CURRICULUM VITAE



PERSONAL INFORMATIONS:

NAME: KAREEM OSAMA EL-SAYED

TITLE: HEAD OF DC /DCM

DATE OF BIRTH: 07 / 03 / 1982

PLACE OF BIRTH: CAIRO - EGYPT

MARITAL STATUS: Married

MILITARY STATUS: EXEMPTED

PHONE NO: 00201028035377

Personal Skills: ((Capable to work as project-projects coordinator and leading any special tasks whatever related to DC or other scope and get success well – have the charisma to get strong relations with others in short time also perfect attitude of decisions creation))

CONTACT INFORMATIONS:

EGYPT – CAIRO

9 Elsheikh Eleish St - Hammamat El Qobbah

Mob - 00201028035377

E-mail: Kareemccic@hotmail.com / Mrkareem144@gmail.com

EDUCATION:

- **❖ LICENSE FACULTY OF LAW AIN SHAMS UNIVERSITY** JUNE 2005.
- **❖ SECONDRY SCHOOL CERTIFICATE 1999.**

Experience:

- ❖ Hassan Allam Holding-Construction (HAC).
 - Dabaa Nuclear Power Plant
 - From: 04-Dec-2022- till 20-Jun-2023.
 - Title: Senior DC Overall/Head of Document Control -DCM)
- Job Description: Participate and Handle and manage document control center for quality department and overall –Coordinate with Clint (ASE-T2) and trace process of submission and review documents with Clint such –MIIC/ICI & DDM / DDS (soft review and prepare assurance standard's h/c for final implementation and Clint's Approval -Signatures etc and manage/guide DC staff.

- ❖ Hassan Allam Holding-Construction (HAC).
 - Renovation Golf Villas Project Sharm Elsheikh
 - From: 26-Feb-2022- till 02-Dec-2022.
 - Title: Head Of DC
- Job Description: Participate as DCM and Handle and manage document control center for quality department –technical office and assign tasks for DC members-build archive system (Electronic-Hardcopies-folders and filing hierarchy lead DC team and trace Documentation process prepare status reports of Quality documents such –EIR-MIR-DWG-RFI-IIR-CTR-SAC-MS.etc.

- ❖ Hassan Allam Holding-Construction (HAC).
 - Al-Alamein Airbase
 - From: 01-Jan-2022- till 25-Feb-2022 (Business Mission)
 - Title: Senior DC- Head of DC)
 - Job Description: Participate as DCM and Handle and manage document control center for quality department –technical office and assign tasks for DC members-build archive system (Electronic-Hardcopies-folders and filing hierarchy lead DC team and trace Documentation process prepare status reports of Quality documents such –EIR-MIR-DWG-RFI-IIR-CTR-SAC-MS. Evaluate suggested document control software and manage too.

- ❖ Hassan Allam Holding-Construction (HAH).
 - NEW DELTA WATER TREATMENT PLANT Capacity 7,500,000 M3/Day.
 - From: 24-June-2021- till 31-Dec-2021
 - Title: Senior DC Leader)
 - Job Description: Participate as DCM and Handle and manage document control center for quality department –technical office and assign tasks for DC members-build archive system (Electronic-Hardcopies-folders and filing hierarchy lead DC team and trace Documentation process prepare status reports of Quality documents such –EIR-MIR-DWG-RFI-IIR-CTR-SAC-MS. Evaluate suggested document control software and manage too.

- KhatibAlami International for Consulting.
 - NBD QIRAN PROJECT Riyadh (KSA)
 - From: 01-Sep-2019- till 31-Mar-2021
 - Title: Senior DC –IT –Admin)
 - Job Description: building archiving scope and priority for confidentiality measures and assigning authorities to end users.

members / Matching our PDP (Project Documents Procedures) with ISO 9001- (Sending Receiving Preparing Documents / Transmittals / Reports` / Crystal Reports and Build Filing system of DCG Based On QMP. Manage IT devices and communications Requirements / Admin scope (manage timesheet monthly report and system access)

- ❖ KhatibAlami International for Consulting.
 - MAK Projects (KSA)
 - From: 01-Dec-2017- till 01-Jun-2019
 - Title: Document Control Section Head Over Projects
 - Job Description: building archiving scope and priority for confidentiality measures and assigning authorities to end users. members / Matching our PDP (Project Documents Procedures) with ISO 9001- (Sending Receiving Preparing Documents / Transmittals / Reports '/ Crystal Reports and Build Filing system of DCG Based On QMP.

