

Tarek Nasser Ismail Mohamed

Document Controller

Riyadh, Saudi Arabia | (+966) 564056942 | tareknasser360@gmail.com | Egyptian

Summary

I am a detail-oriented and multi-skilled person with 3 years of experience as a document controller and hold a bachelor's degree in commerce. I am actively looking for a Document Controller position in a reputable company to leverage my education, experience, and skills for the benefit and growth of the company.

Skills

- Document Management
- Proficiency in Microsoft Office
- Teamwork
- Communication Skills
- Problem solving
- Attention to details
- Organization and Time Management
- Archiving Skills

Work Experience

Bani Limited Co.

April 2024 – Now

- Riyadh, Saudi Arabia
- Document Controller, working as Assistant to the Senior Document Controller in managing documents and coordinating activities within the Technical Office.
- Work as a Document Controller for the Asrari Schools Project (Kindergarten P113 – Girls P114 – Boys P116) in Al-Yasmeeen District
Consultant: Rewaa Engineering Consultants

Al Youser Universal Group.

June 2023 – March 2024

- Project: Mila Villas Bases – Al Hamdania, Jeddah
- Job: Document Controller
- Consultant: Madar Al Jazeera

El Alameya General Contracting Co.

August 2022 – April 2023

- Project: School in 6th of October City – (Giza, Egypt)
- Job: Document Controller
- Consultant: Najm Engineers Consultants

Core Duties:

- I managed all project communications via email, including the submission of requests, letters, and documents that required approval from the consultant or relevant authorities.
- Document registration and storage from oldest to newest (soft and hard copies) to enable quick access to the document when needed or when inquiring about a specific request.

- Create an Excel file (Log) to record the documents sent and received, and assign a numerical sequence (code) to organize the document access process.
- Prepare submissions (such as work inspections, material inspections, pouring permits, information requests, compaction tests, compaction test results, concrete breaking results, submission of drawings for approval, etc.) in coordination with the consultant.
- Archiving/Scanning/Printing, naming documents, and recording paper or electronic copies of drawings, submissions, and plans (both incoming and outgoing).
- Communicate effectively with project management and the team, and resolve document-related issues.
- Organize, review, and ensure the proper storage and protection of documents to prevent loss or damage.
- Record and follow up on the weekly project meeting and create meeting minutes covering the topics discussed.

Education

Bachelor's Degree in Commerce, Accounting

2018 – 2022

Beni Suef University

Courses

- ICDL Course
- Accounting Excel Course
- Internship at Banque Misr
- Internship at the National Bank of Egypt

Languages

- Arabic (Mother Tongue)
- English (Good)