

MOHAMED NAZEH

SENIOR DOCUMENT CONTROLLER



+20-155-550-0892



mohamednazeh70@gmail.com



Cairo, Egypt

SUMMARY

I am a Senior Document Controller with a strong drive for professional and technical advancement, aiming to enhance the management of engineering projects. I possess extensive experience across key sectors such as (construction & infrastructure & Petroleum and gas & and smart solutions.)

EDUCATION

Jan 2025

Data Analysis AI Diploma, Epsilon AI, USA

Jul 2019

Bachelor of Computer Science & Information Systems

Higher Institute of Computer Science and Information, Cairo, Egypt

WORK EXPERIENCE

Giza Systems

Company Location: New Cairo

May 2025 – Present

Senior Document Controller

Smart Solutions Sector

Technical Office Department Global.

"Work on multiple large-scale projects across EGYPT and KSA."

Roles & Responsibilities

- Assisted in the development and implementation of an Electronic Document Management System (EDMS) aligned with project lifecycle phases.
- Adhered to Document Control procedures in line with Technical Office standards and project-specific requirements.
- Collaborated with project teams to ensure the timely execution of documentation tasks.
- Maintained and enhanced existing document control systems to improve workflow efficiency.
- Applied and monitored the approved distribution matrix for proper document dissemination.
- Supported the daily integration of data from all departments into the central document library (soft and hard copies).
- Attended coordination meetings with internal teams, clients, and consultants; presented document reports and proposed system improvements.
- Prepared technical submissions based on the project correspondence matrix and standard numbering protocols.
- Managed document approval and rejection cycles with accurate version control and full traceability.
- Uploaded and maintained up-to-date records using the approved digital document management system.
- Monitored revisions to technical documents, ensuring all changes were controlled and well-documented.
- Generated and maintained reports (daily, weekly, monthly, and close-out) to track document control performance.
- Distributed the latest approved versions to all stakeholders and ensured outdated versions were replaced.
- Ensured secure and routine data backups to preserve data integrity and support recovery.
- Handled assigned special tasks related to document control with professionalism and confidentiality.
- Executed all duties with a strong emphasis on quality, precision, and timeliness.

Elsewedy Electric Group

Jan 2023 - May 2025

Company Location: Cairo - Fifth Settlement CFC

Document Controller Specialist

Digital Sector

Technical Office Department.

Integrated Solutions Projects: We provide advanced digital solutions for various projects across the sector, including those in the oil and gas industry.

Roles & Responsibilities:**- Policy & Procedure Development:**

- Develop and enforce document control procedures in line with ISO standards or client-specific requirements.
- Define document naming conventions, numbering systems, and retention policies.

- Advanced Document Management:

- Oversee document lifecycle from creation to archiving and closeout.
- Manage transmittals, submittals, controlled copies, and document registers with full traceability.

- Quality Assurance & Compliance:

- Ensure document submissions adhere to quality standards and correct formatting.
- Conduct regular audits of document control systems to ensure compliance.

- Reporting & Data Analytics:

- Generate advanced reports and dashboards showing KPIs like submission turnaround, overdue items, revision cycles.
- Support project managers with documentation insights for decision-making.

- User Training & Support:

- Train staff and subcontractors on document control systems and processes.
- Act as the main point of contact for document system troubleshooting.

- Interface with Engineering & QA/QC:

- Liaise with technical teams to ensure timely submission, approval, and distribution of documents.
- Coordinate between QA/QC, engineering, procurement, and construction teams to maintain document consistency.

Hassan Allam Holding

Mar 2022 - Dec 2022

Company Location: Cairo - Sheraton

Document Controller

Infrastructure sector QA/QC Department

Project: "Mostakbal Misr Intake – Part of the New Delta Project"**Project Description:**

The New Delta Project is one of Egypt's largest national initiatives aimed at reclaiming agricultural lands in the Western Desert, near the northwest coast. It spans an area of approximately 2.2 to 2.8 million acres across four governorates: Giza, Matrouh, Beheira, and Fayoum. The project targets the addition of 15% new cultivated land to Egypt's agricultural area.

