

Holds a Bachelor of Education and 2 Diplomas. Has about 15 years of experience working in document control.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 17/02/1987
Gender : Male
Marital Status : Married
Residence : Assiut

EDUCATION

: Bachelor degree from Faculty of Education, Assiut University, 2008
: Professional Diploma, Assiut University, 2015
: Special Diploma in Special Education, Assiut University

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: Adobe Pro
: AutoCAD Electrical

TRAINING COURSES AND CERTIFICATIONS

: International Computer Driving License (ICDL), Assiut Governorate Building (Feb./Mar. 2022).
: Microsoft Office at Assiut University (Plan International) (Nov./Dec. 2015).
: Microsoft Office at Plan International (May/Jun. 2015).
: Training in Archiving, Documentation and Preparing/Writing Reports (Plan International – ACDA) (Oct./Nov. 2015).
: Training course in using social media in development field (Plan International) (Aug./Sep. 2015).
: Training in Society Gov. Service - Providing in Mass Training & Consultant Services (Dec. 2016).
: Advanced Training course in Mobility & Orientation for Blind (Jan./Feb. 2007) (The CBM German - Community of True Light Association - Compu Braille Company for the blind in Cairo).

- : Basic information in dealing people with special needs (Sep./Oct. 2007) (the Swedish Interact – Yarany Center for special needs in Alexandria).

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Dec. 2022 till now
- Employer** : ENPPI
- Project** : Assiut Hydrocracking Project, ANOPC AHC Project
- Job title** : Easy Piping Coordinator
- Job Description** :
- Controlling the documents as up to date.
 - Producing document progress reports for senior managers. Communications with Clients, Consultants, and sub-contractors.
 - Monitoring of work production spools fabrication & Erection and painting issues.
 - Ensure that site-modified weld types and added welds or deletions are updated into Easy Piping simultaneously.
 - Conducting regular reviews and document audits (like NDE Reports, ...etc.).
 - Handling intake, scanning, verification, and storing documents.
 - Filing and archiving relevant documentation.
 - Checking and editing documents for accuracy and compliance.
 - Checking for accuracy and editing files.
 - Receive all Easy piping issues from Subcontractor and proceed based on the action required.
 - To control the Management of Welder Qualification Continuity Records and monitor welders' performance.
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- Dates** : From Apr. 2019 till Dec. 2022
- Employer** : PETROJET
- Projects** :
- ASORC UTILITIES AND OFFSITE FOR NAPHTHA COMPLEX, OSBL Project
 - ASORC NAPHTHA COMPLEX PROJECT, ISBL Project
 - ASORC 5 Storage Tanks
 - ASORC 12 Tanks Maintenance and Assessment
 - New Crude Oil Heater (10-H-103)
 - ASORC Abutij Anti-polution
- Job title** : Senior Document Controller
- Job Description** :
- Provide supervision, technical support and guidance to the project partners.
 - Responsible for day-to-day Document Management workload.
 - Communications with Clients, Consultants, and sub-contractors.
 - Ensure the electronic reversion of all required documents is compiled, saved, and archived in the appropriate drive folders and databases.
 - Collect, maintain, and distribute all documents necessary for successful project delivery. Worked with documents and records across various departments, including human resources, marketing, Commissioning, and construction.
 - Attend Progress Meetings as required and provide details needed in the meetings. Tracking, Filing, Organizing, and maintaining safe and backed up for all Incoming and Outgoing Logs and documents.

Dates : From Apr. 2019 till Dec. 2021 (part time)
Employer : Plan International, Qena
Project : A2J, Justice and Bader
Job title : Document Controller
Job Description :

- Preparing and sorting documents for data entry.
- Entering data into database software and checking to ensure the accuracy of the data that has been inputted.
- Resolving discrepancies in information and obtaining further information for incomplete documents.
- Creating data backups as part of a contingency plan.
- Responding to information requests from authorized members.
- Testing new database systems and software updates.

