






Hala El-Dawoudy


Executive Secretary

Personal Info


 halaeldawoudy@yahoo.com

 0500922476

 Madinah, Saudi Arabia

 Egyptian

 Valid

 11/08/1993

Education

- **Bachelor of Technology & Development in Accounting & Finance**
Zagazig University
Sep 2012 - Jun 2016

Skills

MS Office

Organization

Multi-tasking

Time Management

Problem Solving

Communication

Creativity

Leadership

Administrative Support

Teamwork

Interpersonal skills

Attention to detail

Summary

Versatile and detail-oriented professional with strong experience in document control, executive support, and administrative coordination. Proven ability to manage high-volume documentation, support senior executives, and maintain efficient workflows across multiple departments. Demonstrated flexibility by taking on additional responsibilities beyond core roles, including HR and logistics, contributing to smoother operations and cross-functional collaboration. Adept at stakeholder communication, preparing accurate reports, managing schedules, and improving administrative processes to enhance overall organizational performance. Known for reliability, confidentiality, and the ability to adapt quickly in fast-paced environments.

Work Experience

Executive Secretary, Tondro Group, Saudi Arabia

November 2024 - Present

- Provided comprehensive administrative support to senior executives, ensuring smooth day-to-day operations.
- Managed complex calendars, coordinated high-level meetings, and organized travel itineraries.
- Built and maintained effective relationships with internal departments, clients, and external vendors.
- Prepared, proofread, and edited correspondence, reports, and executive-level presentations.
- Maintained confidentiality and handled sensitive information with professionalism and discretion.
- Utilized advanced proficiency in office software and management systems to enhance productivity and streamline workflow.

Senior Document Controller , ZDS Architects , Egypt

October 2019 - October 2024

- **Presidential Palace**

Project Location: New Administrative Capital, Cairo Governorate

Client: Presidency of the Arab Republic of Egypt

Consultant: ZDS Architects.

Contractor: Hassan Allam Construction

Languages

Arabic - Native Speaker

English - Fluent

- Lead and oversee full document control operations across multiple complex projects, ensuring accuracy, compliance, and timely delivery of all documentation.
- Develop, implement, and continuously improve Document Control Procedures in line with the company's Document Management System.
- Manage high-volume project documentation, ensuring alignment with client quality and formatting standards, including templates, styles, and numbering.
- Generate and maintain detailed Document Progress and Status Reports, providing Project Managers with clear visibility on deliverables and deadlines.
- Supervise the creation, organization, and archiving of project folders and correspondence to ensure full traceability.
- Work closely with Project Managers and cross-functional teams to integrate documentation with project workflows and milestones.
- Ensure all departmental templates and documentation tools are standardized, updated, and consistently applied across projects.
- Provide guidance and support to junior document controllers, ensuring high performance and adherence to best practices.

Document Controller, Raafat Miller Consulting (RMC), Egypt

December 2017 - June 2019

- **As-Salam International Hospital Renovation (ASSIH)**

Project Location: Cairo, Egypt

Owner: Alameda HealthCare

Consultant: Raafat Miller Consulting (RMC)

Project Manager: Egyptian Canadian Project Managers (EGYCAN)

Contractor: Orascom Construction

- **Mivida Crescent Buildings**

Project Location : Cairo, Egypt

Owner: Emaar Misr

Consultant: Raafat Miller Consulting (RMC)

Project Manager: Turner International Middle East (TIME)

Contractor: Al Shafar for Real Estate Investment & General Contracting (ASGC)

- Created standardized forms, templates, and process charts for different document types across all company projects.
- Followed up on the status of Shop Drawings and Material Submittals (Target, Actual, Remaining) based on project logs (E1 & E2) and planned submission schedules.
- Prepared and maintained detailed logs for all site documentation, including RFIs, Change Proposals, Letters, Test Reports, Daily Reports, MAR, MIR, IR, and new activity approvals.

- Handled the coordination of document control activities, including updating, processing, and distributing controlled documents to the correct teams.
- Supported project teams by maintaining an organized and accurate document tracking system.
- Coordinated with consultants and contractors regarding drawings, reports, submittals, and pending project issues.
- Tracked pending documents through weekly and monthly dashboards and reported delays to project teams.
- Performed internal document control audits according to the company's DC Manual to ensure compliance and accuracy.

IT Support, IT Blocks (Part-Time), Egypt

March 2017 - July 2017

- Monitor and maintain the computer systems and networks of an organization.
- Installing and configuring computer systems.
- Diagnosing hardware and software faults and solving technical and application problems.
- Responding in a timely manner to service issues and requests.
- Providing technical support across the company.