

## Personals details

### **Islam Mohamed Wafy**

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Date of Birth: 27-3-1987

Marital Status: Married

Nationality: Egyptian

## Education

Cairo Universty – College of law

Grade: fair

Graduation year: 2011

## Courses:

- English conversation in the Military Institute for Languages
- ICDL at Helwan University

## Languages

- Arabic: Native Language.
- English: Good in professional and social communication skills.
- French: simple knowledge

## Work Experience

Acc- Cairo , Egypt  
Document Controller  
Project : Terrinsea – Up Town Cairo  
Mar. 2011 – Dec. 2013

Acc- Cairo , Egypt  
Document Controller  
Project :Hilton Ramses Hotel  
Dec. 2013 – Dec. 2014

Acc- Cairo , Egypt  
Document Controller  
Project :Marriott Hotel  
Dec. 2014 – Nov. 2015

Acc- Cairo , Egypt  
Sr. Document Controller  
Project : Allba Alyia – Up Town Cairo  
Nov. 2015 – Jun. 2016

Acc- Cairo , Egypt  
Sr. Document Controller  
Project : 57357 Hospital  
JUN. 2016 – Mar. 2018

Siac Co.- Cairo , Egypt  
Sr. Document Controller  
Project : Secon Hotel – Al Maadi  
Mar.2018– Oct. 2019

SIAC co.\_Cairo , Egypt  
Sr , Document Controller  
Project : Sodic \_ 6 October city  
Nov. 2019 \_ Mar.2020

Misr contaco Co. \_ Cairo , Egypt  
Sr , Document controller  
Project : Sodic \_ 6 October City  
Mar . 2020 \_ Sep. 2020

2 Wires Co. – Cairo , Egypt  
Project : Smart Village – 6 October City  
Oct. 2020 – june. 2021

MEP Co. \_ Cairo , Egypt  
Project:Egy Bank \_ north 90 road New Cairo  
7. Jul . 2021 \_ 12 Dec

Arabtec Co \_ Cairo , Egypt  
Project: PKg.100 \_ UP Town cairo  
1.Jan . 2022 \_ MAY-2022

Sg consulting – cairo egypt  
Project: zed – 6 actobar  
ACONEX SYSTEM  
MAY-2022 - PRESENT

## Personal Skills

- Hard-working person
- Ambitious.
- Quick learner.
- Energetic.
- Keen on learning more new skills
- Enjoy good communication and teamwork skills.
- Manage computer skills.
- Aconex Advanced

- **Job nature**

A Document Controller maintains and manages all important documents either for a particular project or whole organization and assures that it is easily accessible and stored. He or she also maintains and examines related files to release blueprints, drawings, and engineering documents to manufacturing and other operating departments.

### **Job description**

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Input document data into the standard registers ensuring that the information is accurate and up to date.
- Generate the various document control reports as required.
- Typing of site documents, and follow up of all the site needs
- Make sure that controlled copies of the latest documents and drawings are given to approve the appropriate staff, subcontractors and suppliers as applicable
- Maintain updated records of all approved documents and drawings and their distribution clearly
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Maintain the files and control logs as required by the project.

## Computer Skills

- Computer Skills: Very Good
- Microsoft Office: Word, Excel, PowerPoint, Outlook, Windows and Internet Browsing.

## Relevant Skills

- Excellent mathematical and logical reasoning skills
- Ability to handle multiple-tasks
- A Team Player
- Dealing with different kinds of customers and handling their needs successfully & cheerfully
- Ability to analyze and solve problems
- Strong communication and presentation skills
- Appreciate responsibility and aspire to learn more about various fields of interest
- Familiar to working under pressure