Dates : From Aug. 2017 till Apr. 2019
Employer : General Electric (GE) / ORASCOM Construction (OC) Consortium
Project : New Assiut Combined Cycle Add-On Power Plant 2x250MW
Job title : Document Controller
Job Description :

- Responsible for day-to-day Document Management workload.
- Ensure the electronic reversion of all required documentation are compiled, saved and Archived in the appropriate drive folders and databases.
- Collect, maintain and distribute all documents necessary for successful project delivery.
- Preparing Timesheet.
- Communications with Clients, Consultants and sub-contractors.
- Attend Progress Meetings as required and providing details needed in the meetings.
- Work with documents and records across various departments, including human resources, marketing, Commissioning and construction.
- Tracking, Filing, Organizing and maintaining safe and backed up for all Incoming and Outgoing Logs and documents.

Dates : From Jan. 2017 till Jul. 2017
Employer : Central Agency for Public Mobilization and Statistics (CAPMAS)
Project : National Project of Enumeration and Counting Population and Buildings 2017
Job title : Supervisor
Job Description :

- Training venues preparation.
- Receiving work areas (enumeration areas) and studying them even before fieldwork and access to them and replace them in case of difficulty and store them later on the work team in the area of the inspector collaborator.
- Supervise the collection of data for the survey.
- Conducting the evaluation of the office and the field.
- Maintain the confidentiality of data.
- Responsible for preparing contracts with employees on behalf of the General Authority for Statistics and checking them before sending them to the General Authority for Statistics.

- Monitor and control all incoming and out-coming documents and files.

Dates : From Feb. 2016 till Dec. 2016
Employer : Central Agency for Public Mobilization and Statistics (CAPMAS)
Project : National Project of Enumeration and Counting Population and Buildings 2016
Job title : Field Researcher
Job Description :

- Ensure that all requirements and work data are met, such as maps, aerial photographs, packing style, numbering, and filling out the electronic inventory form.
- Identify the area of the work after receiving it from the observer.
- Receipt of work requirements from the observer, which includes electronic tablets, numbering and numbering plates, wax pens, statistical identity.
- Ensure that the accuracy and confidentiality of the data.

Dates : From Jan. 2011 till Jan. 2016
Employer : Ghosn Association for Development, Assiut
Project : Egyptian Civil Society Organizations Forum
Job title : Information Technology Center Coordinator
Job Description :

- Tracking, Filling, Organizing and maintaining safe and backed up for all Incoming and Outgoing Logs and documents.
- Responsible for managing emails, queries and distributing to the concerned personnel for their information.
- Coordinate the communication with other organizations.
- Design, monitors, updates and maintains tracking-matrix, documents registry for incoming, outgoing, e-mails receives, transmittal and requests for information.
- Preparing Time sheet.
- Tracking the pending documents through daily, weekly and monthly progress reports.
- Maintaining electronic incoming and outgoing correspondence / letters.
- Quarterly and semi-annual reports.
- Preparing reports on all the Association 's projects.
- Responsible for information technology and computer systems.
- Ensure security of data, network access, and backup systems.
- Responsible of processing of all types of applications and paperwork to the local government bodies.
- Maintain the organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans.
- Act in alignment with user needs and system functionality to contribute to organizational policy.
- Training employees on the MS Office package.
- Coordinate seminars and conferences.

Dates : From Aug. 2008 till Dec. 2010
Employer : El Primo for Importing Mobile Accessories Office
Job title : Sales Representative

- Job Description** :
- To offer them adequate goods and services, and to encourage them to increase their demand.
 - Achieving high profits and sales.
 - Receiving customers' orders and delivery them according to the agreed dates.
 - Contract sales agreements with customers, refer them to the shipping section of the company.
 - Listen to customer complaints and needs, with fast response for their satisfaction.

Skills:

- Familiarity and understanding of QA/QC documentation, turnover processes systems, drawings and diagrams.
- Familiar with ISO 9001 2008 Quality Management System requirements.
- Possess strong knowledge of construction, quality, testing, pre-commissioning and commissioning turnover practices.
- Understand the QA/QC inspection process - ITP's and related QA/QC documentation requirements.
- Review of signed off QA/QC forms for completeness and accuracy of information and ensure all required signatures have been captured.
- Experience in report writing and presentation.
- Have a good knowledge in documents and regulations.
- Excel spreadsheets.
- Database maintenance mastery.
- Computer-savvy.
- Ability to sort, categorize, and interpret data.
- Proficient in operating On-soft Computer System.