

Holds a Bachelor of Commerce (Accounting Section) and has over 11 years hands-on experience working in document control.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 11/04/1982
Gender : Male
Marital Status : Married
Residence : Currently KSA

EDUCATION

: Bachelor of Commerce (Accounting Section), Banha University, 2003
: Secondary Education: El Orman International School

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

: Quality Management (ISO-9001).
: SHEQ for Health & Safety.
: Keir (Anti-Bribery).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2015 till now
Employer : Mouchel Consulting International (Part of the WSP & Parsons Brinckerhoff Group)
Project : Red Sea Gateway Terminal (Dolphin Project), KSA
Job title : Document Controller Supervisor
Job Description :

- Management and review all correspondences (letters, memo's & e-mails) to/from the Project & making the necessary distribution.
- Management and review completeness of documentation (documents & drawings) and accuracy of document transmittals.

- Register & log in all correspondences and documents.
- Preparing daily report for inspection request & follow up with our team to close it.
- Preparing project progress reports (Weekly & Monthly) to our client for all submittal (drawings, document's & correspondences) with final status.
- Preparing report for all pending Issue with contractors & Follow up with them to close it.
- Generate the various reports as required by line manager.
- Review number system of all documentation as per our project procedures.
- Ensure that the delivery of client files is being transferred efficiently and clients are following the proper procedures in transferring files.
- Maintained document control project folders and document register by updating the tracking system.
- Maintained/created a retention schedule for documents to be archived.
- Liaise with contractors, internal personnel, to ensure that documentation complies with company procedures, metadata requirements, and transfer.
- Track the review and approval of engineering deliverables and vendor documentation to be ensured effective and timely turnover and archiving of project records.
- Make file backup to ensure proper storage and archiving of electronic registers.
- Assist Project Manager with creating and reviewing correspondence and reports.
- Using Electronic Document Management System (Team Binder) as per requirement.

Dates : From Jul. 2008 till Jul. 2015

Employer : BT Applied Technology KSA (Ben Laden Group holding companies)
(A multinational company specialized in electromechanical construction)

Projects :

- King Abdullah University of Science and Technology, KSA (180 Million \$)
- King Saud Bin Abdul-Aziz University, KSA (210 Million \$)
- Development of King Abdul Aziz Endowment, KSA (190 Million \$)
- King Abdul Aziz International Airport 'Hajj Terminal KSA (80 Million \$)
- Princess Noura University, KSA (120 Million \$)
- Ministry of Interior (Phase I & II), KSA (110 Million \$)
- Ministry of Interior Unified Police stations Project, KSA (28 Million \$)
- Ministry of Interior Correction Facilities Project, KSA (17 Million \$)
- MOI - Security affair Building (SAB), KSA
- MOI - Phase 1 Extension (MOI-E), KSA
- King Abdullah Bin Abdul-Aziz Project Third Saudi Expansion of The Holy Haram Makkah and Surrounding Areas Expansion Building and Plaza (350 Million \$)
- Capital Market Authority Headquarters Tower, KSA (20 Million \$)
- Derayia Palace, KSA
- Haramin High Speed Rialway - Makkah Station - Ph I – Package 2 (95 Million \$)

Job title : Senior Document Controller for Project Management Division

- Job Description** :
 - Managed and controlled the document control group of 2 by delegating work and making sure duties are being performed appropriately.
 - Assist in developing the modules in project management Information in planning, controlling and reporting.
 - Preparing reports for the monthly progress of the whole documents.
 - Receiving, issuing and filing all correspondences like letters, faxes & e-mails to/from the offices & making the necessary distribution.
 - Logging incoming & outgoing letters Consultant and Sub-Contractors / Supplier documentation.
 - Maintained document control project folders and document register by updating the tracking system.
 - Creating the numbering system to all outgoing documentation & correspondence.
 - Issuing, receiving documentation like shop drawings (SD), document transmittals (DT), material submittal (MT), requests for Information (RFI)...
 - Store the electronic files (CAD) & (PDF), scan RFI's, letters change notice and submittals at the network.
 - Maintain project documentation as per ISO-9001 standards.
 - Prepared and delivered approved contracts to construction, engineering firms and vendor companies.
 - Check with engineering Dep to get the last updated bill of quantity (BOQ) or material requisition to send it to procurement Dep to start process Of purchase order (PO), when the PO was approved, I make comparison sheet for the BOQ against the PO (as per Items in BOQ with the model number).
 - Using Electronic Document Management System (Aconex & Open Text – live link) as per requirement.
- Dates** : From Jan. 2006 till Jul. 2008
- Employer** : Samsung C&T, Engineering & Samcrete Joint venture (SSJV)
- Project** : The American University in Cairo (AUC) – New Campus Development
- Job title** : Document Controller (for Electrical Department)
- Job Description** :
 - Registering all incoming and outgoing correspondences, MoMs, drawings & technical submittals.
 - Management completeness of documentation submittals (document & drawing).
 - Maintaining a register of all incoming and outgoing mail, stamping and recording of mail before circulating for distribution to the project manager as set out in BMS Project Communication and document control and BMS site supervision quality procedures.
 - 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.
 - 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.
 - Set up/assist document control filing system.
 - Co-ordination between other consultants & contractors for facilitating documents workflow and ensure documents status to be closed.

- Follow-up with team members and others for "open" status items to be closed down.
- Coordination with the respective Project managers, secretaries and other staff to ensure correctness of the records & Archiving contract/project documents.
- Store the electronic files (CAD) & (PDF), scan RFI's, letters change notice and submittals at the network.
- Successful closeout and handover of documentation as required by line manager.
- Using Electronic Document Management System (Primavera) as per requirement.

Skills:

Electronic Document Management Systems (EDMS):

- Aconex.
- Primavera.
- Open Text (Live link).
- JD Edwards (Procurement Section).
- Team Binder.