

# SHAHER ABDULRAHIM

## DOCUMENT CONTROLLER

+201116265323 # www.linkedin.comS/Shaher.abdelrahim # shaher159@outlook.com

### Document Controller with 3 Years of Experience maintains organized and

update documents for Project using document management software, uploading or scanning paper documents, obtaining documents, and ensuring proper and secure storage

archiving files and ensuring all team members have access to necessary documentation. To be successful in this role, have previous experience reviewing technical documents along with the ability to spot errors support our procedures maintaining transparent, up-to-date and easily traceable documents

## SKILLS

- Copy, scan and store documents
- Check for accuracy and edit files, like release papers
- Review and update technical documents (Signed and missing Documents)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Preparing reports for project as needed

## PROFESSIONAL EXPERIENCE

Document Controller & Data Reviewer | Petrojet , **Assiut Hydrocracking Complex (AHC). Project** | December 2022 – Present

- Overall responsibility for developing, managing and maintaining the document control systems for all projects/programs.
- Ability to create a document numerical system, filing of documentation, and gatekeeping of review/control packages.
- Gathers, electronically logs, and distributes various engineering documents. Maintains established files of drawings and correspondence. Logs and routes interdisciplinary checks and supplier data.
- Create and maintain distribution matrices. Receives, logs and distributes all vendor documents according to the distribution matrix.
- Upload and download the documentation from client systems.
- Oversees central master file and field office files for all incoming and outgoing documents
- Interface with project personnel and clients and work effectively in a multi-discipline team environment.
- Ensure project document control standards and issued documentation meets the contract requirements
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, problem-solving, initiative/self-management, accountability, and flexibility/adaptability
  - Communication with multiple disciplines
- Evaluates existing document management systems and procedures in order to streamline the effectiveness
- Assists in creating new policies and procedures that deal with document storage, sharing, sending, and destruction.
- Proven work experience as a Document Controller or similar role
- Hands-on experience with MS Office and MS Excel
- Knowledge of Electronic Document Management Systems

- Proficient typing and editing skills
- Data organization skills
- Deliver project document control against project procedures for internal and external design and vendor and engineering documents, and project correspondence.
- Generated / analyzed project procedures for Document Control and Information Management.
- Performed data entry and quality check of specific and relevant information in a System Management database.
- Designed original data entry forms and revised existing project forms for data entry capability.
- Develop and maintain a comprehensive filing system and computer database for all documents to be retained in the document control center.
- Experience In Using (Technip Easy Piping System

## EDUCATION

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Bachelor of Law College | University of Asyut | Egypt | May 2020

- Experience with engineering, architectural, and construction documents (i.e., maps, drawings, technical specifications, etc.)
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## CERTIFICATIONS

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- Certified M Advanced Excel Course
- OS Microsoft Office Speacialist 2024