Roles & Responsibilities:**- Document Management:**

- Receive, register, review, and distribute all technical and administrative project documents (drawings, transmittals, RFIs, material submittals, site reports, correspondences, etc.).
- Ensure proper document numbering, naming conventions, and compliance with project standards.

- Version and Revision Control:

- Maintain up-to-date records of all document versions and revisions.
- Ensure that only the latest approved versions are circulated and used by project teams.
- Track changes and maintain revision history logs.

- Coordination and Communication:

- Coordinate document flow between contractors, consultants, clients, and internal departments.
- Respond to document-related inquiries and ensure timely document delivery to relevant stakeholders.

- Archiving and Filing:

- Archive all final documents in accordance with the project documentation retention policy.
- Prepare complete documentation packages for project handover and audits.

- Reporting and Tracking:

- Generate daily, weekly, and monthly reports on document submission, approval status, and overdue items.
- Assist in preparing documentation for internal and external audits.

Redcon Spain Company
Location: Cairo - Salah Salem
Document Controller
Infrastructure sector in MEP Department
Project: Etapa Compound

Jan 2021 - Mar 2022

Project Description:

The project integrates modern infrastructure with high-end living standards, and our role focused on ensuring the effective design coordination, installation.

Roles & Responsibilities:

- Document Management:

- Receive, register, review, and distribute all technical and administrative project documents (drawings, transmittals, RFIs, material submittals, site reports, correspondences, etc.).
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- Assist in preparing documentation for internal and external audits.

Hassan Allam Holding

Company Location: Cairo - Sheraton

Jan 2017 - Jun 2019

Document Controller

Construction Sector

Technical Office Department

Project Name:

"New Administrative Capital International Airport"

Project Description:

The New Administrative Capital International Airport is a major national project designed to support Egypt's growing air transport demands. Spanning an area of 16 square kilometers, the airport is equipped to serve both domestic and international flights with modern infrastructure and advanced systems.

Roles & Responsibilities:

- Document Management:

- Receive, register, review, and distribute all technical and administrative project documents (drawings, transmittals, RFIs, material submittals, site reports, correspondences, etc.).
- Ensure proper document numbering, naming conventions, and compliance with project standards.

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Professionally Courses by

- AUC.
- Oracle.
- Alison.
- Procore.

SKILLS WORK

- Electronic Document Management System (EDMS)
- Document Management Systems (DMS)
- Project Management
- Data Management

LANGUAGE

English: Intermediate.

PERSONAL DATA

- **Date of birth:** 16/9/1995
- **Nationality:** Egyptian.
- **Marital Status:** Single.
- **Military:** Finished.



Experience Certificate

Elsewedy Digital certifies that Mr. Mohamed Nazeh Mohamed Ismail has joined the company at 1st of Jan, 2023 until 11th of May, 2025 as a Document Controller.

We wish him the best in his future career.

Best Regards,

HR Director

Manal Tawfik



شهادة خبرة

تشهد شركة ريدكون إسبانيا للإنشاء بأن السيد الأستاذ /محمد نزيه محمد اسماعيل - كان يعمل لدينا بوظيفة / منسق وثائق من تاريخ 2021/01/03 حتى تاريخ 2022/03/02 ، وخلال هذه الفترة أثبت جديته بالعمل ، وحرصه على تقديم ما هو أفضل إضافة إلى أخلاقه المثالية ، وذلك من واقع ملفه لدينا طوال فترة عمله.

وقد أصدرت هذه الشهادة بناءً على طلبه ودون أدنى مسئولية على الشركة.

إدارة رأس المال البشري

١٩ أغسطس ٢٠٢٤

شعربن العاطلين

التاريخ / 2024-08-19



HASSAN ALLAM
— CONSTRUCTION —

CERTIFICATE OF EXPERIENCE



TO WHOM IT MAY CONCERN

This is to Certify That **Mr. Mohamed Nazeeh Mohamed Ismael** has worked at our company **Hassan Allam Construction**.

