

Amgad Halim Shahat

Document Controller

🏠 Riyadh, Saudi Arabia

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PROFILE

A highly organized and detail-oriented **Document Control Specialist** with extensive experience in the construction industry. Proficient in managing documents using Electronic Document Management Systems (EDMS) such as **ORACLE Primavera Unifier and Aconex**. Skilled in preparing, formatting, and proofreading technical and administrative documents, as well as managing internal and external communications. Committed to improving operational workflows, ensuring document accuracy, and supporting the successful execution of projects. Seeking to leverage my expertise in document management, quality assurance, communication management, and technical presentations to enhance the efficiency and success of an organization.

EDUCATION

Specific Education college - Educational Technology Department - Ain Shams University

MAY 2019

EXPERIENCE

- Saudi Arabia

Abdullah Ibrahim Al Sayegh and Sons Co. (SGC)

April 2024 - Present

* Document Controller at Group G5A - Green Riyadh Project.

Group 5A: is one of the largest packages under the Green Riyadh Program, comprising the installation of **150 km of Ductile Iron Pipes (DIP)** to deliver treated water for irrigation across central Riyadh, with a total project value exceeding **SAR 600 million**. This critical infrastructure supports the large-scale plantation and landscaping works planned for the city. As part of the broader **Green Riyadh Program**, which aims to plant more than **7.5 million trees** to enhance air quality, reduce temperatures, and improve livability, Group 5A plays a fundamental role in enabling Riyadh's transformation into a greener and more sustainable urban environment in line with **Saudi Vision 2030**.

Key Responsibilities:

- ✓ Manage and control project documentation, ensuring proper handling, organization, and archiving technical and administrative documents.
- ✓ Handle document submission, receipt, and tracking using **Primavera Unifier (EDMS)** while ensuring compliance with document control procedures, version control, and distribution protocols.
- ✓ Prepare, review, and proofread technical submittals such as Pre-Qualifications, Material Submittals, Inspection and Test Plans (ITP), Method Statements, Reports, and Shop Drawings, ensuring accuracy and adherence to project requirements.
- ✓ Coordinate and manage Work Inspection Requests (WIR) and Material Inspection Requests (MIR), ensuring timely submission and compliance with quality standards and project specifications.
- ✓ Organize, store, and retrieve electronic and hard copy documents.
- ✓ Monitor and maintain detailed logs to track document submissions, approvals, and pending reviews, ensuring efficient follow-ups and timely processing.

- ✓ Liaise with internal teams, contractors, and consultants to facilitate the smooth flow of documents and ensure timely responses to critical project communications.
- ✓ Ensure strict compliance with company and project documentation standards, regulatory requirements, and quality assurance guidelines.
- ✓ Maintain the confidentiality and security of sensitive project information, ensuring proper access control and document handling protocols.
- ✓ Support audits, inspections, and compliance checks by providing accurate documentation and ensuring records are up to date.
- ✓ Identify and implement improvements in document control procedures to enhance efficiency and streamline workflow process.

- **Egypt**

Consortium of Orascom Construction & Hassan Allam Sons Construction Oct. 2021 – Mar 2024

* QC Document Controller at New Administrative Capital – R3 Residential District & La Vista City

R3 Residential District: is one of the largest neighborhoods in the New Administrative Capital, spanning nearly **1,000 acres** and including more than **24,000 housing units** (residential buildings, villas, and twin houses), along with commercial and administrative facilities.

La Vista City: covers about **910 acres** and is designed as a luxury residential community, with only **15% built-up area** and **85% dedicated to green spaces, lakes, and amenities**, featuring villas, twin houses, and townhouses. Both projects represent major milestones in Egypt’s new urban development strategy, contributing to modern housing, infrastructure, and sustainable living standards.

Key Responsibilities:

- ✓ Prepare, review, and manage **Work Inspection Requests (WIRs)** to ensure compliance with project quality and technical standards.
- ✓ Log, track, and monitor all WIRs, ensuring timely follow-up and proper documentation for audits and inspections.
- ✓ Maintain and organize all project **quality and technical documentation**, including inspection reports, material submittals, and testing records.
- ✓ Coordinate with **project engineers, contractors, and consultants** to ensure accurate and timely submission of documents.
- ✓ Support the **Quality Control (QC) team** in internal audits, inspections, and compliance verification.
- ✓ Update and manage **document control databases** to ensure all records are up-to-date and accessible.
- ✓ Assist in the preparation of **project progress reports** related to quality and documentation status.
- ✓ Ensure **compliance with project procedures, company standards, and client requirements** for all controlled documents.

