

# ESLAM REZK

## SR.DOCUMENTS CONTROL / QUANTITY SURVEYOR & COMMERCIAL OFFICER

AL Riyadh KSA | Eslamloma2710@gmail.com | +966542374528

### SUMMARY

Experienced professional combining strong expertise in document control and quantity surveying within major construction projects. Proven ability to manage and maintain document workflows, ensure compliance with project standards, and support internal teams through accurate tracking of submissions, correspondences, and technical documentation. Additionally skilled in cost estimation, BOQ preparation, and contractual analysis, with hands-on experience in preparing interim payments, variations, and commercial reports. Adept at coordinating between site operations and commercial departments to ensure smooth execution and financial control of project deliverables.

### SKILLS

- Good knowledge of MS Office (Excel, Word, Outlook)
- Experienced in Document Management Systems (Aconex)
- Document tracking, numbering, and archiving
- Handling submittals, RFIs, transmittals, and correspondences
- Version control and document revision management
- Interim payment certificates and invoice verification
- Prepare Interim payment application and review it
- Basic knowledge of Primavera
- BOQ preparation and quantity take-off
- Variations and claims preparation
- Cost estimation and budget tracking

### PROFESSIONAL EXPERIENCE

#### QS & Commercial Officer

February 2023 - Present

#### ICAD (Innovative Contractors for Advanced Dimensions) KSA

##### Projects:

- ICT Work for Royal Diwan Riyadh City.
- ICT Work for Royal ADF Riyadh City.
- ICT Work for Royal Family Farm (B05) Riyadh City
- ICT Work for Royal Arqa Staff Accommodation & Warehouse Riyadh City
- ICT Work for Royal Alyamamah Palace Riyadh City

#### SR.Documents Control

August 2022 – January 2023

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#### Data Entry

2016– 2021

#### EGY Serv (International Postal Services) Egypt

### EDUCATION

Bachelor of Commerce and Business Administration - Helwan University (2014)

### LANGUAGES

- ARABIC
- ENGLISH