One Million Arab Coder H.H Muhammad Bin Rashed Al Maktum Initiative for Initiative (Data Analysis Course).
 - SQL Online Courses (Data Camp).
- : (EDMS) Electronic Document Management System – Courses / Training:
 - Project Wise (sys Admin).
 - SharePoint.
 - Primavera Contract Management – PCM – ORACLE - EIMS – ASTAD.
 - FileNet IBM – DMS & CMS.

- Constructware – Turner Qatar.
 - ASSAI.
 - AODocs.
- : Information Management and Libraries Courses:
- Perspective on open Access Workshop – UCL Qatar – QNL – QU library – HBK University Press.
 - Information Services (Information for all) – Bibliotheca Alexandrina.
 - Web Database Administration – Bib Alexandrina.
 - Cataloguing for all Information Items – Bibliotheca Alexandrina.
 - UN and International Organization Databases Information Retrieval – Bibliotheca Alexandrina.
- : ERP: SAP ERP - FI - Super User – Consultant.
- : Business Skills courses:
- QMS Courses – ISO 9001 – ISO 14001 – OHSAS 18001 – different courses and training (2012 – 2018).
 - Risk Assessment / Risk Register – 2017 (MP).
 - PMP Preparation Courses – different courses and training (2012 – 2018).
 - HSE Courses – different courses and training (2012 till 2017).
 - Professional Certificate in Marketing Research & Consumer Behavior - 2018.
 - Courses in Digital Marketing - 2018.
 - Business Communication – Al-Futtaim Group.
 - Team Building Training - Al-Futtaim Group.
 - Change Management Course – Al-Futtaim Group.
 - MS Office (ICDL) and other tools (Visio) Adobe (Document Editing).
 - Intellectual Property & Banks Dispute Arbitration.

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Mar. 2018 till now
- Employer** : Veolia Water Technologies, France - Egypt
- Job title** : Sr. Document Controller / AODocs DMS Initiative Leader (G Suite)
- Job Description** :
- EPC, FEED & Corporate Documentation, Veolia Digital Transformation initiative leader, Cloud Adoption Coordinator, Data Migration Leader, Technical Writer, EDMS Project Manager.
 - AODocs DMS Initiative Leader (G Suite).
 - Achievements:
 - Modified the project Directory folder structure (Classification of Project Documentation & Server Data Management).
 - Standardized Communication System / Principals for Documents Distribution.
 - Create Documents Format Standardization.
- Dates** : From Apr. 2016 till Jan. 2018
- Employer** : Msheireb Properties (Qatar Foundation), Qatar
- Job title** : Supervisor - Document Management (HOD)

Job Description : Achievements:

- Create Document Control Procedure for Corporate and Project Documentation.
- Establish Document/Correspondences Management Center (Corporate / Project).
- Establish Enterprise Content Management System.
- Establish Correspondences Management System (Internal / External Communication).
- Enhance Existing EDMS Architecture to improve functionality and reducing complexity existing System.
- Create Document Classification System and Folder structure.
- Rectified Data Architect / Process Flow.
- Complete Data Migration Project from Shared drives to DMS/CMS.
- Complete all Backlog project and rectify the existing one in order to match with Sys features / attribute.
- Standardized Communication System / Principals for Documents Distribution.
- Establish Documentation and Information Management Regulation / Audit plan.
- Contribution in organization success to Award ROSPA GOLDEN Award as I establish HSE Documentation System.

Dates : From Nov. 2014 till Apr. 2016

Employer : Hill International, KSA

Job title : Sr. Leader - Document Control

Job Description : Achievements:

- Modified the project Directory folder structure (Classification of Project Documentation & Server Data Management).
- Standardized Communication System / Principals for Documents Distribution.
- Contribute in Documents Format Standardization.
- Rectifying technical documentation numbering deviation from project stakeholder.
- Create classification & filing system.
- Create documentation system for logistics & transportation department.
- Create integrated process chain for all group divisions.
- Launch electronic storage unit system to save softcopies and backup system (Project Directory).

Dates : From Sep. 2012 till Nov. 2014

Employer : National Aquaculture Group, KSA

Job title : Documentation & Information Manager

Job Description : Achievements:

- Establish Document Control Center - coaching company's data entry officers to be a professional document controllers.
- Create standard Manual & operation procedure - SOP for documentation and information management.
- Create Communication forms (Technical / Administrative).
- Create Classification & filing system.
- Create documentation system for logistics & transportation department.

- Create integrated process chain for all group divisions.
- Establishing & architecting an EDMS (SharePoint) to manage Documentation Electronically.
- Launch electronic storage unit system to save softcopies and backup system (Project Directory).
- Create access privilege & confidentiality policies.
- Create Process & Communication Protocols.

Dates : From Jun. 2010 till Aug. 2012
Employer : Qatar Project Management - QPM, Qatar - Egypt
Job title : Sr. Document Control / EDMS Specialist
Job Description : Achievements:

- Create standard Manual & operation procedure - SOP for documentation and information management.
- Create Communication forms (Technical / Administrative).
- Create Classification & filing system.
- Create documentation system for logistics & transportation department.
- Create integrated process chain for all group divisions.
- Establishing & architecting an EDMS (SharePoint) to manage Documentation Electronically.
- Launch electronic storage unit system to save softcopies and backup system (Project Directory).
- Create access privilege & confidentiality policies.
- Control metadata for all project Design Documents & Specification into Project's EDMS.

Dates : From Nov. 2007 till May 2010
Employer : Al Futtaim Group Real Estate – AFGRE, UAE - Egypt
Job title : Document Control and Information Coordinator
Job Description : Achievements:

- Contribute in issuance project procedures.
- Create Classification & Projects Coding System.
- Create DDM Notification system(document distribution Matrix).
- Establish Project Directory (Server Data Management).

Dates : From Sep. 2004 till Nov. 2007
Employer : Al-Mountaza Education Administration, Egypt
Job title : Librarian
Job Description : Achievements:

- Manage USAID Project for ministry's libraries (Material Acquisition Project).
- Complete Libraries Catalogue & Classification System.

Field of experience :

- Skills:
 - Documentation.
 - Data Mgmt & Analysis.
 - Operation Coordination.
 - Information Management.

- Cloud Computing.
- Databasis.
- Quality Management.
- Project Management.
- Monitoring & Evaluation.
- Knowledge Management.
- Libraries & Archive.
- SAP ERP (Consultant).
- Work/Dataflow Architect.
- EDMS s.
- Intellectual Assets Mgmt.
- Classification-Cataloging.
- Metadata Structure.
- PROJECTS:
 - Assiut Power Plant - 1x650MW.
 - Cairo West Power Plant - 1x650MW.
 - Helwan South Power Station 3x650MW.
 - ew Capital Power Plant - 4800MW - Cairo.
 - Water Treatment Stations Projects.
 - Msheireb Downtown (Mega Project).
 - Zulal Destination SPA.
 - Jabal Omar Residential & Hotels (Mega Project).
 - Royal Residence Palace & Resort.
 - Dubai Festival City & Cairo Festival City (Mega Project).
 - Corporate & Business Support Documentation.
- EDMS, Document & Information Projects / Initiatives:
 - DMS & CMS Initiatives (ASSAI - File Net - AODocs).
 - Data Migration Projects.
 - Document Classification Initiative.
 - Backlog Project.
 - Cloud / Digital Transformation Projects.
 - Document Control Centers Establishing.