

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

- Document Controller for the administrative building project at Mahd Sports Academy (Ministry of Sports), handling project documentation and compliance. organization to support engineering teams.
- Streamlined document management processes, reducing retrieval time significantly.
- Receiving documents and files from the contractor after thorough review and delivering them to the engineers.
- Saving project-related documents and files on the SharePoint document management system.
- Organizing documents regularly and promptly Managed and assigned reference numbers for all project documents across disciplines (Mechanical, Structural, Architectural, and Electrical).
- Organized and stored documents systematically in SharePoint, ensuring easy access for engineers.
- Coordinated with supervision representatives from the Ministry of Sports and participated in weekly project meetings.
- Reviewed and processed all documents submitted by the main contractor, including logs for work inspections, daily/weekly reports, and As-Built drawings.
- Handled material inspections, Matrial submittals, Inspection Request ,Shop drawings ,As built etc and approvals for delivered materials.
- Maintained accurate document logs for all project-related correspondences and approvals.
- Supported office operations, including procurement of office supplies and resolving technical/administrative issues.

- Prepared and sent official correspondence, reports, and letters to the Ministry of Sports and the main contractor.

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

- Handled project documentation for Garden Complex project.
- Receive, review, and process incoming documents and drawings from contractors, consultants, and internal teams.
- Distribute controlled copies of project documents and ensure timely communication of changes and revisions.
- Ensure document numbering, formatting, and naming conventions are followed in line with company procedures.
- Perform regular audits to ensure data integrity and document quality.
- Track document versions and maintain accurate logs of submitted and approved documents.
- Support project teams with document retrieval and reporting needs.
- Restructure and improve archiving systems by implementing reference numbering systems and standardized filing procedures.
- Ensure confidential and sensitive information is securely handled and stored.

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

- Managed documentation for Compound project.
- Suggested edits and corrections for documentation errors.
- Managed and organized all project documentation, including Architectural, Structural, Mechanical, And Electrical drawings.
- Assigned reference numbers and maintained a structured filing system for easy retrieval.
- Coordinated with consultants, contractors, and internal teams to ensure timely document submission.
- Monitored document revisions and updates to guarantee the latest versions were in use.
- Assisted in preparing reports, transmittals, and document control logs.
- Ensured compliance with company and project documentation standards.
- Contributed to timely project delivery by ensuring all documentation was updated and organized.
- Following up all documents revisions are already closed.

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

- Restoration Project Of El-Tin Palace In Alexandria.

- Receive, review, and process incoming documents and drawings from contractors, consultants, and internal teams.
- Distribute controlled copies of project documents and ensure timely communication of changes and revisions.
- Ensure document numbering, formatting, and naming conventions are followed in line with company procedures.
- perform regular audits to ensure data integrity and document quality.
- Track document versions and maintain accurate logs of submitted and approved documents.
- Support project teams with document retrieval and reporting (Daily, Weekly, Monthly) needs.
- Restructure and improve archiving systems by implementing reference numbering systems and standardized filing procedures.
- Ensure confidential and sensitive information is securely handled and stored.

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, Outlook, Teams)
- Adobe Acrobat
- SharePoint
- Aconex
- Data Archiving and Filing Systems

LANGUAGES

- ARABIC: NATIVE SPEAKER
- ENGLISH: INTERMEDIATE LEVEL (LISTENING, READING, WRITING)