

Ramadan Abdel-Fatah Genidy

PMO Document Control Manager

rgenidy@outlook.com - +966 568 340 687 - [LinkedIn](#) - Al-Madinah, KSA

Summary

Results-driven PMO Document Control Manager with over 20 years of experience overseeing document control operations across large-scale construction projects. Proven expertise in deploying and streamlining document management systems including Oracle Aconex and SharePoint to ensure regulatory compliance, data integrity, and operational excellence. Skilled in reducing processing times, enhancing document security, and leading cross-functional teams to deliver high-quality outcomes aligned with industry standards. Recognized for driving efficiency, fostering collaboration, and maintaining meticulous control over project documentation throughout the lifecycle.

Skills

- Oracle Aconex Document Management
 - Workflow automation and system integration
 - Compliance & Standards, Data Security, Document Audits, Project Reporting
 - Microsoft SharePoint Administration
 - MS Office Suite (Excel, Word, Outlook)
 - Database Management
 - Electronic Document Management Systems (EDMS)
 - Aconex, SharePoint, Primavera, AutoCAD
 - Data Security and Encryption
-

Experience

PMO Document Control Manager

Streamlined document control workflows, reducing processing time by 30% and ensuring timely distribution of over 50,000+ project documents.

Led successful implementation of Oracle Aconex across multi-billion SAR infrastructure projects, achieving 100% compliance with QA/QC protocols.

Ensured all project documentation adhered to ISO and project-specific standards, boosting audit readiness by 35%.

Collaborated with QA teams to deliver targeted training for 10+ staff, improving document handling accuracy by 25%.

China Railway Construction Cor. Limited - Saudi Branch, Al-Madinah, KSA Nov 2022 – Present

Supervised end-to-end document control activities, including intake, monitoring, and distribution of project records.

Directed the deployment and management of Aconex for centralized project documentation.

Maintained strict adherence to project specifications and industry compliance standards.

Worked closely with QA teams to uphold documentation quality and regulatory benchmarks.

Delivered training and ongoing support to staff to ensure consistent document control practices.

Document Control Manager

Developed and implemented uniform document control protocols, cutting retrieval time by 40% across multiple large-scale infrastructure projects.

Executed over 100 internal audits with zero non-compliance findings during external reviews.

Managed the organization and timely distribution of 20,000+ documents, maintaining a 98% on-time delivery rate to key stakeholders.

Cosmos-E Engineers & Consultants, Jeddah & Dammam, KSA

Feb 2018 – Dec 2021

Assigned qualified personnel to meet client-specific project documentation needs.

Designed and executed standardized document control processes and procedures.

Performed routine audits to verify compliance with internal and external standards.

Systematically organized and classified documents in line with established protocols.

Maintained timely and accurate distribution of documentation to all relevant stakeholders.

Document Control Supervisor

Oversaw document flow across three simultaneous construction projects, ensuring precise and timely handling of over 10,000 records.

Mentored and managed a team of 5+ junior document controllers, boosting departmental efficiency by 25% through structured training and enforcement of standard operating procedures.

AL Bayan Holding Group – DNGO Contracting, Riyadh, KSA

Oct 2014 – Oct 2017

Implemented tailored document and data management solutions to support project efficiency and compliance.

Maintained structured data distribution systems aligned with client-specific requirements.

Verified document retention policies and oversaw accurate cataloging and archiving processes.

Conducted routine audits to ensure documentation accuracy and adherence to standards.

Supported training and development of junior staff, enhancing team capability and consistency.

Engineering Data Coordinator

Managed the processing and archiving of over 50,000 technical documents for manufacturing projects, achieving 99.9% accuracy while consistently meeting strict project deadlines.

ASEC – ARESCO for Manufacturing & Industrial Projects, Cairo, Egypt

Nov 2007– Oct 2014

Oversaw preparation and control of all documentation workflows and reporting activities.

Managed archiving procedures and maintained organized documentation systems for easy retrieval.

Entered and updated data related to material inventories and job orders with accuracy.

Performed administrative tasks including correspondence handling and scheduling support.

Ensured proper maintenance and functionality of office equipment to support daily operations

IT Technical Support

Installed and supported IT infrastructure for over 200 users, achieving a 35% reduction in system downtime through proactive issue resolution and targeted user training.

General Nile Company for Roads & Bridges, Cairo, Egypt

Sep 1995 – Nov 2007

Installed, configured, and repaired hardware, software, and peripheral devices to support operational continuity.

Set up user systems and ensured optimal functionality across departments.

Conducted system evaluations and provided strategic recommendations for upgrades and improvements.

Supervised IT support teams, overseeing day-to-day technical operations and troubleshooting.

Resolved technical issues efficiently and delivered user training to enhance system proficiency.

Education

Diploma in Computer Technical Specialization - El Sahafa Technical Industrial Institute – Egypt

Graduation Project: *Very Good* - Graduated: May 1995

Certifications

Experience Certificate - Parsons. Nov 2024

Experience Certificate – Cosmos Engineering & Consultants Dec 2021

Experience Certificate – Al bayan Holding Group (Dongo) Oct 2017

Experience Certificate – Aresco. Oct 2014

Experience Certificate - El Nile General Company for Roads and Bridges Nov 2014

Oracle Aconex – Advanced User

SharePoint Administration

Microsoft Project

Advanced Microsoft Office

CompTIA Certification

Coursera Projects:

- *Create a Project Management Tracker Using Microsoft Excel* [Verify Certificate](#)
 - *Create Charts and Dashboards Using Microsoft Excel* [Verify Certificate](#)
-

Languages

- Arabic: Native
- English: Fluent