

[DOCUMENT TITLE]

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[Document subtitle]

Ahmed Abd Elmohsen Abdalla Ahmed

About me

Date of birth: Augusts-1-1986

Birth place :subra, Egypt.

Marital status: married

Contact



Address:9 street taha Mansour-subra

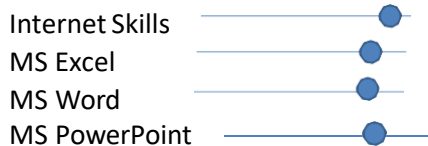
Phone/WhatsApp:

01226688215

Email: Ahmed 858(ahmed Mohsen)

a9536675@gmail.com

Software Proficiency



Languages

Mother Language: Arabic

Second Language: English



Summary

Document Controller who has devised several innovative ways to secure and organize critical documents, Adept at special projects, working along with management to secure special documentation and utilizing technology to keep documents secure.

Skill Highlights

- Hard worker and problem solver.
- Creative and active team worker.
- Able to work under pressure.
- Excellent Organizational and administrative skills.

Education

- Bachelor of law
- Graduation Grade: Pass.
- Graduation year: 2007

Duties

- Maintaining a tracking facility to enable documents to be updated easily.
- Scanning in all relevant new documents.
- Presentation and filing of documents and drawings.
- Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.
- Provide advice on procedures of issue and methods in accessing the system.
- Ensuring all documents are as up to date as possible within electronic filing systems.
- Maintaining a register of all incoming and outgoing mail, stamping and recording of mail before circulating for distribution to the project manager.
- Archiving / Scanning / Printing - Renaming, recording and filing incoming hard or electronic copies of drawings (Internal and external).
- Maintaining document logs for correspondence, material approval submittals, shop drawing, RFI (incoming & outgoing).
- Recording, checking and tracking all incoming and outgoing Project documents.



Experience

Assistant Document Controller – From 04/2019 to till 4/2020
Hassan Allam Constructions.

- Project: Renovation Golf Villas (Sharm Elsheikh).
- Consultant: G2.
- Job Title: Assistant Document Controller.

Document Controller – From 4/2020 to till 4/2022
Hassan Allam Constructions.

- Project: Renovation Golf Villas (Sharm Elsheikh).
- Consultant: G2.
- Job Title: Document Controller.

Document Controller – From 4/2022 to till now
Hassan Allam Constructions.

- Project: Renovation Golf Villas (Sharm Elsheikh).
- Consultant: G2.
- Job Title: Director of the office of director of sharm projects.(Renovation Golf Villas-Riving Humaity memorial-HotalMarina)

