

Ahmed Ebid

Senior Document Controller



✉ obied002000@gmail.com ☎ +966547186154
 🌐 Egypt 📅 12-07-1988 👤 Married
 in <https://www.linkedin.com/in/ahmed-ebied-00631865/>

SUMMARY

I graduated in 2010 with Ba in social work and community organization, from Egypt. Following my graduation, I have been engaged in Document Controller, secretarial, quality and Document control responsibilities in construction industry. Currently I'm Senior Document Controller at Morganti GCC, MASAR Projects, Makkah, Saudi Arabia. During 12+ years of professional experience I was keen to utilize my academic, Secretarial, and computer background to achieve job tasks in the most efficient way. I will always be looking forward to build up on my previous experience and be ready for new challenges and exposures in the Work market worldwide.

WORK EXPERIENCE

Senior Document Controller

Morganti GCC (Facilities Management)

📅 Sep 2023 - Present -

MASAR Makkah

Directed and managed all the functions related to accomplish the document control activities within the client's organization, including the management of sub-contractors and client design organizations.

- Process (track, revise, file, copy, print, scan, archive) electronic and hard copy project documentation and drawings.
- Ensure corporate and Client processes, procedures and standards.
- Apply document species codes and create new codes to align with existing systems.
- Interact with client document control personnel as representative of Morganti.
- Provides assistance to document control team during peak periods.
- Responsible for compilation of project documents to ensure timely submission of final documents.
- Maintain a Database and traceability of all site document transmittal.
- Apply quality control/ quality assurance practices as necessary.
- Apply records retention guidelines and ensure project records are in compliance with the requirements.



PMC Senior Document Controller (COO Office, Cost Control)

Saudi Binladin Group (SBG)

📅 Jan 2022 - Aug 2023

Makkah 1yr 8mos

1-Controlling emails and keeping all documents related to the projects of the Al-Haramain Projects Operations Office

2.Use Oracle Aconex .

3- Proficiency in the process of collecting data related to cost elements, including documents, notices, and costs

4- Use of materials and employment of labor, in addition to the costs of purchasing and producing services.

Quality and Document Controller

Saudi Bin Ladin Group (SBG), Multinational Construction Company

📅 Feb 2016 - Dec 2021

Saudi Arabia 6 Years

Project: King Abdullah Mataf Expansion project, Makkah

1. Received documents and drawings from the designer and/or consultant offices and secured save distribution of these documents to all concerned parts. Distribution of the documentation is done in hard and soft formats by using PWS program.
2. Maintained Excel sheets and logs for all received documents in computer files assuring easy and quick access to the files at any time.
3. Liaised with all concerned parts to make sure that the receiving and distribution of data and documents are done in the right manner. Special care was experienced to make sure any updates on the drawings are distributed to end parts.
4. Followed up documents and drawings that need clarifications, changes, and Request For Information (RFI) and distributes any feed-backs.
5. Prepared quality control logs and reports to follow up daily repair works.
- 8.Prepared Working Inspection Requests (WIR) for completed repair works at site. Work also include follow up of laboratory material test results and relevant drawings.
- 6.Initiated computer-aided filing system to save data and documents permanently.
- 7.Interacted with different parts involved in the repair works to make sure that quality documentations are save, available and right-timely distributed.
- 8.Receipt, registration and inventory of extracts.



مجموعة بن لادن السعودية
SAUDI BINLADIN GROUP



Executive Secretary for Project Manager

Saudi Bin Ladin Group (SBG), Multinational Construction Company

📅 Mar 2013 - Feb 2016

Saudi Arabia 3 Years

Project: King Abdullah Mataf Expansion project, Makkah

Responsibilities include:

