

Hassan Helal, PMP®

Document Control Manager

Riyadh, Saudi Arabia | Iqama: Transferable

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Professional Summary

Accomplished and certified Document Control Manager with over 15 years of experience in project documentation, quality assurance, and operations across engineering, oil & gas, and construction sectors. Proven expertise in implementing Electronic Document Management Systems (EDMS) including Aconex, Primavera Unifier, and SharePoint. Holds PMP® certification and skilled in ISO 9001 compliance, document workflow optimization, and audit readiness. Known for enhancing document accuracy, traceability, and communication between stakeholders.

Certifications

- Project Management Professional (PMP®)
- Oracle Certified: Primavera Unifier Essentials
- Oracle Certified: Aconex

Technical Skills

- EDMS: Aconex, Primavera Unifier, SharePoint
- Analytics & Reporting: Power BI, MS Excel (Pivot Tables, Dashboards)
- ISO Standards: ISO 9001, ISO 14001
- Project Tools: Techniplanet, Easypiping
- Microsoft Office: Word, PowerPoint, Access

Professional Experience

➤ Document Control Manager

Euro Group Engineering Consultancy, Riyadh, Saudi Arabia

Jan 2024 – Present

- Leading documentation workflows and EDMS operations across multiple PMC projects.
- Managing submission, distribution, and archiving of engineering deliverables.
- Coordinating between internal teams, contractors, and clients to ensure efficient document flow.
- Generating document control KPIs, reports, and dashboards.
- Ensuring compliance with ISO and client-specific documentation standards.
- Develop and implement document control procedures and workflows tailored to each project's lifecycle.
- Manage the submission, review, approval, distribution, and archiving of engineering and project documents in compliance with project requirements.
- Administer and maintain the Electronic Document Management Systems (EDMS) including Aconex, Primavera Unifier, and SharePoint.
- Coordinate with project managers, engineering teams, contractors, and clients to ensure timely document flow and control.
- Ensure that all documents are properly coded, filed, and indexed for easy retrieval and audit readiness.
- Generate reports, dashboards, and document logs to monitor document status and performance metrics.

➤ Quality Document Controller

Technip Energies, MIDOR Refinery Expansion Project, Egypt
Jul 2020 – Dec 2023

- Managed QA/QC documentation including inspection reports, material certificates, welding logs.
- Verified and approved construction drawings and as-built packages.
- Coordinate between Technip's Rome engineering office and field execution teams in Alexandria.
- Receive and register technical drawings and quality documentation submitted by subcontractors (e.g., Petrojet) for piping and mechanical works.
- Verify that documents complied with project standards and were aligned with actual site execution.
- Compare as-built drawings with executed works, identify discrepancies, and coordinate with the engineering team to request corrections or revised submissions.
- Approve or reject documents based on compliance and completeness prior to forwarding to the painting and coating department.
- Maintain traceable and organized document control systems for QA/QC records, inspection reports, material certificates, welding logs, and NDT documentation.
- Monitor document workflows and ensure timely delivery of quality packages for inspections and client approvals.
- Assist in preparing turnover dossiers and final quality documentation for project handover to the client (MIDOR).

➤ MEP Document Controller

Redcon Construction, Egypt
Jul 2019 – Jun 2020

- Handled all MEP-related documentation for technical submittals and shop drawings.
 - Coordinated with engineers, consultants, and contractors.
 - Maintained logs and compliance with standards across submittals and approvals.
 - Receive, register, review, and distribute MEP shop drawings, technical submittals, specifications, and method statements.
 - Maintain accurate document logs for incoming and outgoing documentation, including revisions and approvals.
 - Ensure that MEP documents comply with project requirements, formats, and quality standards before submission.
 - Coordinate with MEP engineers, consultants, contractors, and suppliers to ensure timely flow of documentation.
 - Monitor deadlines and document review cycles, following up with stakeholders for approvals or comments.
 - Control access to sensitive documentation and ensure proper backup and archiving procedures.
 - Support project teams during audits by providing required document records.
- Generate regular status reports and dashboards on MEP documentation flow.

➤ Document Controller

Samcrete Engineers and Contractors, Egypt
Aug 2018 – Jul 2019

- Implemented procurement tracking systems and ensured proper document archiving.
- Assisted with invoice processing and compliance checks.
- Implemented procurement tracking systems, boosting data accuracy by 20%.
- Reviewed and processed subcontractor invoices, ensuring compliance with budgetary limits.

