Has about 5 years hands-on experience working as Document Control.

PERSONAL DATA

Nationality	:	Egyptian
Birth Date	:	05/02/1990
Gender	:	Male
Residence	:	Beni Suef

EDUCATION

	:	2 years Diploma Computer department, MASS INSTITUTE FOR COMPUTER & MANAGEMENT

LANGUAGES

Arabic	:	Native Language
English	:	Good

COMPUTER SKILLS

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

CHRONOLOGICAL EXPERIENCE RECORD

Dates	:	From Oct. 2016 till now
Employer	:	Hassan Allam Constructions
Project	:	Ber Ereda Airport Project
Job title	:	Document Control

Dates	:	From Apr. 2014 till Dec. 2015
Employer	:	Hassan Allam Constructions
Project	:	IIC Egyptian Steel
Job title	:	Document Control

Field of experience :

- Receive:
  - Receive and distribute project documents and drawings based on the Document Distribution Matrix to the right department and right person (action parties) as per agreed procedure after Project Manager's Review.
  - Receive, record, log, scan and distribute all project documents, shop drawings and other submittals.

- Record:
  - Maintain records of engineering documents and drawings in hard copies and electronic files and monitor the revisions and approval status thereof.
  - Maintain the record of all controlled documentation – issue, status and location.
  - Record of Drawings, Method Statement, Material Submittals, Sample Submittals, RFIs, NCRs, Contracts, Payment Certificates, Documents of Civil, Mechanical, Instrumentation, Electrical, Piping, Structural Documents, Drawings, Specifications, Calculation Sheets and Data Sheets, Progress Reports, Survey Reports, etc.
- Scan:
  - Scan and store the approved shop drawings & all correspondence Letters in the database so that the project team can access.
  - Keep current hard copies and file supersede version.
- Distribute: Document distribution by Transmittal System as per Document distribution Matrix for Hard copy and Electronic Document Transfer.
- File / Store:
  - To file all project documents: project wise, date wise, subject wise, sender wise with sequence.
  - Maintain record and control the engineering library of relevant procedures, codes & standards, specifications and reference documents, contract documents, within the secure document control area.
  - Maintain and control filing system for Engineering, Construction documents, Requisitions, Purchase orders, Invoices, etc.
- Issue:
  - Ensure that all documents are issued with the transmittal system.
  - To maintain accurate record of the receipt and issue of transmittals.
  - Archives & Retrieve.
  - Manage archive activities for controlled documents and validation of files.
- Document Audit:
  - Standard Document Control function, i.e. Track the creation, update, approval and versions of documents of all types, ensure compliance with Quality Management Systems, become the focal point with regard to document tracking and distribution.
  - Tracking of documents and drawings in accordance with the approved procedures.