

AHMED EL-HADAD

DOCUMENT CONTROLLER

CONTACT

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EGYPT, CAIRO

EDUCATION

2011 - 2016
AL-AZHAR UNIVERSITY

- Faculty of Languages and Translation

SKILLS

- Project Management
- Microsoft Office.
- Data Entry
- Teamwork
- Time Management
- Leadership

REFERENCE

- Managing and overseeing document control processes: This involves developing and implementing document control policies and procedures, ensuring that they are followed by all team members, and providing training to team members as needed.
- Maintaining accurate and up-to-date records of documents*: Ensuring compliance with organizational and legal requirements, revising and updating documents as necessary.
- Supporting project teams in document management activities: Communicating with stakeholders regarding document control activities.
- Handling and storage of all documents*: Ensuring that every document is correctly named, tagged, backed up, and easily accessible to those who need it.
- Managing incoming and outgoing documents: Providing project team members with access to the latest revisions
- Maintain Quality Record.
- Update the Status of All Logs (WIR's, MIR's, NCR's And Concrete Strength).
- Statistical Data Collection for the Weekly, Monthly Report and Trend Analysis.
- Responsible for documentation of All QA/QC files.
- Update the Method statement and ITP's Log.
- Supporting the QA/QC Lab technician in Concrete Fresh testing when needed.
- Chase the Inspection Request status upgrading.
- Preparation of the computerized copy of the concrete pouring Cards.

PROFILE

Ahmed has great experience in effectively managing and organizing files and documents. It has a distinct record in maintaining a accurate and secure record system, ensuring rapid access to necessary information when needed. Has strong analytical skills and problem solving capability, enabling it to develop and implement document control processes and procedures. Has experience in applying standards and guidance on document management to maintain regulatory compliance. In addition, he has excellent communication skills to effectively coordinate with staff and management

WORK EXPERIENCE

● Consolidated Contractors Company - CCC Offshore Four seasons hotel	
DOCUMENT CONTROLLER	2024- PRESENT
● Consolidated Contractors Company - CCC Offshore City Gate Project	
DATA ENTRY	2022 - 2024
● AL-ISRAA CONTRACTING OFFICE	
GOVERNMENT TRANSACTIONS REPRESENTATIVE	2018 - 2021
● UNITED SECNTIFIC SERVICES	
GOVERNMENT TRANSACTIONS REPRESENTATIVE	2014 - 2017