

Holds a Bachelor in Tourism & Hotels and has over 10 years hands-on experience, mainly working in document control.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 03/09/1988  
Gender : Male  
Marital Status : Married  
Residence : Cairo

## **EDUCATION**

: Bachelor in Tourism & Hotels, Fayoum University, 2009

## **LANGUAGES**

Arabic : Native Language  
English : Very Good  
Italian : Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet  
: Oracle  
: Primavera P6

## **TRAINING COURSES AND CERTIFICATIONS**

: Quality Document Controller.  
: Document Management System.  
: Project Management Professional (PMP) - Diploma.  
: Primavera P6 - Diploma.  
: Financial Sector and Business Administration - Diploma.  
: Neuro-Linguistic programming (NLP) - Diploma.  
: Business Administration Course.  
: Italian course from Dom Bosco.

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Aug. 2017 till now  
**Employer** : Rowad Modern Engineering  
**Job title** : Document Controller  
**Job Description** :

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings and commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date and Typing of site documents, and follow up of all the site needs.
- Make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
- Maintain the documents and drawings in the Document Control office under safe custody without any damage and Maintain the files and control logs as required by the project.
- Oracle System User.

**Dates** : From Jan. 2016 till Jul. 2017  
**Employer** : Pavillion Architects Consultants  
**Job title** : Document Controller  
**Job Description** :

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings and commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Generate the various document control reports as required.
- Typing of site documents, and follow up of all the site needs.
- Make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Maintain the files and control logs as required by the project.

**Dates** : From Nov. 2013 till Nov. 2015  
**Employer** : Palm Hills Development, Real Estate/Property - Egypt  
**Job title** : Administration Clerk & Document Controller  
**Job Description** :

- Follow up on all purchases processes and coordinate between different involved parties such as requesters, operation sites, projects, procurements, finance, Oracle, suppliers, ...etc. in addition to manage and handle all involved documents and activities such as PR's, offers, PO's, IR's, invoices, checks ...etc.
- Support and assist departments activities in relation to financial requirements and procurement requirements by gathering those requirements, prepare and issue relevant documents and communicating them to concerned parties and follow up for requirements to be addressed properly in time.
- Maintain documents and records of business transactions and office

activities of establishment, performing variety of following or similar clerical duties and utilizing knowledge of systems or procedures.

**Dates** : From Nov. 2010 till Jun. 2015  
**Employer** : American University in Cairo  
**Job title** : Receptionist & Document Controller  
**Job Description** :

- Handling the scheduling of booking.
- Check-in and check-out rooms and be ready all the requests from guests.
- Accept and confirm reservations.
- Coordinate with housekeeping staff and monitor room occupancy and room availability.

**Dates** : From Jun. 2009 till Oct. 2010  
**Employer** : CAPTAIN TOURS  
**Job title** : Tour Operator  
**Job Description** :

- Action hotel reservations internal and external.
- Arrange tourist trips.
- Issuing visas for all countries of the world.