

Holds a Bachelor of Agriculture (Department of Biochemistry) and has about 4 years hands-on experience working in document control.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 20/09/1993  
Gender : Female  
Residence : Qalubia

## EDUCATION

: Bachelor of Agriculture (Department of Biochemistry), Benha University, 2015

## LANGUAGES

Arabic : Native Language  
English : Very Good

## COMPUTER SKILLS

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

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Nov. 2015 till now  
**Employer** : GS E&C  
**Project** : ERC Refinery Project  
**Job title** : Document Controller (QA/QC Department)  
**Job Description** :

- Coordinate all activities related to the Document Control procedures.
- Review completeness of documentation, to prepare document transmittals & distribution matrixes.
- Input document data into the standard registers & control logs ensuring that the information is accurate and up to date.
- Generate the various document control reports as required.
- Make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
- Maintain updated records of all approved documents and drawings and their distribution clearly.
- Create and maintain electronic databases in accordance with business needs.

- Use and fully handling a computerized system (GTP-JC) for controlling piping & welding activities at project site including welders data, welding & joints information, Visual Inspection Reports, requests and reports for all types of required welding tests (such as Radio-graphic Tests, Ferrite Tests, M/PT Tests ..etc.).
- Assist in the preparation and updating of new and existing procedures and flowcharts for the project.
- Distribute "controlled copies" of procedures to any/all local locations and ensures delivery and removal of old revisions at remote locations.
- Maintain document registers and compiles and issues daily, weekly and monthly status reports.
- Scanning and archiving quality records.
- Quality meetings data preparation.
- Perform other assignments as required by immediate supervisor.
- Perform other duties commensurate with functional level and responsibilities.

**Dates** : From Jun. 2015 till Oct. 2015

**Employer** : Orascom CONSTRUCTION HQ, Cairo, Egypt

**Job title** : Document Controller & Data Entry

**Job Description** :

- Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Research and obtain further information for incomplete documents.
- Apply data program techniques and procedures.
- Generate reports, store completed work in designated locations and perform backup operations.
- Scan documents and print files, when needed.
- Keep information confidential.
- Respond to queries for information and access relevant files.
- Comply with data integrity and security policies.
- Ensure proper use of office equipment and address any malfunctions.
- Collect, scan and upload documents following set procedures.
- Ensure all technical documents, such as reports, drawings and blueprints, are collected and registered in system.
- Use Smart Solve Document Management for everyday operations, maintenance and quality control.
- Notify personnel of updated document versions and how to access them.
- Print and distribute documents as necessary.
- Work with documents and records across various departments, including human resources, marketing and construction.