

Reda Abdelaal Elalkamy

Document Controller

EXECUTIVE SUMMARY:

About 02 Years of Experience Region as A Document Controller in The Field of Construction (Civil), Proven Track Record to RACLE-ACONEX, Documents Control, Project Quality Reporting to Project and Department & Manager. I Flexible, Team Player, Analytic Able, Strategic Approach, Leadership Qualities, to Complete the Task Within Time

PERSONAL PROFILE:

Date of Birth : 15-May-1996
Nationality : Egyptian
Religion : Islam
, Languages : English, Arabic :

HOBBIES

Reading.
Learning.
Sports.

CONTACT

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WORK EXPERIENCE

Haifcompany.Com 2

Document Controller
March-2023 To Present

- Maintained the entire document sent or received by the organization securely for future references.
- Reports to the Project QA/QC Manager.
- Eliminated any error mistakes or misstatement in the documents, ensured data is clearly & concisely stated.
- Well aware of all types of quality documents like ITP, Checklist, RFI, method statements, Nonconformance report, Technical queries, shop drawings / as build drawings, and other miscellaneous project contract documents.
- Making and updating daily, weekly & Monthly report of QA/QC & Site report.
- Conforming to the standard operating procedures set by the organization for preparation & submission of documents.
- Verifying that only the last revision drawings, submittals, etc. are distributed to all locations and involved parties concerned including sub-contractors.
- Handling of all engineering documents. Controlling all

KEY SKILLS / AREAS OF EXPERTIES:

- ORACLE-ACONEX.
- Ability to study detects & corrects errors in documents.
- Documents Organization & Submission Procedures.
- Multi-Tasking.
- Capability to Organize.
- Electronic Documents Management System.
- Have An Excellent Communication Skill.
- Able to Work in Pressure.
- Office Etiquette and Phone Manners.

COMPUTER APPLICATIONS:

- Microsoft office, Excel, Word, Power Point
- ORACLE-ACONEX
- Adobe Reader X

records and sub-contractor's documents.

- Control & maintain the system for issuance recording / filing, tracking, Retrieval of documents like procedures, plans, QA/QC records, Specifications, drawings and related documents.
- Scanned, photocopied documents, preserved digital & physical formats. (For AECOM - Consultant)
- Submitting Thorough of Oracle Aconex documents, Shop Drawings and As-built Drawings etc.
- Preparing and update of various logs and registers daily basis.
- Receiving site observation notice/ Non-conformance report Letter from the client and distribute (Inform) to the site team.
- Updating snagging & De-Snagging Lists & tracker.
- Responsibilities include record keeping, all documents such as specification procedures, inspection schedule and records, surveillance report, inspection release notice and quality records book with numbering system according to project filing procedure.
- Skills on Documents/presentation translation from Arabic to English and Vice Versa.