➤ Senior Operations Officer

National Bank of Egypt

Jun 2014 – Jul 2018

- Processed daily financial transactions and ensured regulatory compliance.
- Coordinated inter-departmental banking operations and client account management.
- Supervised and processed daily transactions, including deposits, withdrawals, fund transfers, and internal account settlements.
- Ensured all banking operations complied with internal policies, Central Bank of Egypt regulations, and anti-money laundering (AML) requirements.
- Monitored account activities and identified discrepancies or suspicious transactions, escalating them as necessary.
- Coordinated with various departments (customer service, treasury, compliance) to resolve operational issues efficiently.
- Contributed to improving workflows and service delivery by identifying areas for operational enhancement.

➤ Accountant

Green Towers Development, Egypt

Mar 2013 – May 2014

- Produced monthly financial reports and dashboards using Excel & Power BI.
- Tracked expenses, project budgets, and variance analysis.
- Performed reconciliations and supported cost control with project managers.
- Monitor and record daily accounting transactions related to projects, vendors, and subcontractors.
- Prepare monthly financial reports, project budgets, and cost variance analysis.
- Use Pivot Tables and Bar Charts in Excel to analyze expenses and revenues.
- Develop interactive dashboards and visual financial reports using Power BI to support management decisions .
- Reconcile accounts payable and receivable, and ensure timely invoicing and collections.
- Track project costs and compare actual vs. planned budgets.
- Collaborate with project managers and procurement teams to monitor financial performance and control costs.

➤ Accountant

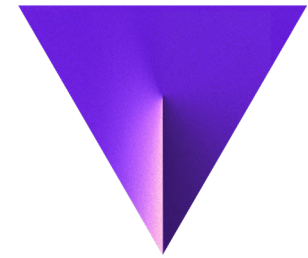
Masoud Group, Riyadh, Saudi Arabia

Oct 2010 – Mar 2013

- Handled reconciliations for over 20 accounts and monitored financial documentation.
- Supported internal audits and prepared related financial documentation.
- Request facilities from banks and follow up with them until signing the contract.
- Following up facilities' balances by preparing weekly reports.
- Issuing Letter of credit and letter of guarantee and prepare weekly reports.
- Analysis and record all transactions related to the letter of credit such as advice payments and commissions for issuance, acceptance, and amendments.
- Analysis and record all transactions related to loans such as collecting, rollover, settlement, and commissions.
- Assist with the annual audit process, including the draft of the financial statements and related notes.

Education

Bachelor's Degree in Commerce, Alexandria University, Egypt (2010)



THIS IS TO CERTIFY THAT

Hassan Ali Helal

HAS BEEN FORMALLY EVALUATED FOR DEMONSTRATED EXPERIENCE, KNOWLEDGE AND PERFORMANCE IN ACHIEVING AN ORGANIZATIONAL OBJECTIVE THROUGH DEFINING AND OVERSEEING PROJECTS AND RESOURCES AND IS HEREBY BESTOWED THE GLOBAL PROFESSIONAL CERTIFICATION

Project Management Professional (PMP)[®]

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE

A handwritten signature in black ink, reading 'Ike Nwankwo'.

Ike Nwankwo, PMP | Chair, Board of Directors



A handwritten signature in black ink, reading 'Pierre Le Manh'.

Pierre Le Manh | President & CEO

Certification Number: 4051305

Original Grant Date: 21 February 2025

Expiration Date: 21 February 2028

Citizenship: Egypt





Certificate of Completion

Hassan Ali

Primavera Unifier Essentials

This award is recognized by Oracle Corporation as verification of training completion.

October 08, 2024

Date

Damien Carey
Senior Vice President, Oracle University





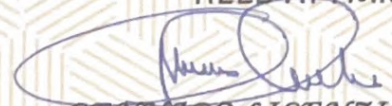
CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT

Hassan Ali Helal

HAS SUCCESSFULLY COMPLETED THE TRAINING COURSE ENTITLED

HELD AT : Middle East Oil Refinery, Alexandria - Egypt


GENNARO LICENZIATO

HSE Manager

SAVVAS SALAKIDIS

Site Manager

DATE : *October 2022*

MIDOR Expansion Project – Alexandria Egypt





HASSAN ALI

حسن علي

N.ID 28912020201376

B.ID 18251

General Alaa Mady



DOCUMENT CONTROLLER

TECHNIP-SUB

TUV