KEY SKILLS

- **Document Control & Management:** Expertise in handling, organizing, archiving, and retrieving technical and administrative project documents.
- **Microsoft Office Suite:** Advanced skills in **Word, Excel, PowerPoint, and Outlook** for reporting, documentation, and project communication.
- **Work & Material Inspection Requests (WIR & MIR):** Preparation, tracking, and follow-up to ensure compliance with quality standards and project specifications.
- **Technical Submittals & Review:** Reviewing and proofreading Pre-Qualifications, Material Submittals, ITPs, Method Statements, Reports, and Shop Drawings.

- **EDMS & Project Software:** Proficient in **Primavera Unifier (EDMS) and Aconex** for document submission, tracking, version control, and distribution.
- **Quality Assurance & ISO 9001 Knowledge:** Familiarity with **ISO 9001 Quality Management System requirements**, supporting audits, inspections, and compliance verification.
- **Coordination & Communication:** Liaising with internal teams, contractors, and consultants to ensure smooth document flow and timely responses.
- **Reporting & Monitoring:** Maintaining detailed logs, progress reports, and dashboards for document status, approvals, and pending reviews.
- **Process Improvement:** Identifying and implementing enhancements in document control procedures to streamline workflow and increase efficiency.
- **Confidentiality & Security:** Ensuring proper access control and safeguarding sensitive project information.

Training & Certifications

- **ISO 9001 Quality Management System – Training Completed (Certification Pending).**
- **Aconex Accredited Associate – May 2025.**
- **Aconex Accredited Professional – July 2025.**
- **Aconex Accredited Specialist – August 2025.**
- **Advanced Excel Certificate – Edrak (June 2025) - ([Link](#)).**
- **Advanced Excel - Level (2) Certificate – Edrak (June 2025) ([Link](#)).**
- **Programming VBA using Excel course from Edraak (July 2025) ([Link](#)).**



LANGUAGE SKILLS

- **Arabic:** The mother language.
- **English:** very good (Writing & Speaking)

PERSONAL DATA

- **Date of Birthday:** 08/06/1994.
- **Marital Status:** Married.
- **Nationality:** Egyptian.

Infra Structure R3 –New Administrative Capital
Consortium of Orascom Construction & Hassan Allam Sons Construction

TO WHOM IT MAY CONCERN

Date: 30/03/2024

This is to Certify That **Mr. Amgad Halim Shahat**, Has Successful Completed his Assignment as a **Document Controller** Since his Engagement on **02/10/2021 Till 01/03/2024**

Mr. Amgad Halim Shahat Has Been Excelled in all Duties, he is trustworthy and hard Working and Deserves all the Best.

This Certificate Has Been Issued Upon his Request Without any liabilities on the J.V (OC – HA).

HR. Manager



Project Manager



ARAB REPUBLIC OF EGYPT

جمهورية مصر العربية



24-9-2016

جامعة عين شمس
شهادة تخرج
615403

تحريري في: / /

تشهد كلية / التربية النوعية

أن / امجد حليم شحات خله

المولود في / القاهرة رقم قومي / ٢٩٤٠٦٠٨٠١٠١٠٩٦ الجنسية / مصري

قد حصل علي درجة / البكالوريوس في التربية النوعية تخصص تكنولوجيا التعليم التربوي

في دور / مايو عام / ٢٠١٩ بتقدير عام / جيد

مجموع تراكمي / ٤٤٨٥ من / ٦٩٠٠ النسبة المئوية / ٦٥%

وقد أعتد مجلس الكلية نتيجة امتحانه في ٢٠١٩/٨/٥

ومجلس الجامعة / رئيس الجامعة في ٢٠١٩/١٠/٢٧

الموظف المسئول / المراجع / مدير شئون الخريجين / عميد الكلية

ايماه

مراجع

مدير شئون الخريجين

عميد الكلية

