

Omar Samy Hassan Hagag



Minuf-El-Menoufy - Cairo, Egypt



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Analytical, organized and detail-oriented Document Controller with expertise and experience in the full spectrum of Documentation process. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges, propel business growth.

➤ EXPERIENCE

DOCUMENT CONTROLLER – SECON NILE TOWERS PROJECT INDUSTRIAL CONSTRUCTION & ENGINEERING COMPANY (SIAC)

1. -Organizing archival systems
2. -Writing letters, Transmittals and Meetings etc...
3. -Labeling, sorting, and categorizing documents for ease

➤ Education

Bachelor's degree in computers, information and management systems

➤ SKILLS

- ❖ Good user for Microsoft Office
- ❖ Internet & Internal networks
- ❖ Good teamwork working skills.
- ❖ Collaborate with colleagues and managers.
- ❖ Work under pressure.

- ❖ Excellent in dealing in all areas of the computer for various.
- ❖ A good leader personal skill.
- ❖ Ability to learn any new in related fields.

➤ **LANGUAGES & Courses**

- ✓ Arabic – Native language
- ✓ English (Good)
- ✓ Certificate ICDL

➤ **PERSONAL INFORMATION**

- ✓ Date of Birth: 05/12/1998
- ✓ Marital status: Single

THANK YOU FOR GIVING ME SOME OF YOUR TIME TO READ MY C.V. HOPPING TO JOIN YOUR STAFF