1. Organized a computer-aided filing systems for documents, emails, letters, minutes of meeting, etc.
2. Organized meeting Agendas and minutes of meetings timely and maintained them in soft and hard formats.
3. Typed emails, letters, documents, etc., and prepared them in soft and hard formats. Also, submitted various documents for approval.
4. Interacted with different parts of the project staff to insure administrative and site memorandums are worked with in a timely manner.
5. Follow up the work of administration
 - -Determine the topics you need to follow.
 - -Viewing the work file on a daily basis.
 - -Save the topic after completing it in his file.
6. Organize manager appointments
 - -Visitor data registration.
 - -Show the agenda to the manager.
 - -Prepare data for the manager.
7. Travel arrangement for project manger
 - -Travel-related data collection.
 - -Make the necessary reservations and follow them up.
 - - Informing the host when the manager will arrive.
 - - Cancellation of the visit as requested by the manager.
8. Great business related to personnel affairs in the administration
 - -Preparing the letters related to the requests of the administration employees.
 - -Coordination of employee vacations.
 - -Submit reports related to employee attendance and departure to the competent department.
9. Follow up the works of the contractors
 - -Determine the number of contractors and record their full data
 - -Determine the contract period for each contractor
 - -Extending or canceling the contract as instructed by the project manager

Document Controller

Alnada for paints Company

📅 Jan 2011 - Dec 2012

Egypt 2yr

Paint products manufacturer and distributor.

Responsibilities include:

1. Followed up sales of paint products and prepared status reports to administration to stand on market situations and available stocks.
2. Prepared marketing surveys and plans to distribute painting products within Sharqeya governorate.



EDUCATION

Social Work and community organization

The High Institute for Social Work

📅 Jun 2006 - Jun 2010

Egypt

Study psychology, community organization, sociology, and social development, and assisting individuals in solving their problems and advancing society

PROFSSIONAL SKILLS

Leadership	90%	Communication	100%
Decision Making	90%	Adaptability	90%
Loyalty	100%	V. Good knowledge in management and public relations	90%

LANGUAGES

English	<input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	.Arabic	<input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/>
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COURSES

Icdl

📅 Aug 2010

Egypt

license International computer

Diploma In Human Resource

📅 Dec 2012

British Academy Phonix

Clarify the importance, objectives and functions of international human resource management. Knowledge of international human resource management policies.

Introduce students to methods and theories of strategic management of human resources. Development of student skills in the applications of strategic management of human resources. Developing the student's abilities to make strategic decisions related to human resources within the institution or company.

Professional Financial Accountant

📅 Oct 2012

Cambridge Global Collge Britain

Communicating with banks, financial institutions and insurance companies to support financing and solve problems related to the company therein
Follow-up project financing sessions on a permanent basis

Leadership and Team Building

📅 Sep 2011

Candian Center for human development

Art Crisis Mangement

📅 Oct 2012

Candian Center for Human Development

Quality Management System

📅 MM 2023

Saudi Arabia

Quality Management System

O365

📅 MM 2023

Saudi Arabia

Best Practice on how to Secure your O365 Identity

The international standard for occupational health and safety ISO 45001:2018

📅 Feb 2022

Saudi Arabia



British Phoenix Academy International

We, British Phoenix Academy, have the pleasure to certify that

AHMED MOHAMED IBRAHIM ALI EBID

Having satisfactorily completed the requirements of the approved academic program, and having evidenced, is awarded by the executive board & Academy, this

DIPLOMA IN

HUMAN RESOURCES

Given from British Phoenix Academy, United Kingdom

This first day of December, two thousand and twelve,

Together with all rights and privileges appertaining to

In testimony whereof, seal of academy

And signatures of officials are hereto affixed

Registrar

John Vincent

1 December 2012



Serial No. 444054



Cambridge

Global College Britain

Certificate No.: DM4741

Certificate of Achievement

In recognition of his commitment this certifies that

Ahmed Mohamed Ibrahim Ali Ebid

Has successfully completed

*Diploma in
Professional Financial Accountant*

From: 1 / 8 / 2012 To: 1 / 10 / 2012

Grade: Excellent



Cambridge
Global College Britain

1 October 2012

Cambridge
Services
Manager



www.cambridge-college.me.uk



Canadian Training Center of Human Development

CERTIFIES THAT

Ahmed Mohamed Ibrahim Ali Ebid

has successfully completed a comprehensive seminar in

Leadership and team building

and, in recognition thereof, is hereby awarded this

Certificate of Achievement

In witness thereof I have hereto subscribed my name and affixed the seal of
the Canadian Training Center of Human Development

this 5-10th day of SEP, 2011

Dr. Ibrahim Elfiky

Trained By



A handwritten signature in blue ink, appearing to read 'Ibrahim Elfiky', written over a horizontal line.

