


Ahmed Ibrahim Said

Document control
Administrative Specialist

Contact Information

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Profile Summary

Administrative specialist with over 9 years of experience in administration, human resources, and both paper and digital archiving. Skilled in document organization, digital tools, and workflow efficiency. **Officially certified by the National Water Company of Saudi Arabia.**

Professional Experience

Document control

Daqat Al Alabaad General Contracting Co. – Madinah

September 2024 – Present

- * Managing and coordinating documentation for all stages of water pipeline projects.
- * Monitoring data exchange and documentation workflows using the Primavera Unifier platform.

** Key Projects (under the National Water Company - Saudi Arabia):

- Completion of water pipeline networks in East Madinah and Al-Aqool.
- Phase One of Miscellaneous Water Pipeline Projects in Madinah.
- Water Pipeline Project for the Expansion of Madinah Airport.

Document control

Mohamed Reda Engineering Consultancy – Makkah

Jul 2023 – Jul 2024

- Executed digital archiving initiatives for the Holy Capital Municipality.
- Document encryption and upload to company servers.
- Prepared weekly and monthly performance reports.

HR Coordinator

Egyptian Educational Management Co. – Cairo

Jan 2020 – May 2023

- Managed HR operations for British schools.
- Conducted interviews, trained new employees.
- Managed insurance and labor office compliance.

Document control

Nile Egyptian International Schools – Cairo

Feb 2017 – Jan 2020

- Organized and classified documents.
- Implemented archiving and retrieval policies.
- Generated periodic data reports.

Data Entry

Euromed Pharmaceuticals – Cairo

Jan 2015 – Jan 2017

- Accurate and timely data entry.
- Data validation and quality control.

Education

- Bachelor of Law, Ain Shams University, 2013
- Diploma in Administrative Law
- HR Management Course – Ministry of Education, Egypt
- Document Control Course – Alison Platform
- Document Control Course – Cambridge Open academy
- Aconex Course - Udemy Platform

Technical Skills

- MS Office: Word, Excel, PowerPoint, Outlook, SharePoint
- Primavera Unifier - Oracle Aconex
- Government platforms
- Certified by National Water Company (Saudi Arabia)

Languages

Arabic: Native

English: Very Good

Personal Information

Nationality: Egyptian

Marital Status: Married

Date of Birth: 03/01/1989

Saudi Driving License: Yes

Completed with the help and grace of God.