- ❖ Consolidated Contractors Int'l Company CCIC
 - Qurayyah Onshore Project QOP (KSA)
 - From: 01-Apr-2017 till End of the project 01-Nov-2017
 - Title: DCM Dashboard Administrator
 - Job Description: build archiving scope and priority for confidentiality measures and assigning authorities to end users. Provide Training Of latest version Of Dashboard (14.3) to other members / Prepare and build dashboard Interface front page and create show face of dashboard (Tabs-Pods) Matching our PDP (Project Documents Procedures) by Saudi Aramco with CCC PDP. (Sending Receiving Preparing Documents / Transmittals/

Reports' / Crystal Reports Through dashboard 14.3 and Build Filing system of DCG Based On QMP.

- Consolidated Contractors Int'l Company CCIC
 - Dashboard 14 Training –JSRU Project / SARU Project (KSA)
 - From: 26-Aug-2015 till 30-Mar-2017
 - Title: Head of Document Control. Leading 18 members Of DCG.
 - Job Description: create archiving scope and priority for confidentiality measures and assigning authorities to end users. Training on Dashboard 14 / Page Collaboration and Project Documents Procedures by Saudi Aramco / Saipem (Sending Receiving Preparing Documents / Transmittals / Reports ` / Crystal Reports Through dashboard 14.

- ❖ Consolidated Contractors Int'l Company CCIC
 - Dashboard 12 Training -RHIP Project (RASO)
 - From: 05-March-2015 till 16-May-2015
 - Title: DCM (Consultant) Temporary Scope).
 - Job Description: build archiving scope and priority for confidentiality measures and assigning authorities to end users. Providing Training on Dashboard 12 and Project Documents Procedures by PDO (Sending Receiving Preparing Documents /Transmittals/ Reports'/ ReportsThrough dashboard 12. Lead Document Control Staff.

- **❖** Construction and consulting Projects
 - Dar Company Abu-Dhabi UAE
 - From: 01/05/2014 till 24-Feb-2015.
 - Title: Senior Document Controller and contracts administrator
 - Job Description: issue archiving scope and priority for confidentiality measures and assigning authorities to end users. Handling document control and contracting scope.

- Construction Project (Confidential Area) Government area –
 United Arab Emirates
 - Emirates Advanced Investments Group (EAI)
 - From: 24/01/2012 till 04/03/2014
 - Title: Senior Document Controller (Head Of Central Archive)
 - Job Description: proceed archiving scope and priority for confidentiality measures and assigning authorities to end users. Coordinate with design section and site management section and projects teams regarding correspondence status and submitting documents handling drawings with designers and consultants companies construction drawings design drawings- as built drawings sending and receiving letters and correspondence types –sending and controlling submittals and transmittals audit document control staff and raise evaluation reports of them to our top management .

- ❖ Habshan Flare Gas Recovery-(HFGR) Project (Gasco) United Arab Emirates.
 - Consolidated Contractors Int'l Company (CCIC)
 - From: 28/01/2011 till 22/01/2012
 - Title: Senior Document Controller (Head Of Gasco Document Control).
 - Job Description: interface archiving scope and priority for confidentiality measures and assigning authorities to end users. document control manager of Gasco company staff (seconded from CCIC to Gasco) follow up with the project manager related to correspondence and document status and prepare daily report of documents approval status and submit to PM direct with electronic report overall documents doing audit for document control (site staff) prepare letters and memos and update all electronic scope and filing scope.

- ❖ Jubail Refinery Export Project (Saudi Aramco- Total) Saudi Arabia.
 - Gulf Consolidated Contractors Company (GCCC)
 - From: 21/07/2009 till 14/09/2010
 - Title: Senior Document Controller (Head Of Document Control).

Job Description: implement archiving scope and priority for confidentiality measures and assigning authorities to end users. document control section head handling documents – correspondence – technical documents – project procedures – quality control documents (RFI – TEST PACK- NCR – INSPECTION REPORTS-) and communicate with main contractor and subcontractors – prepare correspondence daily report and control software utilities for documentation scope.

- ❖ Pearl GTL Project -Ras laffan -Qatar
 - Consolidated Contractors Int' Company (CCIC)
 - From: 16/01/2008 till 30/03/2009
 - Title: Senior Document Controller (Utility & Process) Leader of VBC Training Team .
 - Job Description: Generate archiving scope and priority for confidentiality measures and assigning authorities to end users. Team leader of DCC staff Utility and process Scope overall the project document Isometric Correspondence electronic system and filing system and prepare weekly and monthly reports through electronic system and crystal reports reporting to project director.

