

Has over 14 years hands-on experience working in document control and administration.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 17/02/1982  
Gender : Male  
Marital Status : Married  
Residence : Cairo

## EDUCATION

: Faculty of Law, Ain Shams University, 2002

## LANGUAGES

Arabic : Native Language  
English : Very Good

## COMPUTER SKILLS

: Windows, MS Office, Internet

## TRAINING COURSES AND CERTIFICATIONS

: All Windows & Microsoft Office  
: Adobe Photoshop  
: Documentum v5.0 (Document Management Software) - KBR Co.  
: Microsoft Office Application  
: Internet Browsing  
: Microsoft Windows XP / Win 7

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Jan. 2014 till now  
**Employer** : Consukorra Company  
**Job title** : Document Control Head Section  
**Job Description** :

- Update system software on the server.
- Linked all document between office & site.
- Establish New document systems.
- Follow up all parties.

- Authorized to free the pending shop drawings.
- Keep all key persons on system track.
- Keep all family satisfy by good system service.
- Make filling plan (Manual & Electronic).
- A Document Controller is responsible for the overall control of all company documents. This kind of task is more on proper document keeping and communicating with other departments regarding documents and files. Since this task emphasizes on submissions of files, a document controller must submit documents before the given deadline in order to avoid jeopardizing other departments because of a late submission of a document or file.
- DCT is responsible for issuing and reproducing technical documents.
- Document Controllers: (DS) is responsible for Sorting, logging, distributing, filing, and scanning all incoming and outgoing correspondences.
- Registering all documents in the Document Register (Excel and central server directory) and distributing them to responsible individual(s) upon consultation with the Project Manager.
- Developing and maintaining electronic archive of all documents by entity and nature of document.

<b>Dates</b>	:	From Apr. 2013 till Jan. 2014
<b>Employer</b>	:	Dar El Mimar Group (DMG)
<b>Job title</b>	:	Senior Document Controller & Administrator
<b>Job Description</b>	:	<ul style="list-style-type: none"> <li>• Manage for 2 contractors and Consultant (DMC-ACE).</li> <li>• Follow up to all project documents with contractor and cs.</li> <li>• Receiving all documents of the projects issued inside or outside the company.</li> <li>• Developing manual system (filing system) for all the project documents (drawings, specifications, data sheets, vendor documents ...etc.).</li> <li>• Developing manual system (filing system) for all the correspondences, reports, minutes of meetings, site queries ...etc.</li> <li>• Developing database system for all the contents of document control center.</li> <li>• Distributing the documents to disciplines, sites and any other departments involved.</li> <li>• Transmitting documents to site and contractors.</li> <li>• Expediting Receipt and Assembly of All Vendors Documents Required for The Projects Handbooks.</li> <li>• Ensure that All Technical Projects Documents in Current Approved Issues and Available at All Locations where Operation are Carried Out.</li> <li>• Ensure that the Changes to Documents are Reviewed and the Current Revision Status of All Technical Documents is Available to All Potential Users.</li> <li>• Organizing the Engineering Technical Data, Drawings, Marked-up / As-Built and Correspondence.</li> <li>• Keep Communication between Different Contractors, Sub-Contractors and Projects Management.</li> <li>• Feeding All the Documents Main Data to the Computer.</li> <li>• Organizing and Registering the Construction Documents that belongs to Different Projects.</li> </ul>

- Preparation of Hand over Documents.
- Administration Punch Lists for All Project Phases Pre-Commissioning, Commissioning and Start-up.
- Receive and store all documents in accordance with the established procedures.
- Ensure the proper follow-up of the as-built status of the documents.
- Assist personnel in the Project in locating and retrieving documents and drawings from archives, and ensure their safe return.
- Filing system for the entire project documents.
- Control system for all correspondences In and Out.
- Prepare all the paper work (Daily, Weekly, Monthly, inspection Report).

