

Holds a Bachelor in Commerce (Accounting) and has more than 10 years hands-on experience working in document control at construction and engineering firms.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 13/04/1985
Gender : Male
Residence : Currently Algeria

EDUCATION

: Bachelor in Commerce (Accounting), Helwan University, 2007

LANGUAGES

Arabic : Native Language
English : Excellent

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

: Training Course in English Language, American University in Cairo (AUC) (2008-2009).
: ICDL Training Program, Ministry of Education (2009-2010).
: Aconex Certified Associate (2016).
: Concrete Field Testing Technician Grade 1 - ACI (2017).
: MoE.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jan. 2017 till now
Employer : ORASCOM CONSTRUCTION, ALGERIA
Project : Elbeida Cement Project 6000 TPD
Job title : Document Control Team Leader

Dates : From Apr. 2016 till Dec. 2016
Employer : ORASCOM CONSTRUCTION, Egypt

Project : Port Said 3 Tunnels under Suez Canal
Job title : Senior Document Controller

Dates : From Feb. 2014 till Apr. 2016
Employer : TECHNIP, ORASCOM CONSTRUCTION, ALGERIA
Project : Algiers Refinery Rehabilitation and Adaptation Project
Job title : Senior Document Controller

Dates : From Mar. 2008 till Feb. 2014
Employer : ORASCOM CONSTRUCTION INDUSTRIES JV BESIX, Egypt
Project : Giza North – 2250MW Combined Cycle Power Project
Job title : Document Controller

Dates : From Oct. 2010 till Jan. 2012
Employer : ORASCOM CONSTRUCTION INDUSTRIES JV BESIX, Egypt
Project : EL AIN EL SOKHNA SUPERCRITICAL THERMAL POWER PLANT UNITS
1 + 2, 2x650 MW GAS / OIL FIRED UNITS
Job title : Document Controller

Dates : From Mar. 2008 till Sep. 2010
Employer : ORASCOM CONSTRUCTION INDUSTRIES JV BESIX, Egypt
Project : EL TEBBIN POWER STATION 2x350MW GAS/OIL FIRED UNITS
Job title : Document Controller

Duties:

- Create spreadsheets, compose correspondence, manage databases, and create presentations, reports, and documents using desktop publishing software and digital graphics.
- Organize and delegate tasks.
- Manage the internal communication needs.
- Maintain all records efficiently and effectively.
- Manage and supervise others where required.
- Maintain confidentiality on relevant matters.
- Accurately and expeditiously distribute within the Quality Department in required hard and / or soft copy documents in coordination with Project Document Control.
- Accurately and expeditiously distribute to the Owner Representative Document Control / Secretary defined Quality documents and records in required hard and / or soft copy in coordination with Project Document Control.
- Maintain accurately and up to date all the Registers and Schedules for documents and records.
- Establish and maintain a filing index for any hard copy engineering documents and correspondence of the project.
- Ensure that project document procedures are being adhered to by the project team members.
- Perform soft and hard copy filing of documents and records in

accordance with Project requirements.

- Ensure that all received electronic media are filed appropriately with attributes and correctly within the folder structure.
- Assist the Project Manager with all Reporting and Data Analysis.
- Communicate to the Project Manager all documents and records errors, anomalies and non-conformities.
- Prepare, coordinate and submit defined Staff administration documents and records.
- To document/ record information, maintain files, process all paper work, and to perform day to day administrative tasks.
- Follow up with Main-contractors for the Material & Shop drawing submittals.
- Detailed understanding of contractual terms of assigned projects.
- To make sure all the documents such as Project Drawings, Specifications, Procedures, data sheets etc. are logged and segregated in discipline and distributed correctly. Safe keeping, proper filling and update on daily basis.
- Supervise the distribution of controlled copies received from the contractor and secondary distribution to all department heads.
- Supervision to establish and maintain the project central filling system.
- Input in the system and preparation of transmittals to distribute to all department heads according to distribution matrix.
- Co-ordination with all engineers for proper documents /information of drawing and retrieval.
- To develop and maintain constructive and cooperative working relationships with other departments.
- To coordinate with others to receive or submit regular reports / forms in time.
- To order, dispense and maintain supplies required for regular administration works.
- To arrange, coordinate meetings / Conferences as required.

Field of experience :

- Over 10 years of experience in Office and Site Construction jobs.
- Key Skills:
 - Working knowledge of construction documents, drawings and specifications.
 - Knowledge of ISO guidelines.
 - Understanding of construction team's roles and processes.
 - Familiarity with Technical Documentation (Specifications, drawings, design analysis, quality manuals, software, external standards, department procedures and work instructions, etc.).
- Personal Skills:
 - Capable of leading teams.
 - Capable of understanding the interface between other systems (client, contractors, suppliers, etc.).
 - Excellent Communication & interpersonal skills.
 - Flexible, able to adjust to new people& situation.
 - Ability to adapt to any environment and willingness to learn in new endeavors.
 - Self-Motivated and proven to work with minimal supervision.
 - Excellent English spoken and written skills.

- Analytical problem solving and organizational ability.
- Strong interpersonal skills and ability to work with others in a positive and collaborative manner.
- Demonstrated ability to work accurately, follow instructions / schedules / timelines and handle multiple priorities.
- Polished, professional, well-organized, and eager to learn and be challenged.
- Works under minimal supervision, commitment to work in pressure if required, interested to work as part of a growing team.