

Holds a Bachelor in Commerce and has over 2 years hands-on experience working as Document Controller and Administration Assistant.

PERSONAL DATA

Nationality : Egyptian
Gender : Female
Residence : Qalubia

EDUCATION

: Bachelor in Commerce, Banha University, 2017

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

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

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Feb. 2019 till now
Employer : (Maintenance) GS E&C
Job title : Document Controller
Job Description :

- Preparing requests for the different items according to the maintenance plans.
- Controlling all the documents related to the maintenance plans.
- Keeping the database updated on a daily basis for all the requests and plans.

Dates : From Sep. 2018 till Feb. 2019
Employer : Daesun (GS E&C)
Job title : Document Controller
Job Description : Providing document controlling for QC department for:

- Submitting the Field Inspection Reports (FINs).
- Flange Management for both "Tightening & Torquing".
- Keep both hard and soft copies and create a database for the finished items.

Dates : From Feb. 2018 till Sep. 2018
Employer : Argus (GS E&C)
Job title : Document Controller
Job Description : Providing document controlling for:

- PWHT & NDT reports.
- Submitting FINs for the PWHT reports.

Dates : From Aug. 2017 till Feb. 2018
Employer : Al-Salam Construction
Job title : Administration Assistant
Job Description : Providing support for all admin work including:

- Understanding client need and setting interviews for the required manpower.
- Managing the hiring process from acceptance to work start date.
- Solving the manpower issues such as salaries, allowances, vacations, etc.

Field of experience :

- Excellent experience in administration.
- Administration & Secretarial skills including (but not limited to):
 - Providing coordination for meetings, filling applications, etc.
 - Filing, and maintaining both hard copy and electronic filing system.
 - Responsible for office administration and building maintenance, supervision over drives and office helpers.
 - Providing HR work including hiring process, termination process and issues during these periods.