- ❖ Khursaniyah Project (KPF)
 - Consolidated Contractors Int' Company (CCIC)
 - From: 27/02/2006 till 31/12/2007
 - Title: Document Controller.
 - Job Description: building archiving scope and priority for confidentiality measures and assigning authorities to end users.

Team leader of DCC staff of engineering documents – Isometric – Correspondence electronic system and filing system and prepare weekly and monthly reports through electronic system. Reporting to PCM and PM

- ❖ Sheraton Heliopolis Project -Cairo -Egypt
 - Consolidated Contractors Int' Company (CCIC)
 - From: 10/12/2005 till 25/02/2006
 - Title: Document Controller.

-Job Description: building archiving scope and priority for confidentiality measures and assigning authorities to end users. controlling and handle correspondence (Faxes – Letters – Memos and follow up with construction drawings IFC – As Built – Technical documents (RFI-RFE-RFP- TQ-PP-BBS- SP) and holding filing system overall.

- ❖ Cairo North Power station Project -Cairo -Egypt
 - Consolidated Contractors Int' Company (CCIC)
 - From: 06/08/2005 till 08/12/2005
 - Title: Document Controller.
- Job Description: building archiving scope and priority for confidentiality measures and assigning authorities to end users. handle correspondence (Faxes Letters Memos and follow up with construction drawings IFC As Built Technical documents (RFI-RFE-RFP- TQ-PP-BBS- SP) and holding filing system overall.
- ❖ Golden Pyramids Plaza Project -Cairo -Egypt
 - Consolidated Contractors Int'l Company (CCIC)
 - From: 11/03/2003 till 16/07/2004
 - Title: Summer Training Document Controller.

Computer Skills:

MICROSOFT DATABASE ADMINISTRATOR (SQL SERVER

<u>COURSE 2005 / MCITP</u>). follow this link to see the certificates

https://mcp.microsoft.com/authenticate/validatemcp.aspx

Transcript ID: 847160

Access Code: kareem1982

SUMMER TRAINING ON PRIMAVERA EXPIEDITION

PROGRAM.

Microsoft Word, Excel, power point, Windows Xp, Windows

Professional, VBC Program (Visual Byblos cyberspace

),Photoshop...

Document Control Software: VBC/ PROCON/ ASSAI/ SharePoint

Microsoft/ Contracts Manager

LANGUAGE:

ARABIC: mother tongue.

SENGLISH: written and spoken(Very Good).

I will be ready to join Immediately once receive an official offer.

KAREEM OSAMA HASSAN ELSAYED

Has successfully completed the requirements to be recognized as a Microsoft® Certified Technology Specialist: SQL Server 2005

Steven A. Ballmer
Chief Executive Officer



SQL Server 2005

KAREEM OSAMA HASSAN ELSAYED

Has successfully completed the requirements to be recognized as a Microsoft® Certified Technology Specialist (MCTS)

Steven A. Ballmer Chief Executive Officer



KAREEM OSAMA HASSAN ELSAYED

Has successfully completed the requirements to be recognized as a Microsoft® Certified IT Professional (MCITP)

Steven A. Ballmer Chief Executive Officer





KAREEM OSAMA HASSAN ELSAYED

Has successfully completed the requirements to be recognized as a Microsoft® Certified IT Professional: Database Administrator

Steven A. Ballmer Chief Executive Officer





This Passport contains 52 Pages

ARAB REPUBLIC OF EGYPT





1700 / EGY 45487@135 7

KAREEM OSAMA HASSAN ELSAYED

المباد مكان العباد العباد مكان العباد مكا

الرقم القومي: ٢٨٢٠٣٠٠٢١ الوظيفة / المهنة: **ليما نس حقوق**

Profession: B. OF LAW

الموقف التوديدي: غير مطلوب العدوان: اهل الشيخ عليش م بن صدر الزيتون

P<EGYELSAYED<<KAREEM<OSAMA<HASSAN<<<<<<<< A348701351EGY8203070M3008214<<<<<<<



Official Remarks

ملاحظات



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صورة فب المسلاد

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الديات اصطلم البوعاتكر معل الصيلاء : التعرة / العبورة

صاريخ البيالات استعم مرميارين و اشسین و تماسون عام الف و تتعمانه

ينائلات

اساجم حسن السب

الديانة امسلم الجنسية ، معن

ENLINE

الشريفه عاليه المشريف جعفر ساسر

لديانه تعطمة

رفم مسلسل

الحنسبة وعر

رهم الفيد ٢٠٥٠ 15 Mr/ P/ T1: ---- ---

ن محمد (لحمورة من المدنى : العجورة في الحد : أا القاهرة بالربيون

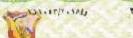
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والكادين وجوء نظام الأموسة والمنبولة فثية استباه والعازمة الاثنية وتسر سفار الهمبدرية وويدة أهوال ماديه ت







