

Graduated from Faculty of Law and has a Diploma in Administration Science. Has more than 3 years hands-on experience working as Document Controller Specialist in the field of Oil & Gas / Infrastructure Projects as well as in the field of residential architectural constructions, ranging from Engineering throughout construction, fabrication, etc.

## **PERSONAL DATA**

Nationality : Egyptian  
Gender : Male  
Marital Status : Single  
Residence : Benha, Qalubia

## **EDUCATION**

: Faculty of Law, Benha University, 2015  
: Diploma in Administration Science, Shebin El-Kom University, 2017

## **LANGUAGES**

Arabic : Native Language  
English : Very Good

## **COMPUTER SKILLS**

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

## **TRAINING COURSES AND CERTIFICATIONS**

: ICDL (International Computer Driving License) from Benha University.  
: English course at Benha University.  
: Osha Course (Security of Industrial) in General Industry & Construction Safety and Health.

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Feb. 2020 till now  
**Employer** : Red Sea International G. Contractors  
**Project** : The New Administrative Capital  
**Job title** : Document Controller Specialist (QC / TO)

**Dates** : From Feb. 2019 till Feb. 2020  
**Employer** : Hassan Allam  
**Project** : E.R.C (Egyptian Refining Company)  
**Job title** : Document Controller Specialist (QC / TO)

**Dates** : From Aug. 2017 till Feb. 2019  
**Employer** : Petrojet  
**Project** : E.R.C (Egyptian Refining Company)  
**Job title** : Document Controller Specialist (QC / TO)

**Dates** : From 2015 till 2016  
**Employer** : Mohamed Mahfouz Office  
**Job title** : Lawyer

**Field of experience** :

- Participate for Quality Audit.
- Prepare Monthly, Weekly & Daily QA/QC reports.
- Verify that only the last revision drawings, submittals, etc. are distributed to all locations and involved parties concerned including sub-contractors.
- Ensure that all obsolete documents shall be withdrawn and stamped 'Superseded' if retained for record purposes.
- Control & maintain the system for issuance recording / filing, tracking, Retrieval of documents like procedures, plans, QA/QC records, Specifications, drawings and related documents.
- Responsibilities include record keeping, all documents such as specification procedures, inspection schedule and records, surveillance report, inspection release notice and quality records book with numbering system according to project filing procedure. Handling of all engineering documents, Controlling all records and sub-contractors documents.
- Prepare all documents based on the quality procedures for internal and external audit. Transmittal of drawings, quality procedures, related documentation to the concerned contractors, departments, vendors and client.
- Maintaining all correspondence and other transmittals from the Clients and other contractor / suppliers / vendors etc. in a systematic way to facilitate an easy reference at all-time.
- Submitting technical documents for review and approval.
- Skills:
  - Dealing with the client.
  - Planning in setting priorities in the work.
  - Communicate with all branches in project.
  - Write letters with professional technique.
  - Deal with advanced control sheet for work jobs.
  - Good communication and public speaking skills.
  - Problem solving.
  - Work under pressure.
  - In-depth knowledge of document management, transfer, preservation and maintenance.

- Extensive knowledge of document control database systems.
- Excellent management, communication, organization and interpersonal skills.