

Salah Mohamed Ahmed

Riyadh, Saudi Arabia

Mob No: 0563465582

Samok2286@gmail.com



Objectives:

Seeking a **Document Controller** position in a well-established firm to use my education and experience in a way that benefits the company.

Highlights of Qualifications:

- Ability to receive, track, and monitoring documents using standard documents management system& manually.
- Ensure the effective running of the day-to-day activities.
- Organizational and communication skills

WORK EXPERIENCE (Saudi Arabia):

Document Controller – KFO | Khalid Al-Faqih Consultant Engineering Co

Dallah Hospital Project (**Dallah Health**) Al-arid, Riyadh.

March 2024-till now

Some of Responsibilities:

- Managing Incoming/Outgoing Technical Submittals via **InEight** System.
- Reviewing and updating QC Submittals Before distribution to our People.
- Distribute project-related copies to internal teams.
- Updating logs sheets - File documents in hard and digital records.
- Retrieve files as requested by our organization concerned People.

Document Controller -SECA | Sabbagh Engineering Consultants Associates.

SAL MOC Project (**Ministry of Culture**) –Qirawan dist. Riyadh

Jul 2023- Jan 2024

Some of Responsibilities:

- Manage the flow of documentation within the organization.
- Reviewing and updating technical documents.
- Distribute project-related copies to internal teams.
- Updating logs sheets - File documents in hard and digital records.
- Retrieve files as requested by our organization concerned People.

Document Controller/ admin assistant I Rawabi Holding

Tabuk/Neom, Sindalah quay wall project (Main Contractor: Nesma)

May 2022-Jun 2023

Some of Responsibilities:

- Manage project documentation and records.
- Coordinate and oversee daily administrative tasks on project sites.
- Support project managers with reporting.
- Liaise with internal and external stakeholders to facilitate smooth project operations.

Site Document Controller

MOBCO for civil works

Sep 2021- May 2022

Suleiman Fakeeh Hospital Project- Al Madinah

Some of Responsibilities:

- In addition to Day-to-day Documentation works (Technical Documents, deliverables& Correspondences (incoming& outgoing) consultant& Client.), Also I provided clerical and administrative support.

Document Controller

Saudi Binladen Group (SBG)/ Kudai Towers Project

Makkah/ Saudi Arabia

2013-2016

- Quality checking, registering, classifying, managing, tracking, filing and transmitting.
- Preparing, recording, submitting and tracking Inspection Requests (IRs).
- Maintain and Update Incoming and Out-going correspondences.
- Ensure project documents and technical documents are logged efficiently.
- Record and update Documents in Primavera

Project Document Controller

SBG/ (Piazas &service Building Project)-Holy Mosque Expansion Project

Makkah/ Saudi Arabia

2010-2013

- Managing, tracking IRs, SHD and all Project Technical Documents.
- Record, Tracking and update Construction Joint Log.
- Perform other task as per the request of the management team

DC assist& Admin assist. –Cost Control Dep.

SBG/ Makkah Royal Clock Tower Project

Makkah/ Saudi Arabia

2007-2010

- Checking/validation/verification of all documentation, including correct numbering, revisions, status, format, title and legibility.

- Preparing and updating Sub-Contractors daily report.
- Scanning, Copying, filing MIV, MRV, etc.
- Perform other task as per the request from our Managers.

WORK EXPERIENCE (Eqypt):

Site admin

Marseilia/ North Coast Resorts

Matrouh/ Egypt

May 2017-Aug 2019

- Manage, Prepare, Submit, Tracking and Record SHD, MAR, WIR, etc.
- Submit, tracking Documents .
- Distributing all incoming, outgoing Cores', submission and status (outlook).
- Prepare and Update Log Sheets.
- Update Server Folders with new submission.
- Perform other task as per the request of the Management team

Technical Support

TE Data (We) / Telecom Egypt

Hurghada/ Egypt

2006-2007

- Checking status of all systems and hardware.
- Responding to help requests from staff members or clients.
- Installing and configuring new systems and hardware.
- Running reports on systems and hardware status.
- Replacing malfunctioning or damaged hardware.
- Troubleshooting software

Sales associate

Bazaar/ Mashrabiya Resort Center

Hurghada/ Egypt

2005-2006

- Checking status of all systems and hardware.
- Responding to help requests from staff members or clients.
- Installing and configuring new systems and hardware.
- Running reports on systems and hardware status.
- Replacing malfunctioning or damaged hardware.
- Troubleshooting software

Sales Representative

Falcon Egypt for Medical Accessories

New Nozaha- Cairo/ Egypt

Aug-Dec2005

- Promote and sell company's products.
- Organizing appointments and meetings with Prospective clients such as Doctors, Pharmacists, Clinics, and Private Hospitals.
- Following Existing clients and searching for new opportunities.

Education:

- Technological College- Egypt Higher Education Ministry
Computer studies
Qina-South Valley 2003-2005

Skills:

- InEight
- Unifier
- Aconex (Basics)
- IT Knowledge (Basics)
- AutoCAD Background
- MS-Office (Word, Excel,

Languages:

English
intermediate

Arabic:
Mother Tongue

Courses & Training:

- Information Technology& Computer science
- Amadeus Diploma (GDS)
- Surveying Programs (AutoCAD, Prolink, Surfer, Civil 3d)
- Solar Photovoltaics Diploma (On Grid, Off Grid, Pump)
- Online Soft Skill Courses

Hobbies:

- Hearing Audio Books.
- Playing and watching Football.
- Swimming.