شهادة بالإعفاء النهاني طبقا للمدة ٢٥ من الفتون رقم ۱۹۸۰/۱۲۲ ويعدل بها كسبوغ التعيين



إدارة التحتيد والتعبثة منطقة نجيبات القافرة



قاریخ طیدد، ۱۹۸۲/۰۳/۰۷			سمء النتب كريم اسامه حسن السيداهمد	
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المذكور ثم يصبة الدور

وغير مطلوب للقونيد لهانها

المحالف منطقة التحني

التوقيع : رقية استهام : شريان صفوت غراهيم

يم شعار اللبولة

توقيع مستخرج الشهاداء والميان تحرير الشهادة



Consolidated Contractors International Company S.A.L./ Teyseer Contracting Company W.L.L - JV PEARL GTL PROJECT



P.O Box 60972, Ras Laffan - Qatar. Tel: 4221555/Fax: 4221598

Our Ref.: GTL/68145

Date: 28/03/2009

TO WHOM IT MAY CONCERN

This is to certify that Mr. Kareem Osama H. Elsayed, holder of Egyptian passport number 133518 is an employee at Pearl GTL Project (GTL) at Ras Laffan Industrial Area in State of Qatar in the position of Document Controller for the period from January 16, 2008 to March 28, 2009.

He was released from this project due to End of Secondment from Saudi.

This certificate is issued to him upon his request and without any obligations to the Company.

For/Consolidated Contractors International Company S.A.L. / TCC W.L.L-J.V.

AMER SMADI

Head of Admin & Personnel

T.V.E



مستركات وتيست او والقاولين في،

CONSOLIDATED CONTRACTORS COMPANY W.L.L.

Tel.: (+966 13) 882-2300 - Fax: (+966 13) 882-6516 / 882-6423 P.O. Box 31750 - Khobar 31952 - Kingdom of Saudi Arabia هاتف: ٢٣٠٠ / ٨٨٢ (٦٢ ٦٦٩) + - فاكس ٢٥٦٦ / ٨٨٢ / ٢٢٢ / ٨٨٨ (٦٦ ٦٢٩) + ص.ب ٢١٧٥٠ الخسيسية السعودية

الرقم: س - ن / ۸۲۳۸۶

التاريخ: ١٤٣٩/٠١/١٢ هـ الموافق: ٢٠١٧/١٠/٠٢ م

" شهادة خدمه "

السلام عليكم ورحمة الله وبركاته ،،

تفيد شركة اتحاد المقاولين ذ.م.م. بأن السيد/ كريم اسامه حسن السيد ، مصري الجنسية يحمل إقامة برقم (٢٠١٧/١٠١٠) والصادرة من الخبر ، قد عمل لدينا بوظيفة اخصائي عقود من تاريخ ٢٠١٥/١٠١٠م حتى تاريخ ٢٠١٧/١٠١٠م .

وقد أعطيت له هذه الإفادة بناء على طلبه دون أدنى تحمل مسئولية تجاه الشركة .

وتقبلوا تحياتنا ،،،

عن / شركة اتحاد المقاولين ذ.م.م.

. مراه محوك جبران بشوتي مدير تنفيذي

رتحاد المقاولين روز المقاولين المتعاد المقاولين المتعاد المتع



QURAYYAH ONSHORE PIPELINE PROJECT



Is hereby awarded to:



KAREEM OSAMA EL SAYED SR. DOCUMENT CONTROLLER, CCC

In Recognition of His Valuable Contribution to 80,000 Thousand SAFE MANHOURS Without Lost Time Incident

QURAYYAH ONSHORE PIPELINE PROJECT

Mohamed Momtaz Project Manager



Mohammed Zaheeruddin HSE Engineer



CONSOLIDATED CONTRACTORS COMPANY W.L.L.

مشروع مرافق النفط في جازان - وحددة ٥ لا

JIGCC - SULFUR RECOVERY UNIT (SRU) - PACKAGE 2 (J30)

P.O. Box 31750 - Khobar 31952 - Kingdom of Saudi Arabia Tel.: (013) 882 2300 - Fax: (013) 882 8770

ص.ب ١٣١٧٥٠ الخيير ٣١٩٥٢ - المملكة العربية السعيودية

هاتف: ۲۳۰۰ ۸۸۲ (۱۳) - فاکس ۸۸۲ ۸۷۷۰ (۱۳)

26 March 2017

To Whom It May Concern

This is to certify that Mr. KARIM OSAMA ELSAYED, Egyptian National, holding Passport No.- A15732697 has been in the employment of our company in the capacity of SR DOCUMENT CONTROLLER, DCG, from 26th Aug 2015 to 27th Mar 2017.

