

Graduated from Faculty of Social Work and has more than 11 years hands-on experience working in document control.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 22/06/1984
Gender : Male
Marital Status : Single
Residence : Dar El-Salam, Cairo

EDUCATION

: Faculty of Social Work, Helwan University, 2007

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Access, Power Point), Internet

TRAINING COURSES AND CERTIFICATIONS

: Course in administration and accounting.
: Course in Adobe Photoshop.
: Training for 1 year in Orphanage (Resalh).
: Training for 1 year in Elmaadi Club.
: Presence Training program about freedom working idea for youth from social development fund.
: ICDL

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2017 till now
Employer : Palm Construction Co.
Job title : Senior Project Document Controller

Dates : From Apr. 2017 till Jul. 2017
Employer : Segma for Projects Co.
Job title : Assistant Purchases and Bids Manager

Dates : From Nov. 2012 till Mar. 2017
Employer : Contracting and Construction Company (Elfany)
Job title : Senior Project and Operation Document Controller
Job Description :

- Using EDMS (Electronic Document Management System) as per client requirement and as per line manager's instructions.
- Registering all incoming and outgoing correspondences, MoMs, Drawings & technical submittals.
- Responsible for Control/Track/Issue of complete project documentation such as incoming and outgoing correspondence, site instructions, change orders, NFC, RFI, CVI, RFM, Letters, staff daily report, Submittals and other forms of pertinent documents from the client and subcontractors (including Atkins internal documents).
- Responsible for receiving, logging and distributing all technical documents and assisting in coordination and monitoring of administrative activities to facilitate and expedite the work flow.
- Implement and maintain a coordinated and consistent filing system; ensure that all filing is up-to-date and in accordance with QSE procedures.
- Co-ordination between other Consultants & Contractors for facilitating documents workflow and ensure documents status to be closed.
- Update drawings in accordance with Drawing Register.
- Follow-up with team members and others for "open" status items to be closed down.
- Maintain Project Documentation as per ISO standards.
- Electronic-transmission of documents.
- Data input to database related to document receiving & tracking document.
- Assist Site office administration.
- Coordination with the respective Project Managers, Secretaries and other staff to ensure correctness of the records.
- Archiving contract/project documents.
- Maintain Archive section up to date.
- Set up/assist document control filing system.
- Technical office works as quotations, making comparison sheets under supervision general manager, projects manager, deal with sub-contractors and suppliers with purchasing department.

Dates : From Aug. 2011 till Sep. 2012
Project : Residential Building
Job title : Administrative and Purchases Representative

Dates : From Jul. 2010 till Aug. 2011
Employer : Engineering and Architecture Company (Contrade)
Job title : Executive Technical Secretary and Junior Operation Document Controller

Job Description : • Operation Document control in tenders and projects department as the basic committee for committee.
• Deal with the top management incoming mail, including assessing its priority, collating it with relevant background information and presenting it in a logical and orderly manner, then allocate, where necessary.
• Coordinate with purchases department.
• Helper in human resources department.

Dates : From Jan. 2008 till Jan. 2010

Employer : Engineering and Architecture Company (Oryxco)

Job title : Junior Document Controller and in Purchases department

Job Description : • Deals with the top management incoming mail, including assessing its priority, collating it with relevant background information and presenting it in a logical and orderly manner, then allocate, where necessary.
• Draft responses to straightforward correspondences, and deal with it to minimize the volume of direct responses required from the top management.
• Deal with the Managing Director and other top managers for outgoing correspondences, ensuring its accuracy and timely production and dispatch.
• Maintained construction documentation, project plans and files.
• Prepared and submitted Sub-Contracts.
• Prepared bids and proposals for new construction projects, created covers for proposals.
• Reconcile invoices from subcontractors.
• Manage the Managing Directors and other top management diaries, to ensure that they are able to fulfill their commitments in accordance with their agreed priorities.
• Organize meetings, receiving visitors to the Managing Director and other top management.
• Produce notes of the Managing Directors meetings and ensuring follow-up action is carried out.
• Organize travel arrangements and hotel reservations as necessary for the Managing Director and other top managements.
• Responsibility for checking and reporting when office supplies are needed.

Dates : From Jan. 2004 till Jan. 2006 (during education)

Employer : Medicine & Cosmetics Company

Job title : Salesman

Skills:

- Very good relations with the consultants, owners and sub- contractors of different projects.
- Excellent for design and information systems uses for many types of log for basic and any subjects in the project or tender level.
- Very good in Negotiations and purchasing orders and contracts.
- Very good in observations and highlights for Specs, general and special conditions of the project for important subjects as invoice's and Variation's orders and etc...