

Holds a Bachelor in Commerce and has over 15 years hands-on experience working in document control and accounting.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 10/09/1981
Gender : Male
Marital Status : Married
Residence : Shoubra, Cairo

EDUCATION

: Bachelor in Commerce, Helwan University
: High School Diploma: Institute of Financial Consultant (USA)

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Access, Power Point), Internet
: DMS platforms (VDB, EDAM, PDDM, Technipe Site, Uhde Site)

TRAINING COURSES AND CERTIFICATIONS

: IBM Decision Support System (DSS) Diploma.
: Certificate in Military Institute for I.T.I. (MS EXCEL).
: Document control for Oil & Gas in American University in Cairo.
: MS Office
: Soft Skills.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From 2019 till now
Employer : Petrojet Workshop
Projects :

- Uhde Germany Co. ThyssenKrupp Industrial Solutions
- Enppi Project New Asphalt Suez Area
- Enppi Project Zohr Phase II

- Technipe Italy MIDOR REFINERY EXPANSION Project Alex
 - Ethidco 36 KTA LOW CIS BUTADIEN RUBER (LCBR)
- Job title** : Senior Document Controller
- Dates** : From Dec. 2016 till 2019
- Employer** : GS E&C
- Project** : ERC Refinery Project, Petroleum Company - Mostrorod, Qalubiya (Cairo), EGYPT
- Job title** : Lead Package DCC
- Job Description** :
- Prepare & Design LOG for Test package of OC Scope and PTj Scope.
 - Register all the test package which 100% in our sheet log and scanned it.
 - Follow up & Control for the progress during UNICCS Progress.
 - Prepare Over View for the progress which done and pending of PKG's.
 - Prepare the movement daily Package status report every day.
 - Scan all Punch Items which rejected and put it as a hyperlink in excel sheet.
 - Registering all the Test Package which tested and finished for the progress in GTP System.
 - Follow all the FINs (Field Inspection Notification) which come from Petrojet and Orascom and distribution it for the QC team work.
- Dates** : From May 2016 till Nov. 2016
- Employer** : Petrojet
- Project** : ERC Refinery Project, Petroleum Company - Mostrorod, Qalubiya (Cairo), EGYPT
- Job title** : Document Control "QC"
- Job Description** :
- Prepare all IR's of QC Department and following which Accept, Rejected, Accept with notes & which still is pending.
 - Registering all list of open items (punch point - LOP).
 - Prepare all Walk down notification (like walk down for diffuser, gas turbine system etc...)
 - Registering & following all daily weld summary which welded in the site.
 - Prepare all ECC (Erection clearance certificate) Iso's, P&ID, Supports, IOP & WPS.
 - Registering internal and external documents.
 - Controlling and registering all Transmittals to or from PSP in Sheet LOG-INPEC.
 - Filing all documents, Airintake Diffuser, Stack, IR, Gas Compressor, Generator drawings & P&ID, etc., and making sure is all stamped from PSP.
 - Ensure that the latest revision and approval status of drawings is kept updated continuously.
 - Distribution all drawings and Co-ordinator for all the meetings.
 - Sending all Transmittals, inspection request (IR), Request for information (RFI), Daily report, Weekly report, etc... to PSP.
- Dates** : From May 2011 till May 2016
- Employer** : Lootah Group of Companies - Dubai

(Leading Group of Construction based Companies)

Lootah is a diversified conglomerate group engaged in multiple business sectors including concrete manufacturing, building material, construction, real estate and technology.

- Job Description** :
- Accountant & Operations Controller (from Jul. 2013 till May 2016):
 - Prepare for Lootah Crusher Petty cash expenses booking in systems.
 - Prepare Monthly Invoice for transport Division to all sister Company.
 - Collect Cash sales from Dispatch and make receipt voucher and send for deposit to.
 - Monthly make Cash Collection report as per Receipt voucher.
 - Monthly Sales Invoice after Processing we go to head office and matching on account cash which.
 - Prepare monthly profarma salary sheet for Lootah crusher / work shop and prepaid in orion systems.
 - All Lpo check and make signature in checked by for all division.
 - Payable In charge & Cashier (from May 2011 till Jun. 2013):
 - Controlling Receivable / Payables.
 - Monitoring & Auditing of All Companies cash & other Transactions.
 - Giving Aging Analysis on monthly basis.
 - Receiving & Verifying Customers outstanding statements.
 - Maintaining all records update on PDC Module daily basis.
 - Handling & controlling more than 200 suppliers.
 - Directly coordinating with Site engineers & Purchase Manager.
 - Directly involved in monthly & annual closing of accounts.
 - Reconciling all sister company balances at the time of closing of.
 - Directly dealing with Internal & External Auditors.
 - Handling Cash Float for Company any Receivable from Client.
 - Maintaining all records Using Oracles Financial.
 - Can handle any kind of accounting software.
 - Controlling & Auditing Full Group Petty Cash.
 - Controlling petty cash more than AED 500,000 (Ready Sand Construction).
 - Making policies & procedure regarding usage of Petty cash.
 - Dealing with Companies all bank accounts reconciling & updating.
 - Auditing all invoices from sites and checking with supplier.
 - Updating cash flow on daily basis.

Dates : From Dec. 2007 till May 2011

Employer : Al Kharfi Group (Construction Sector), Dubai

Job title : Store and Cost Account

- Job Description** :
- My basic work including handling the Subcontractors Accounts for the projects (Subcontractor's Current, Retentions, Material on site).
 - Follow up monthly cost & revenue for the project.
 - Very good knowledge of Accounts Payable & receivable Modules.
 - Reconciliation the Statement of the Banks Accounts Monthly & maintaining all kinds of guarantees to others & from others.
 - Expenses Analysis & Cost Reports Monthly for Both management

Expenses & Projects Expenses.

- Preparing the Final Accounts Statements (Balance Sheet – Profit & Loss) - (additional work).
- Handling all kinds of insurance policies (Medical, contractor's all risk, fidelity, money workmen's compensation & machinery all risk).
- Handling the prep Expenses.

Dates : From Jan. 2005 till Dec. 2007
Employer : Arabian Food Company, Egypt
Job title : Store and Cost Account

Dates : From Mar. 2004 till Jan. 2005
Employer : Domty for Dairy Products Co.
Job title : Store and Cost Account

Field of experience :

- Senior Document Controller with over than 15 years experience in Document control for Mega projects.
- Control all aspects of documentation.
- Responsible for solving problems and amendments to the LOG.
- Responsible for the preparation, implementation and follow-up of the Document site workflow.
- Responsible for the preparation and submission of daily report in the projects.
- Maintain and Improve filing systems or implement new filing systems.
- Ensure control and coordination of documentation and data.
- Set-up folders and facilitate Project communication process.
- Propose recommendations for improving content management system capabilities.
- Issue required reports.
- Ensuring proper document classification, sorting, filing and proper Electronic Archiving.
- Maintaining proper organization and storage of documents and information.
- Preparing and checking outgoing documents and correspondences. Encoding incoming and outgoing documents (submittals, queries, etc.).
- Responsible for setting the document control system.
- Updating file indices; preparing and submitting a list of pending documents.
- Typing monthly reports, memorandums, forms and other technical documents; follow-up on site administrative issues.
- Keeping records of meetings; preparing various HR and personnel documents; ensuring best practices are Maintained within document control.
- Coordinating document control activities.
- Periodic review of document control procedures to ensure correct performance.
- Managing archival activities for controlled documents.
- Keeping track of the flow of documents being submitted; updating the database regularly for ease of reference; etc.