

Holds a Bachelor of Law and has over 5 years hands-on experience, including 3 years working as Document Controller / TOP Coordinator and 2 years as Lawyer.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 22/08/1991  
Gender : Male  
Marital Status : Married  
Residence : Ismailia

## EDUCATION

: Bachelor of Law, Zagazig University, 2012

## LANGUAGES

Arabic : Native Language  
English : Good

## COMPUTER SKILLS

: Windows, MS Office, Internet

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From May 2017 till now  
**Employer** : ORASCOM Construction (OC)  
**Project** : New Assiut Combined Cycle Add-On Power Plant 500MW  
**Job title** : Turn Over Package (TOP) Coordinator (Quality Control Department)  
**Job Description** :

- Review and update the TOP Chart.
- Preparation of document for TOP Systems.
- Follow up the TOP handing over from construction to commissioning.
- Follow up the TOP handing over from commissioning to Client (UEEPC).
- Review the TOP document, make a index and label.
- Filling and control of the document for TOP Systems.
- Distribute the document to the contractors.
- Manage overall Power Transmission and Distribution documentations i.e. organizing, archiving, retrieving and scanning.
- Follow up document revisions on the server for Orascom.
- Maintain accurate document control sheets and other relevant data to be registered in computerized system of document so as to attain easy access to all technical documents.

- Ensure that all documents are registered properly according to their grouping and classification for easy tracking and reporting for progress report.
- Filling / Development / Controlling / Update documentation / tracking / recording of all official documents (in/ out).
- Coordination of documentation requirements i.e. equipment, stationeries, package/ letter sending, forms/ transmittal, etc.
- Follow up TOP process by Access software Data Base.
- Monitor the incoming and outgoing of document.
- Follow up the TOP handing over from Construction to commissioning.
- Follow up the TOP handing over from commissioning to Client (UEEPC).
- Send notifications to all person who concert for the walkdown scheduled and status.
- Follow up construction and commissioning to know the status for walkdown.
- Follow up the Punch list.

<b>Dates</b>	:	From Mar. 2017 till Apr. 2017
<b>Employer</b>	:	ORASCOM Construction (OC)
<b>Project</b>	:	Ammonia & Urea Fertilizer Project, KIMA – ASWAN
<b>Job title</b>	:	Document Controller (Quality Control Department)
<b>Job Description</b>	:	<ul style="list-style-type: none"> <li>• Operate &amp; following ORASCOM Welding Data base program (MAX TRAX).</li> <li>• Coordinate with the corporate quality department for all NDE activities on site.</li> <li>• Generate client requests for Inspection (RFI) where required providing sufficient notices for hold, witness and inspection points.</li> <li>• Make weekly quality reports for all mechanical activities on site.</li> <li>• Receiving the isometrics from technical office, review revisions and filling it is after complete adding.</li> <li>• Entering all isometrics details such as (weld maps, daily welding, PWHT, etc.).</li> <li>• Entering and reviewing the modification of isometrics and vendor.</li> <li>• Adding welders to welding program according to qualifications grade.</li> <li>• Adding the RT per percentage and PWHT required from line list to isometrics.</li> <li>• Entering and preparing the requests of NDT such as (RT, UT, etc.) according to line list and welding specification.</li> <li>• Reviewing and entering all NDT reports such as (RT, UT, MT, PT, PWHT).</li> <li>• Preparing and review the spools release from work shop.</li> <li>• Follow up the painting and insulation of spools and entering the painting reports.</li> <li>• Preparing the report of RT backlog, PWHT backlog and welding.</li> <li>• Preparing the reports required for the welders' projects productivity and evaluation for welders.</li> <li>• Preparing report for the repair per percentage to the project.</li> <li>• Preparing reports required for planning department and cost control such as welding productivity, NDT-PWHT backlog and painting progress.</li> <li>• Reviewing all p91 test pack such as (NDT backlog, PWHT backlog,</li> </ul>

- welding backlog, hardness before submitted to GE.
- Preparing and follow-up the reports for isometrics erected and ready for test pack.
- Reviewing and analysis data entered to discover any mistakes and compare with data from another department.

**Dates** : From Mar. 2016 till Feb. 2017  
**Employer** : ORASCOM Construction (OC)  
**Project** : New Assiut Combined Cycle Add-On Power Plant 500MW  
**Job title** : Document Controller (Quality Control Department)  
**Job Description** :

- Review and update the TOP Chart.
- Preparation of document for TOP Systems.
- Follow up the TOP handing over from construction to commissioning.
- Follow up the TOP handing over from commissioning to Client (UEEPC).
- Review the TOP document, make a index and label.
- Filling and control of the document for TOP Systems.
- Distribute the document to the contractors.
- Manage overall Power Transmission and Distribution documentations i.e. organizing, archiving, retrieving and scanning.
- Follow up document revisions on the server for Orascom.
- Maintain accurate document control sheets and other relevant data to be registered in computerized system of document so as to attain easy access to all technical documents.
- Ensure that all documents are registered properly according to their grouping and classification for easy tracking and reporting for progress report.
- Filling / Development / Controlling / Update documentation / tracking / recording of all official documents (in/out).
- Coordination of documentation requirements i.e. equipment, stationeries, package/ letter sending, forms/ transmittal, etc.
- Follow up TOP process by Access software Data Base.
- Monitor the incoming and outgoing of document.
- Follow up the TOP handing over from Construction to commissioning.
- Follow up the TOP handing over from commissioning to Client (UEEPC).
- Send notifications to all person who concert for the walkdown scheduled and status.
- Follow up construction and commissioning to know the status for walkdown.
- Follow up the Punch list.

**Dates** : From Mar. 2015 till Feb. 2016  
**Employer** : ORASCOM Construction (OC)  
**Project** : New Assiut Simple Cycle Power Plant 1000MW  
**Job title** : Document Controller (Turnover Packages Department)  
**Job Description** :

- Review and update the TOP Chart.
- Review the TOP document, make a index and label.
- Filling and control of the document for TOP Systems.
- Distribute the document to the contractors.
- Manage overall Power Transmission and Distribution documentations

- i.e. organizing, archiving, retrieving and scanning.
- Follow up document revisions on the server for Orascom.
  - Maintain accurate document control sheets and other relevant data to be registered in computerized system of document so as to attain easy access to all technical documents.
  - Ensure that all documents are registered properly according to their grouping and classification for easy tracking and reporting for progress report.
  - Filling / Development / Controlling / Update documentation / tracking / recording of all official documents (in/out).
  - Coordination of documentation requirements i.e. equipment, stationeries, package/ letter sending, forms/ transmittal, etc.
  - Follow up TOP process by Access software Data Base.
  - Monitor the incoming and outgoing of document.
  - Follow up the TOP handing over from Construction to commissioning.
  - Follow up the TOP handing over from commissioning to Client (UEEPC).
  - Send notifications to all person who concert for the walkdown scheduled and status.
  - Follow up construction and commissioning to know the status for walkdown.
  - Review, update and receiving Warranty Claim Log.

**Dates** : From Nov. 2012 till Mar. 2015  
**Job title** : Lawyer  
**Job Description** : Worked as a Lawyer at a law firm in the civil courts and criminal, military.