

AHMED SAMIR AMIN

Document Controller

PROFILE

Skilled Document control with thirteen years (13 years) of experience with a variety of administrative aspects. Professional presence with ability to work independently. Motivated individual who is committed to delivering the highest quality service in challenging environments.

LICENSES & EDUCATION

EDUCATION

Bachelor of Commerce (2011)

Mansoura University, Egypt

Membership

: Egyptian syndicate, 2012.

WORK EXPERIENCE

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Responsibilities

Principle Accountabilities:

- Implemented and maintained document control processes and procedures
- Develop and maintained the Document Management System
- Managed all flows of documents either in electronic form or on paper support
- Ensured Document Management accordingly to established procedures or standards
- Documents numbering, formats, issuance, review, dispatch, recording and archiving
- Maintained and managed electronic and hard copy documents as required
- Process incoming documentation (registration in the DMS, internal distribution, archiving)
- Process outgoing documentation (transmit to Client and Suppliers/3rd parties)
- Makes sure that controlled copies of latest approved documents and drawings are Distributed internally and externally (Clients and Suppliers)
- Ensured control and coordination of projects documentation and data
- Ensure all drawings/documentation are correctly identified, distributed and filed/stored
- General document control activities such as photocopying, scanning, analysis of suppliers Documents compliance with Project standards regarding numbering and all others aspect Related to document quality
- Assistance in the preparation collation and issue of reports and registers as may be required
- Communicated and liaise with Project Teams, Suppliers/3rd parties to agree standards, Systems, efficient flow of documentation, handover and close-out of Project activity to Ensured consistency in document control as required
- Monitor technical documents review and approval in accordance with agreed schedule • Monitoring of documentation progress in cooperation with the project planner

CONTACT

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ADDITIONAL INFORMATION

DATE OF BIRTH:
25-March-1989

Nationality:
Egyptian

Driving license:
Valid
Marital status: Married

COURSES & SKILLS:

- ICDL

LANGUAGES

- ✓ Arabic : Native Language
- ✓ English : Good

- Produce internal and external (Clients and Suppliers) over-due reports
- Ensuring the use of standardized forms and templates
- Set-up Projects folders and facilitate Project communication process
- Establish and maintained the Master Document Register in cooperation with the Project team
- Collate, produce and submit QA Documentation for Clients
- Preparing Submittal forms for Drawings & Materials for various Project.
- Prepared Inspection Reports of Site to be submitted for Consultant.

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FEB 2023- Until now

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- **Project Name:** Renovation of Ministry of Finance Building(012,13&14) (EXIT-9)

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JAN 2015- FEB 2023

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- **Project Name:** National Information Center (NIC)
- **Project Name:** High Commission for Industrial Security-Riyadh (HCIS)
- **Project Name:** SHOOTING RANGE PROJECT: ABHA (SRP)
- **Project Name:** Naif Academy Riyadh (ADC)
- **Project Name:** Central Kitchen (Naif Academy Jeddah)
- **Project Name:** Central Kitchen (Naif Academy Riyadh)
- **Project Name:** Naif Academy Riyadh (RMR)
- **Project Name:** Fence for thomama private farm (MOI)
- **Project Name:** Steel hangers (MOI)
- **Project Name:** National cyber security center (NCSC)
- **Project Name:** Women Section Building (WSB)
- **Project Name:** Renovation for 3 buildings (MOF)
- **Project Name:** Increasing the parking's of the Ministry's employees (MOF)
- **Project Name:** Renovation of custom Building (RCB)
- **Project Name:** Ministry of finance ,Gosi-Granada Business Center (GB2)
- **Project Name:** Saudi Authority for industrial cities and technology zones (MHQ)
- **Project Name:** Taqueem office building (THO)
- **Project Name:** Renovation of Ministry of Finance Building(04&05) (FB45)

Responsibilities

- Coordinator from head office, following all document submittals.

[AUDIT-Cost controller]

FEB 2021- MAY 2023

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Responsibilities

- checking all compony invoices..

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DEC 2012 - DEC 2014

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- **Project Name:** UM ELMELH Airport (UMAP)