

Holds a Bachelor in Commerce and has over 15 years hands-on experience working in document control and accounting.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 10/09/1981  
Gender : Male  
Marital Status : Married  
Residence : Shoubra, Cairo

## **EDUCATION**

: Bachelor in Commerce, Helwan University  
: High School Diploma: Institute of Financial Consultant (USA)

## **LANGUAGES**

Arabic : Native Language  
English : Very Good

## **COMPUTER SKILLS**

: Windows, MS Office (Word, Excel, Access, Power Point), Internet  
: DMS platforms (VDB, EDAM, PDDM, Technipe Site, Uhde Site)

## **TRAINING COURSES AND CERTIFICATIONS**

: IBM Decision Support System (DSS) Diploma.  
: Certificate in Military Institute for I.T.I. (MS EXCEL).  
: Document control for Oil & Gas in American University in Cairo.  
: MS Office  
: Soft Skills.

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From 2019 till now  
**Employer** : Petrojet Workshop  
**Projects** :

- Uhde Germany Co. ThyssenKrupp Industrial Solutions
- Enppi Project New Asphalt Suez Area
- Enppi Project Zohr Phase II

- Technipe Italy MIDOR REFINERY EXPANSION Project Alex
  - Ethidco 36 KTA LOW CIS BUTADIEN RUBER (LCBR)
- Job title** : Senior Document Controller
- Dates** : From Dec. 2016 till 2019
- Employer** : GS E&C
- Project** : ERC Refinery Project, Petroleum Company - Mostrorod, Qalubiya (Cairo), EGYPT
- Job title** : Lead Package DCC
- Job Description** :
- Prepare & Design LOG for Test package of OC Scope and PTj Scope.
  - Register all the test package which 100% in our sheet log and scanned it.
  - Follow up & Control for the progress during UNICCS Progress.
  - Prepare Over View for the progress which done and pending of PKG's.
  - Prepare the movement daily Package status report every day.
  - Scan all Punch Items which rejected and put it as a hyperlink in excel sheet.
  - Registering all the Test Package which tested and finished for the progress in GTP System.
  - Follow all the FINs (Field Inspection Notification) which come from Petrojet and Orascom and distribution it for the QC team work.
- Dates** : From May 2016 till Nov. 2016
- Employer** : Petrojet
- Project** : ERC Refinery Project, Petroleum Company - Mostrorod, Qalubiya (Cairo), EGYPT
- Job title** : Document Control "QC"
- Job Description** :
- Prepare all IR's of QC Department and following which Accept, Rejected, Accept with notes & which still is pending.
  - Registering all list of open items (punch point - LOP).
  - Prepare all Walk down notification (like walk down for diffuser, gas turbine system etc...)
  - Registering & following all daily weld summary which welded in the site.
  - Prepare all ECC (Erection clearance certificate) Iso's, P&ID, Supports, IOP & WPS.
  - Registering internal and external documents.
  - Controlling and registering all Transmittals to or from PSP in Sheet LOG-INPEC.
  - Filing all documents, Airintake Diffuser, Stack, IR, Gas Compressor, Generator drawings & P&ID, etc., and making sure is all stamped from PSP.
  - Ensure that the latest revision and approval status of drawings is kept updated continuously.
  - Distribution all drawings and Co-ordinator for all the meetings.
  - Sending all Transmittals, inspection request (IR), Request for information (RFI), Daily report, Weekly report, etc... to PSP.
- Dates** : From May 2011 till May 2016
- Employer** : Lootah Group of Companies - Dubai

(Leading Group of Construction based Companies)

Lootah is a diversified conglomerate group engaged in multiple business sectors including concrete manufacturing, building material, construction, real estate and technology.

