

# Mahmoud Alhassan Al-Khalifa

## Document Controller



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Yamamah Riyadh

25/5/1981

Sudanese

### Profile

Young dynamic, self-motivated. Intelligent, reliable, and active. I was able to improve and update my knowledge as well as broaden my public relation contacts. Plus, a talent of picking up and comprehending new assigned tasks and Responsible, ambitious, with good communication skills.

### Education & Certifications

- SEP 2006** Diploma in computer engineering - University of Gezira
- FEB 2023** Low Current – IO Training Center
- JUL 2023** Occupation Safety & Health-OSHA Standard – MR-Safety Training Center
- JAN 2023** Network installation and Programming-Afro-Tech
- OCT 2010** Fire alarm & Firefighting – Civil Defense

## Work Experiences

### ➤ Farsi group      Apr 2023 to Now

#### Riyadh Metro Project – Fire-alarm for-men/supervisor

- Worked with various types of cableways, conduits and other electrical raceways.
- Updated service record files on equipment drawing and history.
- Recorded the respective measurements for each project.
- Maintained and tested fire alarm systems. Performed fire alarm system installation and repair.
- Demonstrated expertise in the use of cable cutters.
- Repaired warning signal devices such smoke detectors, heat detectors, alarm bells and manual call points.

### ➤ Nawawi Feb 2019 to Mar 2023

#### Canar Fiber optics Maintenance project - OSP Engineer

- Cables Splicing & ODF Termination.
- Cables laying.
- Commissioning (Acceptance Test After Installation using the OTDR
- Locate joint boxes Location by GPS.

### ➤ OSP Site Engineer Fiber Optic

#### TELSOL (Telecommunications Solution) Aug 2015 to Jan 2018

- Responsible for Optical fiber cable splice, testing and termination This include both type of splicing and technique (Fusion, Mechanical) Familiar with OTDR equipment to perform the proper cable testing Multinational companies experience is considered
- Turnkey projects (Trenching & cable laying).
- Commissioning (Acceptance test after Installation using OTDR “Optical Fiber Time Domain Reflector “, ... etc.)

### ➤ OSIS Electronic Service      Nov 2014 to JUL 2015

#### CCTV Engineer

- Participated in the installation and maintenance of over 200 CCTV surveillance systems, ensuring that all components were correctly configured to meet customer needs.
- Utilized various testing methods such as signal strength tests, video quality assessments and network speed checks for efficient system performance,
- Effectively managed multiple projects concurrently while adhering to strict safety guidelines and procedures at construction sites; completed installations ahead of schedule on average.
- Documented technical specifications, circuit diagrams & wiring schematics for future references when troubleshooting system issues

➤ **Gen. Directorate of Passports &immigration    Apr 2008 to OCT 2014**  
**Document Controller**

- Receiving, reviewing, and distributing incoming documents
- Classifying and indexing documents for easy retrieval
- Monitoring document revisions and maintaining version control
- Implementing and maintaining document control procedures
- Establishing and updating document control databases
- Ensuring compliance with document management standards and regulations.

**REFERENCE :**

Available when requested