

Has over 9 years hands-on experience working as Document Controller and Team Leader TOP.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 01/01/1991
Gender : Male
Marital Status : Married
Residence : Ismailia

EDUCATION

: Commercial Technical Institute, 2010

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

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

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jan. 2016 till now
Employer : Orascom Construction
Project : New Capital Combined Cycle Power Plant (4800MW)
Job title : Team Leader Turnover Packages
Job Description :

- Preparation of document for TOP System.
- Filling and control of the document for TOP Systems.
- Follow up the TOP handing over from Construction to commissioning.
- Follow up document revisions on the server for Orascom.
- Monitor the incoming and outgoing of document.
- 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.
- Maintain and update the data and database for tracking and reporting.
- Make a notification for Walkdown Scheduled after transfer the TOP in Commissioning.

- Accustomed with manual filing of the documents to their respective classification and discipline, review the TOP document, make a index and label.
- Follow up Construction to hand over the TOP.
- Updated the document in database.
- Send notifications to all person who concert for the walkdown scheduled and status.
- Follow up construction and commissioning to know the status for walkdown.

Dates : From Dec. 2014 till Dec. 2015

Employer : Orascom Construction

Project : New Assiut Power Station Simple Cycle (1000MW)

Job title : Document Controller

Job Description :

- Preparation of document for TOP System.
- Filling and control of the document for TOP Systems.
- Follow up the TOP handing over from Construction to commissioning.
- Follow up document revisions on the server for Orascom.
- Follow up TOP process by Access software Data Base.
- Monitor the incoming and outgoing of document.
- 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.
- Maintain and update the data and database for tracking and reporting.
- Accustomed with manual filing of the documents to their respective classification and discipline, Review the TOP document, make a index and label.
- Make a notification for Walkdown Scheduled after transfer the TOP in Commissioning.
- Follow up Construction to hand over the TOP.
- Updated the document in database.
- Send notifications to all person who concert for the walkdown scheduled and status.
- Follow up construction and commissioning to know the status for walkdown.

Dates : From Jan. 2012 till Nov. 2014

Employer : Kharafi National

Project : Al-Shabab (1100MW) Simple Cycle Power Station in Ismailia

Job title : Document Control in QA Department

Job Description :

- Receiving Drawings and Documents from Central Document Control and update both in Procedure Form (Log).
- Extract Obsolete Documents & Drawings from Log after each Update and make Internal Statement for Obsolete Document and Drawings.
- Full Responsibility for Obsolete Drawings and Documents in Site.
- Ensure that Controlled Copies of Latest Approved Documents and

Drawings were Distributed to Appropriate Staff, Subcontractors and Suppliers as Applicable.

- Full Responsibility for Making Start up and Maintaining for Filling Index & System for Approved Master (Documents, Drawings, Sketches, Specification, Material Submittals ...etc.) in it Classification (Civil, Architectural, Hvac, Plumping, Fire Fighting, Electrical, Instrumentation) and Separate Obsoletes of Master Copies in other Room in Same Classification and make sure that all Document and drawings Easy to Extract whenever my Director Call by Preparing Filling Map.
- Providing Full Data to the Engineers about Required Drawings and Documents in Perfect Timing to Proceed work in Site and Instructions about (Controlled – Uncontrolled – Obsolete) Stamps According to Company Procedures to Deal with Document and Drawings by Awareness Mind.
- Receipt of all documents for the project and distribution contractor.
- Monitor the incoming and outgoing of document electronically / manually.

Dates : From Jan. 2011 till Nov. 2011
Employer : Kharafi National
Project : West Damietta 500MW Simple Cycle Power Station
Job title : Document Control in QA Department
Job Description :

- Receiving Drawings and Documents from Central Document Control and update both in Procedure Form (Log).
- Extract Obsolete Documents & Drawings from Log after each Update and make Internal Statement for Obsolete Document and Drawings.
- Full Responsibility for Obsolete Drawings and Documents in Site.
- Ensure that Controlled Copies of Latest Approved Documents and Drawings were Distributed to Appropriate Staff, Subcontractors and Suppliers as Applicable.
- Full Responsibility for Making Start up and Maintaining for Filling Index & System for Approved Master (Documents, Drawings, Sketches, Specification, Material Submittals ...etc.) in it Classification (Civil, Architectural, Hvac, Plumping, Fire Fighting, Electrical, Instrumentation) and Separate Obsoletes of Master Copies in other Room in Same Classification and make sure that all Document and drawings Easy to Extract whenever my Director Call by Preparing Filling Map.
- Providing Full Data to the Engineers about Required Drawings and Documents in Perfect Timing to Proceed work in Site and Instructions about (Controlled – Uncontrolled – Obsolete) Stamps According to Company Procedures to Deal with Document and Drawings by Awareness Mind.
- Receipt of all documents for the project and distribution contractor.
- Monitor the incoming and outgoing of document electronically / manually.

Dates : From Jan. 2009 till Dec. 2010
Employer : Arab Contractors (Osman Ahmed Osman)
Project : Water Purification Pump Station Ismailia - El-Kantara West
Job title : Document Controller
Job Description :

- Control the documents in/out the contractor.
- Administration works.

- Distribute the document to the contractors.
- Updated the document in database.
- Monitor the incoming and outgoing of document electronically / manually.