As His last position **Document Controller** in the period from **Mar 2022 to Dec 2022**

Mr. Mohamed had performed His assignments efficiently and had demonstrated competence and dedication in carrying out the duties of His position.

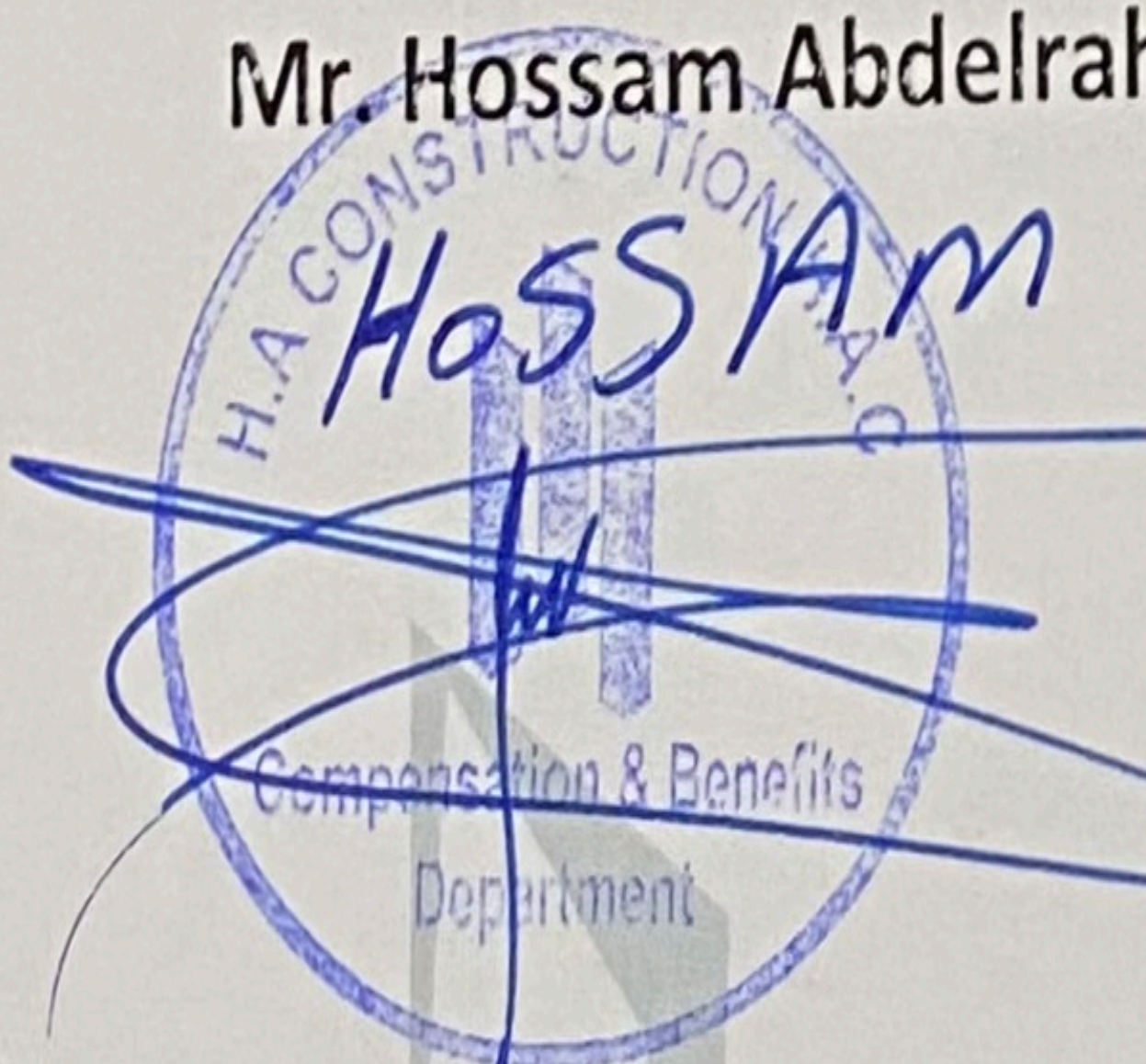
His invaluable services have helped and contributed to the success and timely completion towards the goals of the company

The company will not hesitate to recommend Him for any future similar work.

