

Reda Abdelaal Elalkamy

Document Controller

EXECUTIVE SUMMARY:

About 03 Years of Experience Region as A Document Controller in The Field of Construction (Civil), Proven Track Record to ORACLE-ACONEX, Documents Control, Project Quality Reporting to Project and Department & Manager. I Flexible, Team Player, Analytic Able, Strategic Approach, Leadership Qualities, to Complete the Task Within Time

PERSONAL PROFILE:

Date of Birth : 15-May-1996
Nationality : Egyptian
Religion : Islam
, Languages : English, Arabic :

HOBBIES

Reading.
Learning.
Sports.

CONTACT

: PHONE
+966591211518

EMAIL

elalkamyreda@gmail.com

WORK EXPERIENCE

Haifcompany.Com

Document Controller
March-2023 To Present

- Maintained the entire document sent or received by the organization securely for future references.
- Reports to the Project QA/QC Manager.
- Eliminated any error mistakes or misstatement in the documents, ensured data is clearly & concisely stated.
- Well aware of all types of quality documents like ITP, Checklist, RFI, method statements, Nonconformance report, Technical queries, shop drawings / as build drawings, and other miscellaneous project contract documents.
- Making and updating daily, weekly & Monthly report of QA/QC & Site report.
- Conforming to the standard operating procedures set by the organization for preparation & submission of documents.
- Verifying that only the last revision drawings, submittals, etc. are distributed to all locations and involved parties concerned including sub-contractors.
- Handling of all engineering documents. Controlling all

KEY SKILLS / AREAS OF EXPERTIES:

- ORACLE-ACONEX.
- Ability to study detects & corrects errors in documents.
- Documents Organization & Submission Procedures.
- Multi-Tasking.
- Capability to Organize.
- Electronic Documents Management System.
- Have An Excellent Communication Skill.
- Able to Work in Pressure.
- Office Etiquette and Phone Manners.

COMPUTER APPLICATIONS:

- Microsoft office, Excel, Word, Power Point
- ORACLE-ACONEX
- Adobe Reader X

records and sub-contractor's documents.

- Control & maintain the system for issuance recording / filing, tracking, Retrieval of documents like procedures, plans, QA/QC records, Specifications, drawings and related documents.
- Scanned, photocopied documents, preserved digital & physical formats. (For AECOM - Consultant)
- Submitting Thorough of Oracle Aconex documents, Shop Drawings and As-built Drawings etc.
- Preparing and update of various logs and registers daily basis.
- Receiving site observation notice/ Non-conformance report Letter from the client and distribute (Inform) to the site team.
- Updating snagging & De-Snagging Lists & tracker.
- Responsibilities include record keeping, all documents such as specification procedures, inspection schedule and records, surveillance report, inspection release notice and quality records book with numbering system according to project filing procedure.
- Skills on Documents/presentation translation from Arabic to English and Vice Versa.
- Facilitate the identification and resolution of document control issues and discrepancies in a timely manner
- Project delivery For Delta B Project At Time

CERTIFICATE OF APPRECIATION

Is presented to

REDA ELALKAMY

Document Controller

ID # 256944210

Given on date of 23rd June, 2025

In recognition of your outstanding dedication to construction excellence and proactive support towards safety, driving the project's success through your leadership and commitment.

Delta B Mass Grading & Site Preparation Qiddiya Lower Plateau

Kingdom of Saudi Arabia

HSE Manager

Kamran Ahmed





Deputy Project Manager

Mohammed Falah

Project Manager

Magdy Salem

NON-TECHNICAL DOCUMENTS TRANSMITTAL FORM

Project Name: DELTA-B - MASS GRADING & SITE PREPARATION WORKS										
										
Project Code			QPMO-410-C-03231			Date		21-March-2024		
Discipline		CIV - Civil								
Description					Location		00			
Resume for Document Controller Reda Elalkamy					Ref No		QRAWDB0011-HAI-C03231-RSM-CIV-00-Z00000-000010			
					Rev No		00			
SUB DOCUMENT TYPE										
MTX		EML		CMP		PRS		VOR		
GVR		LTR		ADD		POR				
ORG		MOM		INV		POI				
PRE		RSM	X	CON		RFC				
PAF		AVV		CES		RFP				
SAR		PAP		GUA		SOV				
TEM		BNG		HAN		SOI				
AGD		BOQ		INS		TKO				
AUT		BAP		LOA		TQR				
					From: 					
Document Type <input type="checkbox"/> Administration <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Correspondance <input type="checkbox"/> Presentation										
Attachments					for HAIF					
Resume -					 Signature HAIF - Deputy Project Director					
Resume for Document Controller Reda Elalkamy										
					Date :		(HAIF-STAMP)			
QIC COMMENTS					QIC					
Mr. Reda Elalkamy is initially accepted for the position of Document Controller for probation period of 2 months. Subject to QIC for final approval after this period.										
STAMP										
APPROVAL CODE A - Approved B - Approved with Comments C - Revise & Resubmit D - Rejected E - Review not required R - Information Only										