- Job Description** :
- Accountant & Operations Controller (from Jul. 2013 till May 2016):
    - Prepare for Lootah Crusher Petty cash expenses booking in systems.
    - Prepare Monthly Invoice for transport Division to all sister Company.
    - Collect Cash sales from Dispatch and make receipt voucher and send for deposit to.
    - Monthly make Cash Collection report as per Receipt voucher.
    - Monthly Sales Invoice after Processing we go to head office and matching on account cash which.
    - Prepare monthly profarma salary sheet for Lootah crusher / work shop and prepaid in orion systems.
    - All Lpo check and make signature in checked by for all division.
  - Payable In charge & Cashier (from May 2011 till Jun. 2013):
    - Controlling Receivable / Payables.
    - Monitoring & Auditing of All Companies cash & other Transactions.
    - Giving Aging Analysis on monthly basis.
    - Receiving & Verifying Customers outstanding statements.
    - Maintaining all records update on PDC Module daily basis.
    - Handling & controlling more than 200 suppliers.
    - Directly coordinating with Site engineers & Purchase Manager.
    - Directly involved in monthly & annual closing of accounts.
    - Reconciling all sister company balances at the time of closing of.
    - Directly dealing with Internal & External Auditors.
    - Handling Cash Float for Company any Receivable from Client.
    - Maintaining all records Using Oracles Financial.
    - Can handle any kind of accounting software.
    - Controlling & Auditing Full Group Petty Cash.
    - Controlling petty cash more than AED 500,000 (Ready Sand Construction).
    - Making policies & procedure regarding usage of Petty cash.
    - Dealing with Companies all bank accounts reconciling & updating.
    - Auditing all invoices from sites and checking with supplier.
    - Updating cash flow on daily basis.
- Dates** : From Dec. 2007 till May 2011
- Employer** : Al Kharfi Group (Construction Sector), Dubai
- Job title** : Store and Cost Account
- Job Description** :
- My basic work including handling the Subcontractors Accounts for the projects (Subcontractor's Current, Retentions, Material on site).
  - Follow up monthly cost & revenue for the project.
  - Very good knowledge of Accounts Payable & receivable Modules.
  - Reconciliation the Statement of the Banks Accounts Monthly & maintaining all kinds of guarantees to others & from others.
  - Expenses Analysis & Cost Reports Monthly for Both management

Expenses & Projects Expenses.

- Preparing the Final Accounts Statements (Balance Sheet – Profit & Loss) - (additional work).
- Handling all kinds of insurance policies (Medical, contractor's all risk, fidelity, money workmen's compensation & machinery all risk).
- Handling the prepd Expenses.

**Dates** : From Jan. 2005 till Dec. 2007  
**Employer** : Arabian Food Company, Egypt  
**Job title** : Store and Cost Account

**Dates** : From Mar. 2004 till Jan. 2005  
**Employer** : Domty for Dairy Products Co.  
**Job title** : Store and Cost Account

**Field of experience** :

- Senior Document Controller with over than 15 years experience in Document control for Mega projects.
- Control all aspects of documentation.
- Responsible for solving problems and amendments to the LOG.
- Responsible for the preparation, implementation and follow-up of the Document site workflow.
- Responsible for the preparation and submission of daily report in the projects.
- Maintain and Improve filing systems or implement new filing systems.
- Ensure control and coordination of documentation and data.
- Set-up folders and facilitate Project communication process.
- Propose recommendations for improving content management system capabilities.
- Issue required reports.
- Ensuring proper document classification, sorting, filing and proper Electronic Archiving.
- Maintaining proper organization and storage of documents and information.
- Preparing and checking outgoing documents and correspondences. Encoding incoming and outgoing documents (submittals, queries, etc.).
- Responsible for setting the document control system.
- Updating file indices; preparing and submitting a list of pending documents.
- Typing monthly reports, memorandums, forms and other technical documents; follow-up on site administrative issues.
- Keeping records of meetings; preparing various HR and personnel documents; ensuring best practices are Maintained within document control.
- Coordinating document control activities.
- Periodic review of document control procedures to ensure correct performance.
- Managing archival activities for controlled documents.
- Keeping track of the flow of documents being submitted; updating the database regularly for ease of reference; etc.