This certificate issue upon his request

For Consolidated Contractors Co. W.L.L.

MARWAN AL-ASSAD

Head of Admin and Personnel



CERTIFICATEOF COMPLETION

This certificate is proudly presented to

Kareem El Sayed

for successfully completing our training program in

Supervisory Skills

Saudi Arabia – Makkah 2 - 01 - 2019

Senior Director Western KSA - Marwan Saadeh

Instructor - Ahmed Allaf





CERTIFICATE

OF ATTENDANCE

PRESENTED TO

KARIM OSAMA HASSAN ELSAYED

For successfully attending "Effective Communication Strategies" training program at Hassan Allam Holding Company Conducted on 19th & 20th of March 2023.

Mr. Ahmad Samir

Program facilitator Learning & Development Section Head / MR. Sameh Helal

CHRO

Medical Report

اسم المريض Patient Name	كريم أسامة حسن				
الرقم الطبي Medical Number	125294	السن Age			
الجنسية Nationality	مصري	النوع Gender	ذكر		
تاريخ الدخول Date of Admission	2022/10/25	تاريخ الخروج Date of Discharge	28/10/2022		
اسم الطبيب Doctor Name	د/مینا تُروت	القسم Department	القلب		





جمهورية مصر العربية الهيئة العامة للرعاية الصحية مستشفي شرم الشيخ الدولي ARAB REPUBLIC OF EGYPT EGYPT HEALTHCARE AUTHORITY SHARM INTERNATIONAL HOSPITAL

Reason for Admission

سبب الدخول

حضر المريض المذكور بالمستشفي وهو يعاني من ألام بالصدر وبعد عمل رسم القلب وانزيمات القلب وجد أنه يعاني مضر المريض المذكور بالمستشفي وهو يعاني من جلطة بالشرايين التاجية

History

التاريخ المرضى

مدخن

Clinical Examination

القحص الطبي

النبض 80 & الضغط 80/120

Investigation

القحوصات الطبية

Laboratory	المعمل	Radiology	الأشعة
معامل كاملة		موجات صوتية علي القلب	

Management & Plan of Care

العلاج وخطة الرعاية الطبية

تم حجز المريض برعاية القلب وتم عمل قسطرة تشخيصية وجد أن هناك جلطة بالشريان التاجي الامامي النازل وتم وضع المريض علي دواء aggrastal لمدة 36 ساعة وتم عمل قسطرة تشخيصية أخري ولم يتم تركيب دعامة دوانية وضع المريض علي دواء وقد تقرر خروجه على علاج دواني مستمر

Final Diagnosis

التشخيص النهاني

جلطة بالشرابين التاجية

The Condition of Patient on Discharge

حالة المريض عند الخروج

تحسن

توقيع الطبيب المعالج Doctor Signature د/مينا ثروت

المستشفي Albido المستشفي Hospital General Manager

مجموعة مراكز إيجيهارت الطبية



تقرير طبي الى من يهمة الامر

الاسم: كريم اسامة حسن السيد

تاريخ الدخول: ٢٠٢٣/٠٦/٢٦

تاريخ الخروج: ۲۰۲۳/۰۲/۲۷

التشخيص والحالة الطبية:

حضر المريض المذكور يعانى من الام بالصدروتم عمل قسطرة تشخصية للشرايين التاجية اظهرت بطء بسريان الدم.

حالة المريض عند الخروج والنصيحة الطبية:

الحالة مستقرة ويحتاج متابعة بالعلاج المستمر وراحة اسبوع من تاريخ الخروج.

السنشاري المعالج أ. د/احمد الدسوقي أستاذ أمراض القلب والأوعية الدموية

■ العيادات و جميع فحوصات القلب

مدينة نصر: السراج مول - شارع عطية الصوالحي (آخر مكرم عبيد) برج ۲ سكني - مدخل ۳ - الدور الثالث برج ۲ سكني - مدخل ۳ - الدور الثالث

التجمع الخامس: ميديكال بارك ١- شارع ١٥- الحي الاول امام مجمع المحاكم - بجوار ٧ ستارز مول

المشير أحمد إسماعيل - شيراتون

قسطرة القلب و الأوعية الدموية و الأشعة التداخلية

مستشفى النزمة الدولي: ٩ شارع الرشيد متفرع من شارع

مستشفى كيورا النصر: ٦ شارع ابن هاني الاندلسي