This certificate was given to upon His request and without any legal responsibility on our behalf.

Total Rewards Director

Mr. Hossam Abdelrahman Mostafa





16th May, 2025

Date of Award



DIPLOMA
MOHAMED NAZEH

has received this award for successfully
completing the course:

Diploma in Modern Project Management

To verify:



1511-45978827
alison.com/certification/check/4417bc4c19

Maevé Richardson
Director of Certification



CPD
CERTIFIED
The CPD Certification
Service

24th June, 2025

Date of Award

 **Alison**
EMPOWER YOURSELF

CERTIFICATE
MOHAMED NAZEH

has received this award for successfully
completing the course:

Office 365 SharePoint for End Users

To verify:



2289-45978827
alison.com/certification/check/4a729699e7

Maevé Richardson
Director of Certification



20th May, 2025

Date of Award



CERTIFICATE

MOHAMED NAZEH

has received this award for successfully
completing the course:

**Data Documentation and Record Keeping
for Organisational Excellence**

To verify:



6568-45978827
alison.com/certification/check/c147165d0b

Maevé Richardson
Director of Certification



12th May, 2025

Date of Award



CERTIFICATE

MOHAMED NAZEH

has received this award for successfully
completing the course:

**Introduction to Electronic Document
Management**

To verify:



6096-45978827

<https://alison.com/certification/check/4483d82c6c>

Maeve Richardson

Director of Certification



10th May, 2025

Date of Award



CERTIFICATE

MOHAMED NAZEH

has received this award for successfully
completing the course:

**Document Control: From Principles to
Practice**

To verify:



5733-45978827

<https://alison.com/certification/check/f05e8add3c>

Maevé Richardson

Director of Certification

Certificate of Completion



Mohamed Nazeih

has completed

Procore Certification: Project Manager (Core Tools)

offered by

Procore Technologies

PROCORE

Issued: May 11, 2025

Certificate No: gni24czo3bwj

View: <https://verify.skilljar.com/c/gni24czo3bwj>

A handwritten signature in black ink, appearing to read 'Tooley Courtemanche'.

Tooley Courtemanche, CEO

Certificate of Completion



Mohamed Naze

has completed

Procore Certification: Project Manager (Project Management)

offered by

Procore Technologies

PROCORE

Issued: May 11, 2025

Certificate No: fu7fi426myqq

View: <https://verify.skilljar.com/c/fu7fi426myqq>

Tooley Courtemanche, CEO



Oracle Certified Foundations Associate

Certificate of Recognition

mohamed nazeh

Oracle Guided Learning Project Management Certified Foundations Associate - Rel 1 (Beta)

This certifies that the above named is recognized by Oracle Corporation as Oracle Certified.

March 08, 2025

Date

A handwritten signature in black ink, appearing to read "D. Carey".

Damien Carey
Senior Vice President, Oracle University



GLOBAL ACADEMY

This is to certify that

ORACLE
University

Mohamed Nazeah Mohamed

Has Successfully Completed the Oracle Education Course(s)

Aconex (Associate - Professional - Specialist)

ORACLE RESELLER & APPROVED
EDUCATION PARTNER

Completed in August 2024



Abdelrahman Heiba

General Manager

global
academy Training & Consulting

Mohamed Zaki

Training Manager

CERTIFICATE

This is proudly presented to

Mohamed Nazeh

has successfully completed the Oracle Aconex learning levels with a 100% completion rate.



Course/Badge Titles: (Aconex) Specialist
- Associate - Professional (Learning
Explorer)