

## Personal Information

Cairo, Egypt  
01126516747  
dcmohamedahmed@gmail.com  
Nationality: Egyptian  
Birth date:12-05-1983

## Key Skills

Aconex  
BIM 360  
Office  
Autodesk

## Highest Qualification

**Bachelor** of Agriculture - Cairo University -2005

**Master Diploma** of Information Studies - Faculty of Arts. Library and Information Technology Department, Cairo University -2018

**Pre Master**- Courses of Information Studies Faculty of Arts. Library and Information Technology Department, Cairo University. 2019

## Current Experience



Creet International Contracting Co. Ltd (Group)  
Orion Design Engineering Company  
(Senior Document Controller) & (Aconex Administrator)

March, 2021 – Present

- 1- Ensuring that company policies and regulations regarding document control are being met.
2. Start to make the coding system for all project documents (Engineering - Quality - Safety - Construction - Commissioning - Pre-commissioning - Control - Procurement - Correspondences - Contracts - Agreements) after discuss with every team work.
3. Make documents forms for the project (Letter in/out - Request for information (RFI) - Inspection Request (IR) - Meeting of Minutes (MOM) - Non-conformance report (NCR).
- 4-Reviewing and approving documents before they are released to ensure compliance with company policies and procedures
- 5-Coordinating with other departments to ensure that all documentation is in order.
- 6-Developing and maintaining an internal database of documents related to a company's operations.
- 7-Managing all aspects of document control, including filing, scanning, indexing, storing, retrieving, and destroying documents
- 8-Ensuring that all documents are scanned, stored, and indexed properly according to company standards.
9. Communicate with Client and subcontractor companies to reconcile the engineering documents code and documents forms between us and them.
10. Make filling system (soft & hard) in the main office and the site and follow up my team to working on it.
11. Manage with my team the receiving engineering document from designers and distributed it to our technical office and subcontractors by e-mails.
12. Follow-up to upload all documents on system and complete loge to be up-to-date.
13. Follow-up the distribution to document and stamp the old revision of it.

## **Certifications and Trainings**

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Professional Executive Secretary –  
From Insight

World Class Customer Service, From  
Dale Carnegie Training.

Basic Business Skills Acquisition, From  
Berlitz.

## **Languages**

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English  
Arabic

14. Make weekly and monthly documents report for our management team and cope of it to the owner to know last status for it.

15. Working with planning department in the engineering update schedule every two weeks to make the time impact report for the shop drawing work.

16. Update logs for each project by kind of document.

17. Distributed a Soft copy for the management team.

### **Projects:**

- SATS, Airfreight Terminal KKIA Riyadh.
- NUPCO, Al-Baha Warehouse.
- NUPCO, Al-Qassim Warehouse.
- NUPCO, Al-Dammam
- Aamzon, Agility Riyadh, Warehouse.

## **Aconex Tasks**

1. Configure and create project in Aconex based on the PSR (Project set-up Requirements).
2. Set up, workflow of new projects, while acting as Aconex Project Administrator.
3. Set the Project Invitation Method to control who can invite users to access project in Aconex.
4. Configure Mail and Document Types based on the Project Requirements.
5. Set-up Auto Numbering Schemes for correspondence.
6. Manage Access control for users.
7. Manage user accounts/roles and Organization Accounts in Project.
8. Create and Assign Project roles to the participating Organizations.
9. Set-up Mail types for various project roles.
10. Prepare Mail forms.
11. Create workflows templates for supplier document review.
12. Set rules to handle confidential correspondence and documents.
13. Develop and ensure Document Management Plan & Communication Management Plan follow project requirements.
14. Provide Aconex training for project users.
15. Make a Daily Document Controller tasks in Aconex.

## Previous Experiences



### Enblom limited

(Senior Document Controller)

April 2020, 2021 – March, 2021

#### Projects

- East New Owainat Electricity Transmission and Distribution Station.
- Alex West Electricity Transmission and Distribution Station.



**SINOMA** Sinoma International  
Engineering Co., Ltd.

### (Sinoma CDI). Chengdu Design & Research Institute of Building Materials Industry Co., Ltd.,

( Senior Document Controller )

March 2019, – March, 2020

#### Projects

- Canal Sugar Factory - Elmania .
- Ferdan Bridge – Suze Canal.



ENGINEERING CONSULTANTS GROUP S.A.

### (ECG). Engineering consultants Group, Egypt

(Senior Document Controller)

July 2017,– Feb, 2019

#### Projects

- Badr residential project.
- Opwer residential project.



RELIANCE HEAVY INDUSTRIES

### (RHI). Construction, Egypt.

(Document Controller)

Jan 2008,– Jun, 2017

#### Projects

- Wadi El Nail Cement Company.
- Elswedy Cement Company.
- Sinai Cement Company.



### IGI Group, (IBSF)International Company for Manufacturing Boilers &Steel Fabrication, Egypt

(Administrative Assistant)

Jan 2006,– Dec, 2007

#### Projects

- Cairo North Power Station.