



# ALAA KHALIL

## DOCUMENT CONTROLLER

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### PROFESSIONAL PROFILE

Diligent Document Controller with extensive experience managing high-volume data and documentation throughout project lifecycles. Proactive and highly organized, with technical knowledge of contracting methodologies and strong proficiency in systems such as SharePoint and Aconex. Adept in document management, reporting, and cross-functional team support.

### PROFESSIONAL EXPERIENCE

**Document Controller | Al Yamamah Consulting Engineering | Riyadh, Saudi Arabia | Jan 2024 – Apr 2025**

- Worked on MAHD Sports Academy project under the Ministry of Sport.
- Coordinated files with serial organization to support engineering teams.
- Accurately handled all incoming and outgoing documents.
- Attended and recorded meetings with stakeholders; prepared minutes of meeting.
- Utilized SharePoint for file management and retention.

**Document Controller | Solik Group Real Estate | Alexandria, Egypt | Jun 2022 – Aug 2023**

- Handled project documentation The VERANDA COMPOUND project .
- Organized, maintained, and secured physical and electronic files.
- Reviewed documents for compliance and completeness.

**Document Controller | Hassan Allam Holding | Alexandria, Egypt | Sep 2020 – Dec 2022**

- Managed documentation for Compound project.
- Suggested edits and corrections for documentation errors.
- Created and managed electronic and physical data books.

**Document Controller | Hassan Allam Holding | Alexandria, Egypt | May 2017 – Jan 2020**

- Supported multiple departments with documentation needs.
- Ensured secure and compliant document storage.

## **EDUCATION & CERTIFICATIONS**

**Bachelor's in Administrative Information Systems, 2012-2016**

**The Higher Institute for Computer & Information Systems, Alexandria, Egypt | Grade: Good**

- International Computer Driving License (ICDL)
- Autodesk 2D Professional
- General Intensive Course in SharePoint
- Document Admin - Aconex System Course (45 Hours)

## **TECHNICAL SKILLS**

- Microsoft Office (Word, Excel, PowerPoint)
- SharePoint
- Aconex
- Data Archiving and Filing Systems

## **LANGUAGE:**

- ARABIC NATIVE SPEAKR.
- ENGLISH INTERMEDIATE LEVEL.