<b>Dates</b>	:	From Nov. 2012 till Apr. 2013
<b>Employer</b>	:	Ehaf Company
<b>Project</b>	:	Secon Nile Towers (project consists of a Hotel and another tower with total budget 940,000,000 EGP)
<b>Job title</b>	:	Senior Document Controller & Administrator
<b>Job Description</b>	:	<ul style="list-style-type: none"> <li>• Supervision for 2 contractors (Arabtek and Siac).</li> <li>• All things financial and administrative of project.</li> <li>• Receiving all documents of the projects issued inside or outside the company.</li> <li>• Developing manual system (filing system) for all the project documents (drawings, specifications, data sheets, vendor documents ...etc.).</li> <li>• Developing manual system (filing system) for all the correspondences, reports, minutes of meetings, site queries ...etc.</li> <li>• Developing database system for all the contents of document control center.</li> <li>• Distributing the documents to disciplines, sites and any other departments involved.</li> <li>• Transmitting documents to site and contractors.</li> <li>• Expediting Receipt and Assembly of All Vendors Documents Required for The Projects Handbooks.</li> <li>• Ensure that All Technical Projects Documents in Current Approved Issues and Available at All Locations where Operation are Carried Out.</li> <li>• Ensure that the Changes to Documents are Reviewed and the Current Revision Status of All Technical Documents is Available to All Potential Users.</li> <li>• Organizing the Engineering Technical Data, Drawings, Marked-up / As-Built and Correspondence.</li> <li>• Keep Communication between Different Contractors, Sub-Contractors and Projects Management.</li> <li>• Feeding All the Documents Main Data to the Computer.</li> <li>• Organizing and Registering the Construction Documents that belongs to Different Projects.</li> <li>• Preparation of Hand over Documents.</li> <li>• Administration Punch Lists for All Project Phases Pre-Commissioning, Commissioning and Start-up.</li> <li>• Receive and store all documents in accordance with the established procedures.</li> </ul>

- Ensure the proper follow-up of the as-built status of the documents.
- Assist personnel in the Project in locating and retrieving documents and drawings from archives, and ensure their safe return.
- Filing system for the entire project documents.
- Control system for all correspondences In and Out.
- Prepare all the paper work (Daily, Weekly, Monthly, inspection Report).

<b>Dates</b>	:	From Sep. 2009 till Nov. 2012
<b>Employer</b>	:	MZECH Co.
<b>Project</b>	:	Allegria Villas (project consists of 234 villas and 106 Townhouses with total budget 339,420,138 EGP)
<b>Job title</b>	:	Senior Document Controller, Data entry & Administrator
<b>Job Description</b>	:	<ul style="list-style-type: none"> <li>• 6 Zones contractors (Siac, Elmrasem, Ginza, Medecom, Square and Green Scape).</li> <li>• Supervision for 6 contractors (Detac, Wajhat, Elyasmin, Valley of the king, Harmony and Move in).</li> <li>• All things financial and administrative of project.</li> <li>• Receiving all documents of the projects issued inside or outside the company.</li> <li>• Developing manual system (filing system) for all the project documents (drawings, specifications, data sheets, vendor documents ...etc.).</li> <li>• Developing manual system (filing system) for all the correspondences, reports, minutes of meetings, site queries ...etc.</li> <li>• Developing database system for all the contents of document control center.</li> <li>• Distributing the documents to disciplines, sites and any other departments involved.</li> <li>• Transmitting documents to site and contractors.</li> <li>• Expediting Receipt and Assembly of All Vendors Documents Required for The Projects Handbooks.</li> <li>• Ensure that All Technical Projects Documents in Current Approved Issues and Available at All Locations where Operation are Carried Out.</li> <li>• Ensure that the Changes to Documents are Reviewed and the Current Revision Status of All Technical Documents is Available to All Potential Users.</li> <li>• Organizing the Engineering Technical Data, Drawings, Marked-up / As-Built and Correspondence.</li> <li>• Keep Communication between Different Contractors, Sub-Contractors and Projects Management.</li> <li>• Feeding All the Documents Main Data to the Computer.</li> <li>• Organizing and Registering the Construction Documents that belongs to Different Projects.</li> <li>• Preparation of Hand over Documents.</li> <li>• Administration Punch Lists for All Project Phases Pre-Commissioning, Commissioning and Start-up.</li> <li>• Receive and store all documents in accordance with the established procedures.</li> <li>• Ensure the proper follow-up of the as-built status of the documents.</li> <li>• Assist personnel in the Project in locating and retrieving documents and drawings from archives, and ensure their safe return.</li> </ul>

- Filing system for the entire project documents.
- Control system for all correspondences In and Out.
- Prepare all the paper work (Daily, Weekly, Monthly, inspection Report).

**Dates** : From Oct. 2004 till Sep. 2009

**Employer** : Nasr Company for intermediate chemicals (NCIC)

**Job titles** : Document Controller, Data entry

**Job Description** :

- Responsible of all types of Documents such as Instruction, Maintenance and Operating Manuals, Manufacturing Records, Certification Data Books for Oil & Gas Plants and Construction Drawings, Specs, Procedures, Data Sheets, Isometrics ...etc. for upgrading facilities.
- Provide necessary Technical Information concerning all plants in duty and ongoing projects and Vendors/Sub-Vendors and Contractors information.
- Control of numbering system for technical document.
- Handling all proposals documents submitted to our clients.
- Attending opening proposal envelop meetings.
- Preparing material received report (MRR).
- Preparing & scanning.
- Sending of Drawing Transmittals and Submittals.
- Manage the document review process, Internal and External.
- Archiving data for historical purposes.
- Handling all project files.