

Holds a Bachelor of Physical Education and has over 8 years hands-on experience working in document control.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 08/09/1988
Gender : Male
Marital Status : Single
Residence : Gharbia

EDUCATION

: Bachelor of Physical Education, Tanta University, 2009

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, etc.), Internet

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jan. 2015 till now
Employer : Diao CONSULT (Engineering Consulting and Services Dr. Diao El-Din Ibrahim)
Projects :

- Project Zewail City of Science and Technology, 6 October City
- Residential buildings for staff working in Cairo University, 6 October City
- Construction of Al Galala Resort, Ain Sokhna
- Construction of 15th of May City Hospital

Dates : From May 2011 till Jan. 2015
Employer : Hegazy Company for construction (HCC)
Projects :

- Project code 250 (PZ34)
- Project Code 900 (BBU-BBIG & CCC)
- Project Code 270 (PZ.100)
- Project Code 301 (H.W)

Place: National Authority for military production (AboZabal Company for Specialty Chemicals)

Dates : From Nov. 2010 till Mar. 2011
Employer : ThyssenKrupp Xervon Egypt
Project : Project Code 900 (BBU-BBIG)
(Place: National Authority for military production (AboZabal Company for Specialty Chemicals))

Field of experience :

- Project Senior Document Controller (Electrical - Mechanical - Civil - ARCH.).
- Executive Secretary to the Project Manager.
- Project documents controlling and archiving.
- Preparing Technical Submittals forms for site material samples.
- Preparing inspection request forms for works in site.
- Preparing all templates and forms for each project.
- Project Letters handling and filing.
- Project shop drawing handling and filing.
- Inspection request handling and filing.
- Preparing site Work Reports.
- Preparing Status for shop drawing Approval.
- Apply Technical Office work according to ISO-9001 Certificate.
- Revision, following up and print AS-built drawing.
- Responsible for print shop drawing in site.
- Work with specialized industries in quantity survey and invoices.
- Tracking the SH.DWG till its approval.
- Reviewing all the material take off and invoices documents.
- Preparing the management plans and execution plans of projects.