A handwritten signature in blue ink, written over a horizontal line.



This certifies that

Ahmed Mohamed Ebrahim Ali Ebid

has successfully completed a comprehensive seminar in
Persuasion skills – Art of Crisis Management
and, in recognition thereof, is hereby awarded this

Certificate of Achievement

In witness thereof I have hereto subscribed my name and affixed the seal of
the Canadian Training Center of Human Development
this 5th day of OCT, 2012



Dr. Ibrahim Elfiky

A handwritten signature in black ink.

Trained By

A handwritten signature in blue ink.



This certifies that

Ahmed Mohamed Ibrahim Ali Ebid

has successfully completed a comprehensive seminar in

Time Management

and, in recognition thereof, is hereby awarded this

Certificate of Achievement

In witness thereof I have hereto subscribed my name and affixed the seal of
the Canadian Training Center of Human Development

this 1th day of JAN , 2011

Dr. Ibrahim Elfiky

Trained By



A handwritten signature in black ink, appearing to read 'Dr. Ibrahim Elfiky'.

A handwritten signature in blue ink, appearing to be a stylized name.



شهادة حضور
Certificate of Attendance

مجموعة بن لادن السعودية
SAUDI BINLADIN GROUP



المقاولات
CONTRACTING



The training center certifies that Mr./Ms.

Ahmed Obied

Has attended PMP Course

Presented by Eng. Mohammed Agha

From 27 February 2022 to 10 March 2022

يشهد مركز التدريب بأن السيد/ة

أحمد عبيد

قد حضر دورة محترف إدارة المشاريع

التي قدمها المهندس محمد آغا

وذلك من 27 فبراير 2022 إلى 10 مارس 2022

Fawaz Binlادن

فواز بن لادن | مدير إدارة الأداء والتطوير
Fawaz Binlادن | Performance & Dev. Manager

Cert. No: AT_1688

Talent Management
Your partner to excel

إدارة الكفاءات
شريكك للتفوق

الإدارة العامة للموارد البشرية

شهادة حضور
Certificate of Attendance

مجموعة بن لادن السعودية
SAUDI BINLADIN GROUP



المقاولات
CONTRACTING



The training center certifies that Mr./Ms.

Ahmed Ebid

Has attended ISO 45001:2018 Course.

Presented by Eng. Ahmed Islam

From 20th February till 23rd February 2022.

يشهد مركز التدريب بأن السيد/ة

أحمد عبيد

قد حضر دورة المعيار الدولي للوحة والسلامة المهنية.

التي قدمها المهندس/ أحمد إسلام

وذلك في الفترة من 20 فبراير إلى 23 فبراير 2022.

Fawaz Binlادن

فواز بن لادن | مدير إدارة الأداء والتطوير

Fawaz Binlادن | Performance & Dev. Manager

Cert. No: AT-598

Talent Management

Your partner to excel

إدارة الكفاءات

شريكك للتفوق

الإدارة العامة للموارد البشرية



مجموعة بن لادن السعودية
SAUDI BINLADIN GROUP



BIHG
مجموعة بن لادن
العالمية القابضة
Binladin International
Holding Group

CONTRACTING المقاولات



Certificate

Of Attendance

Presented to

Ahmed Mohamed Ibrahim Obaid

TO RECOGNIZE THEIR ATTENDANCE IN MICROSOFT WEBINAR:

Best Practice on how to Secure your O365 Identity

Delivered by Microsoft Arabia

On March 21, 2022



Osama Al Sulaiman

Vice President - Customer Success

Microsoft Arabia

شهادة حضور
Certificate of Attendance



The training center certifies that Mr./Ms.

Ahmed Ebeid

Has attended **Quality Management System Awareness Session (English Version).**

Presented by **Eng. Saad Khan**

On 24 July 2023



سلطان بن لادن | مدير عام إدارة الكفاءات
Sultan Binlادن | Talent Management Director

Cert. No: AT23_01590

مجموعة بن لادن السعودية
SAUDI BINLADIN GROUP



المقاولات CONTRACTING

يشهد مركز التدريب بأن السيد / ة

أحمد عبيد

قد حضر **محاضرة نظام إدارة الجودة (باللغة الإنجليزية)**

التي قدمها **المهندس / سعد خان**

وذلك في 24 يوليو 2023

Talent Management
Your partner to excel

إدارة الكفاءات
شريكك للتفوق

الإدارة العامة للموارد البشرية



وزارة التعليم العالي
المعهد العالي للخدمة الاجتماعية
بمنشور شرقية

شهادة مؤقتة

يشهد المعهد العالي للخدمة الاجتماعية بالشرقية بأن / **محمد احمد احمد**

حصل على درجة البكالوريوس في الخدمة الاجتماعية

دور مايو سنة ٢٠١٠

ومجموع الدرجات الحاصل عليها في الفرقة الرابعة ٥٢٧ من مجموع الدرجات الحاصل عليها في الفرقة الرابعة ٩٠٠
 من المجموع الكلي و قدره
 بتقدير للفرقة (**ممتاز**) بنسبة مئوية (٥٨,٥٦ %) ورقم جلوسه (٥٠٤٩)
 وحصل على مجموع تراكمي ٢٢٠٧ ألفا من مجموع تراكمي ٤٠٠٠
 من المجموع الكلي و قدره
 بتقدير عام (**ممتاز**) بنسبة مئوية (٥٥,١٨ %)

وقد اعتمد السيد الاستاذ الدكتور الوزير نتيجة البكالوريوس بتاريخ ٢٢ / ٨ / ٢٠١٠

صدر قرار رئيس المجلس الاعلى للجامعات رقم (١٦٠) بتاريخ ٢٨٢/٦/٢ بمعادلة درجة البكالوريوس في الخدمة الاجتماعية التي يمنحها المعهد العالي للخدمة الاجتماعية كفرصقر - الشرقية ج.م.ع بدرجة البكالوريوس في الخدمة الاجتماعية التي تمنحها الجامعات المصرية الخاضعة لقانون تنظيم الجامعات رقم (٤٩) لسنة ١٩٧٢ ولائحته التنفيذية .

محمد المعهد

امين عام المعهد

الموظف المختص



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شهادة خدمة | Service Certificate

Date: ٢٠٢٤/١١/٠٨ التاريخ:

TO WHOM IT MAY CONCERN

الى من يهمه الأمر

The Saudi Binladin Group - Contracting certifies that
the employee mentioned below has worked for SBG-

تشهد مجموعة بن لادن السعودية - المقاولات بأن
السيد الموضح بياناته ادناه قد عمل لديها منذ:

Contracting during the period:

From:	٢٠١٤/٠١/٠٢ م	تاريخ:	
To:	٢٠٢٣/١٠/٠٤ م	وحتى تاريخ:	
Name:	Ahmed Mohamed Ibrahim Ali Ebid	احمد محمد ابراهيم عبيد	الإسم:
Nationality:	Egyptian	مصري	الجنسية:
ID No:	2337966069	رقم الهوية:	
Passport No.:	A30478235	رقم الجواز:	
Emp. No:	3098575	الرقم الوظيفي:	
Job Title:	Sr. Document Controller	مراقب مستندات اول	المسمى الوظيفي:

And he is released without any prejudice to SBG, this
certificate was issued upon his request, without any
financial obligations towards the company.

ولقد أخلى طرفه من قبلنا وليس عليه أية عهد
مالية وقد أعطيت له هذه الشهادة بناء على طلبه
دون أدنى مسؤولية على المجموعة.

Best Regards

وتقبلوا فائق التحية والاحترام

إدارة الموارد البشرية

Human Resource Department

تشهد مؤسسة الندي لتجارة الحديد والبيويات

بأن السيد الاستاذ/احمد محمد ابراهيم عبيد

قد عمل لدينا من الفترة يناير- 2011 الي ديسمبر 2012
في قطاع مواد البناء بوظيفة مراقب مستندات-
(Document controller) ونشهد انه خلال الفترة
عرف المذكور بجديته في العمل وكان يقوم باداء عملة
علي اكمل وجة وحرصه علي تقديم الافضل . اضافة الي
اخلاقه المثالية وعلاقته الطيبة بروسائه ومروسيه.

وقد اعطيت هذه الشهادة بناء علي طلبه دون ادني
مسؤولية من الشركة

مؤسسة الندي لتجارة الحديد والبيويات

